**REVOLVING LOAN FUND APPLICATION**

1. BUSINESS NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE \_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF COMPANY OFFICER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
I hereby give permission to the Revolving Loan Fund loan review committee to research the company’s history, make credit checks, contact the company’s financial institution, and perform other related activities necessary for the reasonable evaluation of this proposal. To the best of my knowledge, all information in this application is true and accurate. I understand that all information submitted to the loan review committee relating to this application is public information and that its confidentiality is not guaranteed.

1. DESCRIPTION AND HISTORY OF BUSINESS:
2. DESCRIBE IN DETAIL THE PROPOSED “PROJECT” BEING UNDERTAKEN:
(e.g. company relocation, plant expansion or remodeling, new product line, refinancing, etc.)

4. FLOOD PLAIN INFORMATION
 Check one:
 \_\_\_\_ No project activities will be conducted in a 100-year flood plain.
 \_\_\_\_ Project activities will be conducted with a 100-year flood plain.
Specify activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. WHAT PERCENTAGE OF THE COMPANY’S SALES WILL BE OUTSIDE THE STATE OF IOWA? \_\_\_\_\_\_\_\_\_\_

6. WHAT PERCENTAGE OF THE COMPANY’S TOTAL OPERATING EXPENDITURES (INCLUDING WAGES AND SALARIES) WILL BE SPENT WITHIN THE STATE OF IOWA?\_\_\_\_\_\_\_\_\_\_\_\_\_

7. WHAT DATE WILL THE PROJECT BEGIN?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BE COMPLETED?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. HAS ANY PART OF THE PROJECT BEEN STARTED YET? \_\_\_\_YES \_\_\_NO
If yes, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. HOW MANY FULL-TIME EMPLOYEES ARE CURRENTLY EMPLOYED BY THE COMPANY?\_\_\_\_\_\_\_\_\_\_\_\_
IF THIS COMPANY HAS MORE THAN ONE FACILITY, HOW MANY FULL-TIME EMPLOYEES ARE THERE AT THE FACILITY AFFECTED BY THIS PROPOSAL?\_\_\_\_\_\_\_\_
HOW MANY PART-TIME EMPLOYEES?\_\_\_\_\_\_\_\_\_\_
NOTE: Documentation of the number of employees is needed (i.e., copy of payroll)

10. HOW MANY NEW, FULL-TIME EMPLOYEES WILL YOU ADD TO THE PAYROLL
WITHIN 12 MONTHS, IF THE PROJECT IS ACCOMPLISHED?\_\_\_\_\_\_\_ WITHIN 24 MONTHS?\_\_\_\_\_\_\_\_

11. WHAT IS THE ESTIMATED ANNUAL PAYROLL FOR THE NEW EMPLOYEES RESULTING FROM THIS PROJECT?\_\_\_\_\_\_\_\_\_\_\_\_\_

12. WHAT IS THE AVERAGE WAGE RATE PROJECTED TO BE FOR THE NEW EMPLOYEES? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 13. WILL ANY OF THE CURRENT EMPLOYEES LOSE THEIR JOBS IF THE PROJECT DOES NOT PROCEED?\_\_\_\_ YES \_\_\_\_NO IF YES, HOW MANY? \_\_\_\_
 EXPLAIN WHY: OF THESE, HOW MANY ARE LMI? (SEE EMPLOYEE CERTIFICATION FORM ATTACHED.)\_\_\_\_\_\_\_
NOTE: A description of the Standard Fringe Benefits provided to employees must accompany this application.

14. HOW WILL THIS PROJECT INCREASE SALES, PROPERTY, AND/OR HOTEL MOTEL TAX?

15. HOW WILL THIS PROJECT BENEFIT THE COMMUNITY, ETC.?

16. EXPLAIN WHY ASSISTANCE IS NEEDED FROM THE REVOLVING LOAN FUND, AND WHY IT CANNOT BE OBTAINED ELSEWHERE?

17. EXPLAIN REQUEST FOR SPECIFIC TYPE OF ASSISTANCE (interest rate, amortization period and any other terms). IF MARKET RATE LOAN IS NOT SUFFICIENT, WHY NOT?

