

TRI-COUNTY COUNCIL FOR WESTERN MARYLAND, INC.

REVOLVING LOAN FUND PROGRAM
LOAN APPLICATION

APPLICATION MUST BE TYPEWRITTEN
IF NOT, DELAYS IN PROCESSING COULD RESULT

APPLICATION PROCESSING FEE: \$100.00

I. GENERAL INFORMATION

A. Applicant (Business Name)

Loan Address

City

State and ZIP

Corporation ID#

Contact Person

Telephone

E-mail

B. TCC Loan Fund Request

Amount Requested:

Term Requested:

Years

Type of Loan:

Fixed Assets

Working Capital

C. Business Structure:

Corporation

Partnership

Proprietorship

State & Year of Incorporation

Number of Years in Business

Number of Years in Business

D. Management/Ownership:

Name	Social Security #	Age	Title	Owns %	Annual Salary

E. Physical Facilities:

	If Leased		If Owned
Annual Rental Cost		Annual Mortgage	
Leased From		Building Size (square feet)	
Contact		Lot Size in Acres	
Phone		Building Appraised Value	

F. Business References:

1. Legal Counsel:

Name	Address	Phone

2. Accountant(s):

Name	Address	Phone

3. Suppliers: (List three largest)

Name and Contact	Address	Phone

4. Customers: (List three largest)

Name and Contact	Address	Phone

II. FINANCIAL INFORMATION

A. List all current personal and business loans, debts, or lines of credit.

Name and Address of Creditor	Original Amount	Balance	Monthly Payment

- B. As collateral is normally required for RLF approval, please list all assets which the business or any of the management personnel/owners will pledge as security to obtain RLF financing.

Collateral	Appraised Value	Total Dollar Amount of Liens

When real property and/or improvements to real property are included in the project and/or constitute collateral, a current appraisal prepared by a member of a recognized professional organization and acceptable to TCC may be required at the applicant's expense. In the case of proposed renovation, an after-rehabilitation appraisal may be required.

- C. List any life insurance policies held on top management personnel/owners for the benefit of the applicant.

- D. Is the business or any of the management personnel an endorser, guarantor, or co-signer for any obligations not listed on its/their financial statement?

Yes No If yes, explain on a separate sheet.

- E. Is the business or any of the management personnel a party to any claim or lawsuit?

Yes No If yes, explain on a separate sheet.

- F. Has the business or any of the management personnel ever declared bankruptcy?

Yes No If yes, explain on a separate sheet.

- G. Does the business or any of the management personnel owe any taxes for prior or current years?

Yes No If yes, explain on a separate sheet.

H. Total Project Financing Information

Sources of Funds:

	Amount	Rate	Term	Pmt Amt (if known)
TCC Loan Request				
Bank Loan Request				
Other Financing				
TOTAL AMOUNT FINANCED				
Owner's investment				
TOTAL SOURCES OF FUNDS				

Uses of Funds:

	Amount
Land	
Building	
Renovations	
Construction	
Equipment	
Working Capital	
Concingencies	
Other	
TOTAL USES OF FUNDS	

(Total Sources of Funds and Total Uses of Funds should be equal)

III. EMPLOYMENT INFORMATION

To qualify for RLF funding, TCCWMD applicants are required to estimate the number of jobs which will be created or retained by the proposed project. Projects that will not have an economic impact will be considered ineligible for RLF funding. Please answer the following questions:

1. How many permanent full-time/part-time employees does your business have at present?

Full-time _____ Part-time _____

2. How many permanent full-time/part-time jobs will be created by the proposed project at the time that all financing is in place (or within 36 months)?

Full-time _____ Part-time _____

3. How many existing jobs will be retained? This pertains only to a situation where the applicant's business would otherwise be forced to relocate, or shut down, without TCCWMD assistance? Jobs being retained _____.

*If your loan is approved, you will be required to fill out an Employment Schedule annually, as an update to your loan file. This Employment Schedule will be provided by TCCWMD and will correspond to the information supplied in Nos. 1, 2, and 3 above.

IV. PRIVATE FUNDING REQUIREMENTS

1. Letter of Credit Denial

Applicants must show that total project financing cannot be obtained through normal lending channels. Therefore, a letter of credit denial must be submitted. The amount denied should correspond with the "Total Amount Financed" figure shown on previous page (p. 4). This letter of credit denial should be on the bank's letterhead or standard form.

2. Private Funding Commitment

Private funding is required as a condition of RLF eligibility; therefore, a copy of the bank's letter of commitment is required before a decision on your loan request can be made. Information regarding the rate, term and amount of private funding, along with any collateral taken, is required.

These private funding requirements should be submitted with the application. If not, a verbal assurance from your bank's representative that these requirements can be met will enable your application to be processed. However, no settlement on any RLF loan will

take place until these documents have been submitted and reviewed by the RLF Manager. If these requirements cannot be met, your project may be ineligible for RLF funding.

