

GARNETT / ANDERSON COUNTY

**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
LOAN APPLICATION**

I. GENERAL INFORMATION

1. _____
Name of Applicant Firm Date of Request

2. _____
Firm Address Firm Phone No.

3. Location of proposed facility:
City County

4. Names and addresses of all persons or corporations who would be obligated as either applicant or personal guarantors of loans:

Name	Address
_____	_____
_____	_____
_____	_____

5. Names and addresses of the principal officers and directors of the applicant:

6. Nature of applicant's business:

7. Products to be assembled or manufactured or service to be rendered:

8. _____
Applicant's Attorney (if any) Address Phone Number

9. _____
Applicant's Financial Advisor (if any) Address Phone Number

10. _____
Applicant's Accountant Address Phone Number

- 11. Estimated amount of loan: \$ _____
- 12. Number of years (or months) to retire loan: _____
- 13. Number of months to complete project: _____
- 14. List of previous loans and credit references:

II. USE OF LOAN PROCEEDS

- 1. Amount requested for purchase of land: \$ _____
- 2. Amount requested for land improvements: \$ _____
(buildings)
- 3. Amount requested for machinery & equipment: \$ _____
Describe:
- 4. Amount requested for working capital: \$ _____
- 5. Amount requested for other: \$ _____
Specify:

- TOTAL REQUEST:** \$ _____

III. LOAN PROPOSAL

- 1. Will the loan proceeds be used to expand or replace an existing facility?
- 2. What type and size of building will be constructed (if any)?
- 3. Name and address of contractor and/or architect:
- 4. What type of equipment or machinery will be financed (if any)?

IV. LOAN ANALYSIS

- 1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan, or benefit to the applicant loan?
If yes, attach a copy to this application.

2. Has additional financing, whether internally generated or through other loans, been arranged?

If yes, explain on an attached sheet.

3. Has the applicant investigated conventional financing? _____

V. PROPOSED LOCATION

1. Location of proposed facility: _____

2. If facility is a proposed expansion or replacement of another plant, state size and location of current operations:

3. What percentage of the facility will be occupied by applicant?

4. Is the prospective location properly zoned?

5. If a zoning change is pending, briefly describe what change will be needed and plans for submitting application:

6. If unusual demands for gas, water, electric or sewer services or police or fire protection will be made, specify the demands:

VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

Note relationship to a parent company:

VII. FINANCIAL RESPONSIBILITY

1. How many years has the applicant been in the business? _____

2. What portion of the project is being financed from other company funds (in addition to this loan)? (Applicants are encouraged to contribute non-RLF funds to the contemplated project)? \$_____

Please describe:

3. Describe all threatened or outstanding litigation:

4. Attach proforma statements (projections) for the first two (2) years of operation after issuance of the loan, including revenue projects, operating expense projections, and a debt amortization schedule.

5. Do you have any tax liens against you or your company? _____

VIII. MEASURES OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated?
2. What percentage of sales will be sold locally (in SE KS region)?
3. Describe contemplated market area:
4. What is the estimated amount of merchandise and services purchased locally, per year? \$_____
5. What is the number of **current** full-time employees? _____
Part-time employees? _____
Minority employees? _____
Women employees? _____
6. How many **new** people will the project employ: _____
Full-time employees? _____
Part-time employees? _____
Minority employees? _____
Women employees? _____
7. Specify Skilled, Semi-Skilled or Unskilled:
Professional:
Technical:
Clerical:
General Labor:

IX. In order to facilitate the timely processing of the application, please attach, as part of the proposal, the following items:

1. Copies of the applicant's financial audits for the past three years, if available.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. A current financial statement for each personal guarantor with twenty percent or more ownership in the proposed project.
5. Provide a brief narrative or **Letter of Intent and Business Plan**, which includes:
 - a. Specific uses of project funds (land to be purchased, building plan, types of machinery to be purchased, etc.) with cost estimates attached.
 - b. Documentation regarding the anticipated market for the product or service to be produced, including a general financial projection. *Applicant is encouraged to meet with a Small Business Development Counselor.*

- X. Applicant should be aware that additional financial data shall be required if requested.**

XI. APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS, AS WELL AS THIS APPLICATION, ARE A SET OF GUIDELINES, AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE GOVERNING BODY.

XII. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT ANY MONETARY PLEDGE OF MONIES FROM THE FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON AVAILABILITY OF FUNDS.

_____ Signature	_____ Title	_____ Date
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_____ Signature	_____ Title	_____ Date
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_____ Signature	_____ Title	_____ Date
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_____ Signature	_____ Title	_____ Date
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GARNETT / ANDERSON COUNTY
ECONOMIC DEVELOPMENT LOAN FUND

SUPPLEMENTAL FORM "A"

**ASSURANCE OF COMPLIANCE WITH FEDERAL REQUIREMENTS
and
ENVIRONMENTAL ASSESSMENT**

I. CIVIL RIGHTS

The Borrower, hereby, assures the Commission that this firm will comply with Federal Anti-discrimination Requirements including:

- A. Section 112 of Public Law 92-65 prohibiting sex discrimination.
- B. Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination against the handicapped.
- C. Section 303 of the Age Discrimination Act prohibiting discrimination on the basis of age.
- D. Executive Order 11246 prohibiting discrimination on the basis of race, color, religion, sex or national origin.