18. EXPLAIN THE BUSINESS CONTRIBUTION TO THE PROJECT (i.e. loan, equity, etc.):

19. IDENTIFY INSTITUTIONS INVOLVED IN THE PROJECT, AND WHAT THEIR INVOLVEMENT IS:

20. SUMMARY OF PROJECT COSTS AND PROPOSED FINANCING SOURCES

USES SOURCES

ACTIVITY $ AMOUNT $ AMOUNT PROVIDED BY

1. Land Acquisition \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

2. Site Preparation \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Building Acquisition \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* 4. Building Construction \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* 5. Building Remodeling \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Machinery & Equipment \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Furniture & Fixtures \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Other \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9. Administration \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ (2 columns must equal)

\* Federal Labor Standards may apply which might affect the project costs.

 21. TERMS OF PROPOSED FINANCING

 AMOUNT TYPE RATE TERM
 (Grant/Loan/Etc.)

Revolving Loan Fund \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
Conventional Financing \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
Job Training \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
State Assistance \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
Other \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
Other \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

22. LIST OF POSITIONS FOR JOBS TO BE CREATED/RETAINED
(e.g. 5 welders, 3 assemblers, 1 office worker)

JOB SKILLS, EDUCATION, HOURLY NUMBER NUMBER TOTAL
TITLE EXPERIENCE NECESSARY WAGE FULL-TIME PART-TIME FTE

ASSURANCES

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business CEO), hereby certify that in carrying out the activities funded under the Knoxville Revolving Loan Fun, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(business name):

 A) will minimize displacement of persons as a result of such activities;

B) will conduct and administer the program in conformity with Public Law 88-352 (Title VI of the Civil Rights Act of 1964), and Public Law 90-284 (Title VIII of the Civil Rights Act of (1968), and will affirmatively further fair housing.

 I also certify that to the best of my knowledge and belief, data in the application are true and correct, including any commitment of local resources, the document has been duly authorized by the applicant, and the applicant will comply with all applicable federal requirements, including the following, if assistance is approved;

A. Housing and Community Development Act of 1974, as amended;

B. Age Discrimination Act of 1975;

C. Section 504 of the Rehabilitation Act of 1973;

D. Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), where applicable under Section 110 of the Housing and Community Development Act of 1974 as amended;

E. 24 Code of Federal Regulations Part 58

F. National Environmental Policy Act of 1969; and

G. Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1979, Title II and Title III;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPES NAME AND TITLE OF CEO SIGNATURE DATE SIGNED

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPED NAME OF ATTEST SIGNATURE DATE SIGNED

**REVOLVING LOAN FUND ADDITIONAL DOCUMENTATION**

**Application Checklist:**

**Existing Business**

* Completed loan application
* Resumes of management team
* Outline of company ownership, key executives, and guarantors.
* Fiscal Year End (FYE) profit/loss report for last three years of business
* Most recent FYE and interim Business Financial statement
* Detailed Credit Bureau (owners/ guarantors)
* Proposed Loan collateral (Parcel ID, deed holder).
* Documentation of commitment of all project funds (from banks, application, business, etc.)
* Cash flow projection for next Fiscal Year
* Signed and completed Employer Certification Form
* Documentation of current number of jobs
* Description of standard fringe benefits that are provided to
* Job creation schedule
* Potential tax increase report
* Signed Assurance Page
* Map showing the location of the project;
* Attach copies of bids, quotes, estimates or other cost documentation of project activities.

**New Business**

* Completed loan application
* Resumes of management team
* Outline of company ownership, key executives, and guarantors.
* Business plan
	+ Scalability
	+ Projected cash flow
	+ Job creation schedule
* Detailed Credit Bureau (owners/ guarantors)
* Industry report
* Proposed Loan collateral (Parcel ID, deed holder).
* Potential tax increase report
* Signed and completed Employer Certification Form
* Signed Assurance Page
* Map showing the location of the project;
* Attach copies of bids, quotes, estimates or other cost documentation of project activities.