V. HISTORY OF BUSINESS/PROPOSED PROJECT

Submit a narrative history of your business, including nature of your business and its product(s), key milestones, market characteristics, and your business strategy. Include with this an explanation, purpose and expected results of the proposed expansion project. If the project involves a start-up venture, state your goals and objectives.

VI. DOCUMENTATION REQUESTED

Financial Statements:

- a. Annual Financial Statements and/or Income Tax Returns for the last three years.
- b. Latest Interim Financial Statement.
- c. Personal Financial Statements of all management/ownership personnel listed on page 1.
- d. Projected Financial Statements (start-up company, three years; existing business, one year).

VII. CONTINGENT LOAN APPROVAL

All loans approved by the RLF Loan Committee are contingent upon the submission and subsequent approval of specific Economic Development Administration forms. These forms relate to specific employment, environmental, and compliance issues. These forms are to be submitted after the RLF Loan Committee has approved your loan request, and constitutes a second level of loan approval. Copies of these forms will be provided by TCCWMD after approval.

VIII. FEES

TCCWMD charges all applicants a non-refundable application fee of \$100.00. This fee is due when the application is submitted.

TCCWMD also charges approved applicants a loan placement fee which is equal to one percent (1%) of the approved loan amount. This fee is due at settlement and can be paid directly by the applicant or deducted from the loan proceeds.

IX. AGREEMENTS AND CERTIFICATIONS

A. Agreement:

1. I/We agree that the project will adhere to all local, state and federal air and water pollution standards.
2. I/We agree that the project will adhere to all local, state and federal historic preservation laws and regulations.
3. I/We agree I/We will obtain and maintain flood hazard insurance if required pursuant to National Flood Plain Policy.
4. I/We agree that if construction is financed by this loan, accessibility to the handicapped will be assured by compliance with the standard of Sub-Part 101-19.6, Title 41 of the CFR.
5. I/We agree to provide an annual operating statement to TCCWMD within 60 days of the close of the fiscal year of the applicant organization.
6. I/We agree that if TCCWMD approves this loan application, I/we will not, for at least two years, hire as an employee or consultant anyone that was employed by TCCWMD during the one year prior to the disbursement of the loan.
7. I/We agree that in the event the business is closed, fails, or is relocated to a location outside the TCCWMD region due to a management/ownership decision and the liquidation of collateral does not retire the outstanding balance, the remaining loan balance will be refinanced at an interest rate that will be equivalent to the current commercial rates in the TCCWMD region of Western Maryland. This refinanced interest rate will be reviewed periodically and will remain adjustable until the outstanding balance is paid in full.
8. I/We agree that if the information contained in the contingent EDA forms to be submitted after loan approval does not comply with all EDA regulations and guidelines, even though the loan request has been approved by the RLF Loan Committee, the loan may be deemed ineligible for RLF funding.

B. Certification:

1. I/We certify all information in this application is true and complete to the best of my/our knowledge and is submitted so the Loan Committee can decide whether to grant a loan or participate with the lending institution in a loan to me/us.

2. I/We assure that I/we will comply with Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-2000d 4), the requirements imposed by or pursuant to regulations issued for the Department of Commerce and designated as 15 CFR Sub-title A Part 8, and any amendments thereto. I/We agree to comply with the requirements imposed by or pursuant to the regulations of the Economic Development Administration promulgated in 13 CFR Part 311 (as explained in the April 1979, EDA Civil Rights Guidelines) and any amendments thereto. I/We agree to comply with Section 504 of the Rehabilitation Act of 1973 (26 USC 794) and 15 CFR Part 8b, Subsections a, b, c and e (Regulations of the Department of Commerce implementing Section 504 of the Rehabilitation Act), and the Age Discrimination Act of 1975 (42 USC 6101). Such requirements hold that no person in the United States shall on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal financial assistance has been extended.
3. I/We certify that facilities under my/our ownership, lease or supervision which will be utilized in the accomplishment of project or services financed by the Revolving Loan Fund, are not listed on the Environmental Protection's Agency (EPA) list of violating facilities pursuant to Section 15.20, Part 15 Title 40 CFR.

C. Authority to Collect Personal Information: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974).

Effect of Non-Disclosure: Omission of an item means your application might not receive full consideration.

1. I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the project financing. I/We waive all claims against TCCWMD and its consultants.
2. I/We certify that the total amount of financing for this project was not available through normal lending channels and TCCWMD's participation in this project was necessary.
3. I/We realize that if I/we do not comply with the Agreements and Certifications, my/our loan can be called, terminated or repayments accelerated.

If Applicant is a proprietor or general partner, sign below:

By: _____

Date: _____

If Applicant is a Corporation, sign below:

By: _____
Signature of President

Attested By: _____
Signature of Corporate Secretary

Revised October 29, 2002