

**Regional Consortium for Economic Development
&
Business Support
Revolving Loan Fund Application**

Name of Business: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____ Phone: _____

Type of Business: _____ Sole Proprietorship _____ Partnership _____ Corporation

Employer's Federal Identification Number: _____

Employer's State Identification Number: _____

Name of Owner # 1

Name of Owner # 2

Percentage Owned: _____ %

Percentage Owned: _____ %

Home Address

Home Address

City, State, Zip

City, State, Zip

Home Phone

Home Phone

Personal Services/References:

Name of Bank: _____

Bank Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____

Name of Attorney: _____

Attorney Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name of Accountant: _____

Accountant Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

RLF APPLICATION

CURRENT AND PROJECTED EMPLOYMENT						
Type of Employment	Existing Jobs		Employment Projections			
			First Year		Second Year	
Professional/Managerial/Technical	FT	PT	FT	PT	FT	PT
Skilled	FT	PT	FT	PT	FT	PT
Unskilled/Semi-Skilled	FT	PT	FT	PT	FT	PT
TOTALS	FT	PT	FT	PT	FT	PT

SOURCES AND USES OF FUNDS	RLF	Bank	Equity	[]	[]	Total
Acquire Land	\$	\$	\$	\$	\$	\$
Acquire Building	\$	\$	\$	\$	\$	\$
Improve/Renovate Building	\$	\$	\$	\$	\$	\$
Purchase Equipment/Machinery	\$	\$	\$	\$	\$	\$
Inventory	\$	\$	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$	\$	\$
Other _____	\$	\$	\$	\$	\$	\$
Other _____	\$	\$	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$	\$	\$

PROJECT SUMMARY	RLF	Bank	[]	[]
Loan Amount	\$	\$	\$	\$
Loan Term (Years)				
Loan Interest Rate		%	%	%
Annual Debt Service	\$	\$	\$	\$
Type of Collateral				
Security Position				
Type of Guarantee (10% Required for RLF)				

RLF APPLICATION

Required Attachments:

- A. Business Plan, if start-up funding is requested, otherwise, a narrative of business history and project description.
- B. Current signed and dated financial statements for any person who owns 20% or more interest in the business.
- C. Federal tax returns filed by the business for the previous three years or personal tax returns for the previous three years, if the applicant is a sole proprietorship, partnership, or corporation that does not have audited financial statements.
- D. Any insurance information carried on property or person.
- E. Information concerning any pending or threatened litigation or administrative proceeding, any outstanding administration orders, judgments or injunctions or involvement in any bankruptcy.
- F. Certification of business compliance with the federal, state, county, and municipal laws affecting the conduct of business within the county where the business resides (Documentation of current status of franchise tax, sales tax, payroll taxes and property tax). Accepted forms of documentation are printout of Certification of Franchise Tax Account Status from the Texas Comptroller's Office at <http://ecpa.cpa.state.tx.us/coa/Index.html>, copy of Texas Sales and Use Tax Form, Federal Form 941 and copy of paid receipt for property taxes.
- G. Statements and reasons from the lending institution(s) that the RLF loan will not be substituting for commercial lending is required.
- H. Statement concerning the source of 10% equity for the project and how it will be obtained.
- I. A job creation or job saved commitment letter from the business stating its understanding that failure to meet this commitment will result in an interest rate increase on the RLF loan or the complete recall of the RLF loan. A statement from the business that no person will be discriminated against on the basis of race, color, national origin, religion, age, handicap, or sex when being considered for employment.
- J. Copy of your last commitment letter from your bank indicating your working capital line of credit.
- K. Commitment letter from your bank regarding any financing the bank will provide for this project.
- L. Any environmental questionnaires, reviews, reports, or audits conducted by the applicant, lending institutions, or their agents shall be provided.
- M. A statement from the business certifying that it will not relocate out of the county it resides in during the term of the RLF loan and that the event of a relocation outside of the county it resides in it will immediately prepay the RLF loan. In addition, the applicant must sign a Non Relocation certificate.
- N. Business(es) agrees not to show preference or prejudice in hiring practices and must agree not to use funds to relocate the business from one geographic area to another.

