



# Revolving Loan Fund Emergency Disaster Application

## Section A: Applicant Information

List personal information for individuals who own 20% of more of the business seeking to borrow funds from one of the revolving loan funds. Copy and use additional pages from this document if necessary.

**Name** (Last, First)

**Address** (personal permanent residence) # Street, City, State ZIP

**Contact info:**

Phone

Email

**Business Title** (i.e. CEO, Operator)

**Percent Ownership**

**Requested \$ Amount**

**Requested Loan Term (Years)**

**1. Has the applicant(s) ever filed for bankruptcy?**

*Yes*      please provide additional info below      *No*

**2. Is the applicant(s) up to date on all other loans and obligations, both business and personal, including taxes and child support ?**

*Yes*      *No*      please prove addition info below



# Revolving Loan Fund Emergency Disaster Application

## Section A: Applicant information (continued)

3. If the applicant(s) were to be funded would the business qualify as a:

- A. Woman owned business
- B. Minority owned business
- C. Low-moderate income individual owned business
- D. None of the above

## Section B: Eligibility

The following questions are designed to help determine if the project/loan application meets the guidelines established by the governmental agencies, such as the Economic Development Administration (EDA) and the Ohio Development Services Agency, that have provided the funding to establish the Fairfield County Revolving Loan Fund. The Fairfield County Economic Development Department administers the Revolving Loan Fund. The Economic Development Administration (EDA) fund can be used anywhere within the county but the Ohio Development Services Agency cannot be used within the boundaries of the City of Lancaster since it already receives Community Development Block Grant (CDBG) money. Depending on account balances, project location and other factors, the Fairfield County Economic Development Department will determine if EDA funds are best suited for the applicant. The Fairfield County Economic Development Department retains the final authority in determining if the recipient will receive a disbursement and the final authority in determining eligibility.

- |   |            |           |
|---|------------|-----------|
| 1. Is the business located in Fairfield County, Ohio?   | <i>Yes</i> | <i>No</i> |
| 2. Does the business employ more than 200?  | <i>Yes</i> | <i>No</i> |
| 3. Is the loan to be used to for an intra-family transaction (i.e. buying out another family member)?   | <i>Yes</i> | <i>No</i> |
| 5. For every \$25,000 borrowed (\$1 – \$25,000) one full-time equivalent job must be created or retained within two years. A full-time equivalent job is defined as an employee that works at least 35 hours per week or a group of employees who combine to work at least 35 hours per week. Does the business seeing funding create retain at least one full-time equivalent job for every \$25,000 borrowed? | <i>Yes</i> | <i>No</i> |
| 6. Is the applicant/business current on all tax liabilities?  | <i>Yes</i> | <i>No</i> |
| 7. Does the business have, or commit to creating, an equal opportunity employment policy?   | <i>Yes</i> | <i>No</i> |



# Revolving Loan Fund Emergency Disaster Application

## Section C: Business Information

**Business Name**

**Address** (location of business) # Street, City, State ZIP

**Contact info:**

Business Phone

Business Email

**Business Structure** (i.e. LLC, LLP, etc.)

**Years of Operation**

## Section D: Job Creation/Retention

With few exceptions, projects involving Fairfield County Revolving Loan Fund dollars must create net new full-time equivalent jobs within two years or retain jobs within the county. Please indicate the number of full-time and part-time positions that will be created and/or retained and what those positions are.

	<b>Amount (#)</b>	<b>Position(s) Description and Est. Wage</b>
<b>Year One</b>	<b>Full-time positions</b>	
	<b>Part-time positions</b>	
<b>Year Two</b>	<b>Full-time positions</b>	
	<b>Part-time positions</b>	



# Revolving Loan Fund Emergency Disaster Application

## Section E: Explanation of Loan Usage

In the space below, please outline how the loan funds will be used, if approved.

## Section F: Loan Information

Depending on account balances, project location and other factors, the Fairfield County Economic Development Department will determine the appropriate funds for all applications. Terms reflected are the maximum allowable and the review committee may offer terms other than those reflected here.

