

**APPLICATION  
FOR ASSISTANCE  
BY**

**ROOSEVELT-CUSTER REGIONAL  
COUNCIL FOR DEVELOPMENT**

USDA-RD Intermediary Re-lending Program  
Economic Development Administration Revolving Loan Fund  
Community Development Loan Fund

**ADMINISTERED BY**  
Roosevelt-Custer Regional Council  
387 15<sup>th</sup> St W #247  
Dickinson, North Dakota 58601  
701-483-1241  
Email: [rcrc@ndsupernet.com](mailto:rcrc@ndsupernet.com)

Roosevelt-Custer Regional Council for Development (R-CRC)  
is an Equal Opportunity Employer, Lender & Provider.  
Complaints of discrimination should be sent to:  
USDA, DIRECTOR, OFFICE OF CIVIL RIGHTS  
Washington, D.C. 20250-9410

# LENDING POLICIES

1. Roosevelt-Custer Regional Council (**R-CRC**) administered loan funds are "gap" lending programs. These funds are NOT designed to displace a commercial lender's rate and term. These funds are designed to fill the gap when equity and commercial lending are unable to complete the loan package. R-CRC will play a part in your project only when it can be shown that commercial lending cannot do the entire loan.
2. Your bank must be committed to the project at the time your R-CRC application is presented to the R-CRC Loan Review Committee. At minimum, a conditional letter of commitment from your bank will be necessary.
3. R-CRC operates the same as any other lender in that personal and/or corporate guarantees, adequate security, and other sound lending criteria come into play. Formal appraisals may be required to value assets pledged as collateral.
4. Personal/corporate guarantees will be required and will be enforced.
5. Borrowers will be required to insure all property related to the project. Key man insurance may be a requirement.
6. R-CRC requires the creation of new jobs. Applicants must be prepared to guarantee the creation of new, full time employment for disadvantaged persons.
7. Use of the revolving loan funds may require the sponsorship of a local unit of government and will require the adherence to federal, state, and local rules and regulations governing the individual program.
8. R-CRC requires an owner's cash injection into the project of a minimum of 10% of the total project cost. The Loan Review Committee may require a higher level of equity investment.
9. R-CRC prefers primary sector type projects. Retail and Service type projects will be considered on a case-by-case basis. Retail and service type projects will be considered only when it is clear the proposed project will not compete with an existing business. Preference will be given to retail and service projects that are considered to be critical retail businesses for a community.
10. R-CRC generally will not be used to refinance existing debt. These funds can be used for real estate and equipment and in limited amounts for inventory and working capital.
11. R-CRC carries a minimum and maximum loan amount. Generally, 50% or less of the total project is considered, or 33% of the total project when Economic Development Administration funds are used.
12. Applications for funding from R-CRC consist of a completed business plan and various forms. Applicants are encouraged to use the application form available from Roosevelt-Custer Regional Council. R-CRC will recommend the actual lending program for each individual project.

- 13. R-CRC will not be involved in the actual preparation of the business plan or the pro-forma financial statements. Since financial projections are critical to the project and to the funding approval process, applicants are encouraged to use an accountant to prepare their pro-forma financial statements.
- 14. A requirement of any loan approval will be the submission of regular and annual financial statements to R-CRC. It may be required that a CPA prepares all annual statements.
- 15. An environmental review of the project may be required. Any costs associated with completing the review are the responsibility of the applicant.
- 16. In some cases, applicants cannot purchase or commit to purchasing materials, supplies, equipment, inventory, real estate or any other item related to the project before a Release of Funds has been given following an environmental review. Failure to adhere to this requirement may disallow the use of R-CRC monies in a project.
- 17. Loan origination fees and closing fees may apply. Loan origination fees will be collected at the time of closing and may be paid from the proceeds of the loan. Closing fees will be billed to the borrower.
- 18. Any conditions placed upon a loan will be conveyed to the borrower and must be satisfied prior to loan closing. Failure to address any conditions may delay closing.
- 19. RCRC will review each loan for eligibility with federal program guidelines and rules. If eligible, the application is reviewed by R-CRC's Loan Review Committee (LRC) for its credit worthiness. Based on its credit review, the LRC will recommend to the RCRC Board of Directors that the loan be approved or denied. The Board of Directors has final approval authority for every loan made by R-CRC.
- 20. Following approval by the R-CRC Board of Directors, a concurrence by the federal or state agency that administers the specific program may also be required prior to loan disbursement.

I have read and understand the lending policies of Roosevelt-Custer Regional Council. I agree to adhere to these policies and to all other rules and regulations governing the individual program from which I may receive funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FACT SHEET

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Tax Payer ID Number/SSN \_\_\_\_\_

Duns Number (required): \_\_\_\_\_ SAM Number: (required) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County Where Business Is/Will Be Located: \_\_\_\_\_

Name of Person Completing the Application: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Banker's Name: \_\_\_\_\_

City: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Accountant's Name: \_\_\_\_\_

City: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_

City: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

What will Funds be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*For R-CRC Use Only*

Name of Reviewer: \_\_\_\_\_

Name of Project Administrator: \_\_\_\_\_

Name of Writer: \_\_\_\_\_

# INFORMATION FOR GOVERNMENT MONITORING PURPOSES

Some of the following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.