Signatures:

I declare that any statement in this application and in its required attachments, or information provided herein, is true and complete in substance and in fact. I declare that I am a legal resident or U. S. Citizen with the authority to conduct business in the State of Texas.

Name of Business: _____

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

RLF Application Business Plan Outline

I. Executive Summary

- a. Summarize how much money you are needing and what you need it for
- b. Briefly summarize the product , its market, and your management ability

II. Description of the Company

- a. How the company was formed
- b. Form of organization (ex. Sole proprietor, partnership, corporation, etc.)
- c. Discussion of the owners (who are they)

III. Description of Product or service

- a. Discussion of products or service
- b. Briefly compare to competitor's products or service
- c. Discuss any intellectual property (patents, licenses, etc.)

IV. Market Analysis

- a. Describe your target market(s)
- b. Describe your trade area
- c. Discuss your competition
- d. Discuss your competitive advantage (what makes you different and better?)

V. Management Profile

- a. Discuss the skills, experience, abilities, and education of the management
- b. Discuss the duties and responsibilities of management
- c. Organizational chart for management

VI. Financial analysis

- a. One year cash flow projection and assumptions behind the projections
- b. One year profit and loss projection

**Regional Consortium for Economic Development
&
Business Support
Revolving Load Fund
Loan Servicing Contract**

By and Between
(Sole Proprietorship, Partnership, Corporation)

The purpose of this contract is to identify the duties and responsibilities of the Concho Valley Workforce Development Board from here on referred to as Bank and the Regional Consortium for Economic Development from here on referred to as Consortium in administering and servicing the loan from the Consortium to _____ from here on referred to as borrower.
(Name of Business)

RESPONSIBILITIES OF THE BANK:

The Bank shall inform the borrower of all loan conditions (see below) placed on the borrower by the Consortium. The bank shall inform the borrower that loan payments from the borrower to the Consortium shall be made to the Bank and the borrower shall deliver or mail the loan payment to the Bank. The Bank shall be responsible for depositing the borrowers loan payment in the Consortium's Revolving Loan Fund account at immediately after receiving the loan payment from the borrower. The Bank is to serve as the borrower's primary contact in regards to credit needs and problems. This does not preclude making contact with the in regards to questions or concerns regarding credit.

The Bank shall report in writing to the Consortium whenever any loan payment from the borrower is delinquent by more than 30 days.

The Bank shall keep records on all Consortium loans in order for it to prepare a quarterly loan status reports on each Consortium loan it is participating in. This report shall be submitted to the Consortium, no later than the twenty-fifth (25) of September, January, April, and July during the term of the Consortium loan. The quarterly status reports shall cover the periods of August 1, 2006 through September 30, 2007.

The Bank shall understand that the information contained in the quarterly loan status reports shall be accurate, neat and provided within the time prescribed. The Consortium is responsible for collecting all the loan status reports on all loans from the Consortium and forwarding the loan portfolio results of the Consortium in a separate report to the Concho Valley Workforce Development Board.

LOAN CONDITIONS:

- Total Borrower Loan: _____
- Borrower Loan Interest Rate: _____
- Terms of Borrower Loan _____

- Borrower Loan Collaterals and Use of Funds (10%) equity for RLF funding) _____

- Jobs to be created or Saved _____

- Monthly principal and interest payments of \$ _____ are required from the borrower and shall be delivered or mailed to the Bank beginning on the __ day of _____, 20__ and paid in monthly installments thereafter due the __ day of _____, 20__.

- A loan becomes delinquent or in default when payments are not made in accordance with the terms of the loan agreement. When delinquency occurs, the Council can add late fees to the loan payments. Payments are considered delinquent or in default after 90 days without payment. The Regional Economic Development Council and Concho Valley Workforce Development Board are entitled to all legal means necessary for debt recovery, including, but not limited to, reasonable attorney's fees and court costs. Defaulting on a government funded loan can eliminate future federal financial assistance and will negatively affect your credit rating.

By: _____
Concho Valley Workforce Development Board

Authorizing Signature Title Date

By: _____
Regional Consortium for Economic Development & Business Support

Authorizing Signature Title Date

By: _____
Borrower

Authorizing Signature Title Date