	Bank Finance	Owner Finance	Other _____	RLF Loan Finance	RLF Max Term
Land	\$	\$	\$	\$	EDA – 20 year
Building Acquisition	\$	\$	\$	\$	EDA – 20 year
Building Construction	\$	\$	\$	\$	EDA – 20 year
Building Renovation	\$	\$	\$	\$	EDA – 20 year
Machinery & Equipment	\$	\$	\$	\$	EDA – 10 year
Furniture & Fixtures	\$	\$	\$	\$	EDA – 10 year
Working Capital	\$	\$	\$	\$	EDA – 5 year
<b>TOTAL</b>	\$	\$	\$	\$	



# Revolving Loan Fund Emergency Disaster Application

## Section F: Loan Information (continued)

1. If applying for machinery and equipment what is the useful life of the asset(s)?

Equipment/Machinery	Est. Lifespan (# of Years)	Equipment/Machinery	Est. Lifespan (# of Years)
---------------------	-------------------------------	---------------------	-------------------------------

2. Have you applied for any other emergency disaster relief funding?

*Yes*      please provide additional info below      *No*



# Revolving Loan Fund Emergency Disaster Application

## Section G: Additional Requirements

Please initial on the following lines to demonstrate that you understand the following conditions of the loan should your application be approved by the review committee. This is not intended to be an exhaustive or all-encompassing list and other terms and conditions may be present in the final loan documentation:

**1. Loan recipients are required to meet with staff members of the Economic Development Department annually and demonstrate that they have met, or are working towards, employment targets. Financial, tax records, worker compensation, payroll and other information that support this may be required for verification of this information.**

Initials: \_\_\_\_\_

**2. To ensure that public resources are being used effectively, and to mitigate risk of the loan, the applicant may be required to submit financial and other information to the Economic Development Department with appropriate notice. Alternatively, the staff may request that the primary lender share information on the status of the loan with the RLF.**

Initials: \_\_\_\_\_

**3. The Economic Development Department may require the applicant to meet with staff before presenting the loan application to the review committee.**

Initials: \_\_\_\_\_

**4. The applicant may be required to obtain key man life insurance and agrees to comply with this requirement and keep an active policy throughout the life of the loan.**

Initials: \_\_\_\_\_

**5. The applicant certifies that to the best of their knowledge they are not related by blood, marriage, law or business arrangement to any member of the Revolving Loan Review Committee or the Fairfield County Commissioners or their staff or that they will disclose this information should any of these relationships exist.**

Initials: \_\_\_\_\_



# Revolving Loan Fund Emergency Disaster Application

## Section H: Certification

All information in this application and the exhibits is true and complete to the best of my/our knowledge and is submitted to the Revolving Loan Fund Committee in order that the Revolving Loan Fund Committee may decide whether to grant a loan or to participate with a lending institution in a loan for my/our proposed project.

I/We give assurance that I/we will comply with Sections 112 and 113 of Volume 13 of the Code of Federal Regulations. These code sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age or national origin by recipients of federal financial assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/we do not comply with these non-discrimination requirements, the Revolving Loan Fund Committee can call, terminate or accelerate repayment of the loan.

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 may not receive full consideration.

I/We authorize disclosure of all information submitted in connection with this application to the Revolving Loan Fund Committee and its consultants. I/We understand that all information may be subjected to public review under Public Disclosure Laws.

As consideration for any Management and Technical assistance which may be provided, I/we waive all claims against the Revolving Loan Fund Committee and its consultants.

---

Signature

---

Date

---

Printed Name

---

Company Name/Officer Name/Title

---

Date



# Revolving Loan Fund Emergency Disaster Application

## Checklist

Please provide as many possible of the supplement documents below:

1. Completed application.
2. Personal guarantee of borrower if they will/do own more than 20% of the company.
3. Three (3) years of tax returns (business).
4. Three (3) years of tax returns (personal)
5. Three (3) years of business financial statements (balance sheet/income statement).
6. Current business financial statement.
7. Schedule of existing business loans.
8. Corporate resolution/articles of incorporation.
9. Lease or purchase commitment.
10. Personal financial statement.
11. Projected financial statement and monthly cash flow analysis (if start up).
12. Copy of business plan.
13. Resume of company owners/managers.
14. Description of employment practices and other civil rights information, such as equal opportunity statement, if applicable.

**All applications will be heard by the RLF Loan Review Committee.**

**Not all aspects of this checklist will apply to every loan. It is intended to serve as general guidance to the borrower. We are always available to take your calls and answer your questions. Feel free to contact Rick Szabrak, Economic Development Director, at [rick.szabrak@fairfieldcountyohio.gov](mailto:rick.szabrak@fairfieldcountyohio.gov) or (614) 806 5429.**