II. FLOOD HAZARD

If the project involves facilities located in a flood plain, the borrower must inform the Commission of this fact and where applicable, provide evidence of flood hazard insurance.

III. RELOCATION

Projects for which loan funds are requested must be located within Anderson County. The applicant hereby assures that no relocation outside the eligible area is contemplated and that the business is not relocating jobs from another designated labor area.

VI. ENVIRONMENTAL ASSESSMENT

1. Air Quality: Describe any anticipated emissions produced by the manufacturing process or during the construction process:

2. Water Quality: Describe any unusual water capacity or volume needs and provide assurance that the City involved has facilities adequate to handle this need:

3. Waste and Wastewater: Describe industrial waste to be produced and provide assurance of City's capacity to handle the need:

4. Energy: Describe your energy needs and indicate that adequate resources are available and that no coal burning or wood burning is contemplated:

5. General Checklist: Please respond to the following potential problems and explain all "yes" answers in the space provided:

	YES	NO
(a) Noise emissions	_____	_____
(b) Appreciable increase in local traffic	_____	_____
(c) Presence of historical properties or unique nature features	_____	_____
(d) Presence of toxic substances	_____	_____
(e) Knowledge of negative public reaction	_____	_____
(f) Special permits required	_____	_____
(g) Area subject to flooding	_____	_____

Explanation of "YES" responses to #5 (a-g):

ASSURANCES:

The Applicant for a Revolving Loan assures the Committee that he has read the requirements discussed in this form and will comply with regulations cited.

FIRM NAME:

Signature	Title	Date
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Signature	Title	Date
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Signature	Title	Date
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**NOTICE OF PROCEDURES FOR LOAN APPROVALS,
DOCUMENTATION OF LOAN BOARD DECISIONS,
AND NOTIFICATION OF BORROWERS**

1. Applicants will submit completed applications to Anderson County Economic Development (ACDA) staff and to the Loan Review Committee. ACDA staff may provide assistance in the completion of applications that may initially appear to be incomplete or fail to meet one or more of the RLF program requirements.
2. Upon payment by the applicant of a **\$400.00 LOAN APPLICATION FEE**, the Loan Review Committee will review the loan and either approve the application, disapprove the loan application or suspend the application for further documentation and review. The Loan Review Committee will recommend terms and conditions for approved applications. Approved applications will be forwarded to ACDA staff for further review and processing. **If the loan application is not forwarded or approved by the Loan Committee , a fee of \$100.00 will be refunded.**
3. Staff will begin the process of completing the loan documents and constructing the loan-closing packet. Staff will work in close communication with the applicant to complete the closing requirements in a timely manner. The loan closing and release of RLF funds should usually occur within thirty days of approval by the Loan Committee.
4. Flexibility in the closing of RLF loans will be granted when the release of RLF funds is conditioned by the closing of other loans or grants. Any closing that is anticipated to occur more than six-months from the date of the Loan Committee action must be clearly stated in the application and approved in the terms and conditions of the loan. If such a closing delay becomes apparent to the applicant only after the Loan Committee's action, the applicant must notify the Loan Committee in writing as soon as the potential for such a delay in closing becomes known. Such notification shall contain a full explanation for the cause for such delay and propose a new loan closing date.
5. The staff shall withhold the release of funds and the Loan Committee shall have the right to withdraw its approval of any loan application prior to loan closing upon failure of the applicant to meet any condition or term of the application approval as set out in the Loan Committee motion to approve the loan application.

I hereby acknowledge that I have been provided with a copy of the Notice of Procedures for Loan Approvals, Documentation of Loan Board Decisions, and Notification of Borrowers. I have reviewed the Notice of Procedures for Loan Approvals, Documentation of Loan Board Decisions, and Notification of Borrowers and afforded an opportunity to ask questions regarding its provisions.

I further acknowledge that it has been explained to me that the payment of a \$400 Loan Application Fee is required before my loan application can be processed further. I also understand and it has clearly been explained that \$300 of the \$400 Loan Application Fee is non-refundable.

Signed: _____

Date: _____

Signed: _____

Date: _____

Witness: _____

Permission to Verify Financial Information and Credit History

I, _____, hereby grant permission for the Mid America CDC to investigate our personal financial status and credit history. This permission is granted for the purpose of allowing Mid America CDC to verify the accuracy and completeness of information provided in the Economic Development Revolving Loan Fund Application submitted to ACDA on behalf _____.

I, _____, further certify that we agree to hold harmless Mid America CDC and staff, agents and officers from any claim for damages while acting within the scope of this permission.

SSN Number and address for _____:

SSN Number and address for _____: _____

Signed: _____
Signed: _____

Date: _____
Date: _____

FOR STAFF USE ONLY:

Local support for the project through cooperation of organizations and community leaders.

Community benefits of the project.

Involvement of NetWork Kansas partners in the project.