Business owned by:	<input type="checkbox"/> Female 100%	<input type="checkbox"/> Female >50%	<input type="checkbox"/> Female <50%
	<input type="checkbox"/> Male 100%	<input type="checkbox"/> Male >50%	<input type="checkbox"/> Male <50%
Race	<input type="checkbox"/> American Indian		
	<input type="checkbox"/> Black or African American		
	<input type="checkbox"/> White		
	<input type="checkbox"/> Asian		
	<input type="checkbox"/> Native Hawaiian or other Pacific Islander		
Ethnicity:	<input type="checkbox"/> Not Hispanic or Latino		
	<input type="checkbox"/> Hispanic or Latino		
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Located in:	<input type="checkbox"/> Urban Area	<input type="checkbox"/> Rural	
Farm Family Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Handicapped/Disabled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If you do not wish to furnish the above information, please check this box.

Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE BUSINESS PLAN

The following pages contain a format to use in preparing your business plan. The business plan is the heart of your application to R-CRC. It contains the necessary information the Loan Review Committee will use to make its lending decision. This business plan can also be used to secure financing from your local lender.

Each major category should be addressed separately by answering the questions present in the sequence in which they appear. By doing so, you will go through a process of thinking and planning all aspects of your business. When finished you will have a road map to follow in operating your business, plus you will have a tool to obtain financing.

## EXECUTIVE SUMMARY

The executive summary should be done last, after you've finished every other major category. The executive summary should contain only the highpoints of each major section. When the reader is finished reading, they should have a basic idea about your business, what you are planning to do and what assistance you need. The executive summary should cover the highlights from the following major sections:

- \* Proposed Project
- \* Product or Service Offered
- \* Financing Plan
- \* Market Strategy
- \* Management & Staffing Plan
- \* Financial Information
- \* Business Description
- \* Gap Financing
- \* Market Analysis
- \* Operation Plan
- \* Critical Risks and Problems
- \* Your Request

## **PROPOSED PROJECT**

Give a short concise description of who is asking for the money, how much is needed, what the money is needed for, how it will benefit the business and how the funds will be repaid.

## **BUSINESS DESCRIPTION**

### Name and Structure:

Give the legal name of the business. How will the business be operated? As a corporation, partnership, etc. Why was this form of organization chosen? What is the status of any legal work to achieve the business form you've selected?

### Location:

Give the location of the business and state any advantages or disadvantages of this location.

### Ownership:

State the principal owners and how much each individual will own. Include any silent partners, individuals, and corporations willing to sign personal guarantees.

### Description of Business:

Give a thorough description of the business to include:

How was the business conceived?

Give a history of past operations.

Describe the industry in which your business will compete.

How competitive is your industry?

Why do you feel you can enter this market and succeed?

### Goals and Objectives:

Give a thorough discussion of your goals. What do you expect to accomplish in one year, two years, three years, etc.? Use numbers in explaining your goals.

## **PRODUCT and/or SERVICE OFFERED**

### Products/Services Offered:

Describe the product or service you will offer for sale to the public.

### Special Technology or Techniques:

Describe any special technology or techniques you will use to manufacture or provide your product or service to the public. How will the special technology or techniques make you special in the industry?

### Patents, Licensing Agreements, Etc.:

Describe any patents, permits or special licenses you will need. Also describe any patents or special arrangements you have that will give you a unique edge in the marketplace.

### Competitive Edge:

Discuss why you feel your product or service will be successful as compared with other products in the market. What makes you more likely to succeed than your competitors?

## **GAP FINANCING**

### Gap Financing Needed:

Describe why you need R-CRC revolving loan funds. This can include unwillingness of a local lender to lend the entire amount needed, a subordination to leverage the local lender, etc. Be specific and include actual numbers and calculations.

### Financing Efforts:

Describe the other sources you've contacted for debt and equity financing and the results of those contacts. Include any letters of rejection or commitment.

### Rate and Term:

Discuss how much money you need, the rate of interest, and the term of the loan you expect to receive from R-CRC.



## **FINANCING PLAN**

### Sources and Uses:

Describe in detail what you plan to do with the money and from where you plan to get your money. Include all sources of money and all uses of money for this particular project.

### Term of Funding:

Discuss the rate, term and amount you are projecting from all sources of funding including R-CRC. Also explain when these various funding sources will be available for disbursement.

### Equity Source:

Describe how you will provide equity (a minimum of 10%) to the project. Fill out and sign the equity commitment form at the end of this application.

### Collateral:

Describe the collateral that will be pledged to secure this loan. Fill out and sign the collateral commitment form at the end of this application.

### Cost Estimates:

Include cost estimates for the items you intend to purchase with R-CRC revolving loan fund money. These estimates can be included as part of this narrative or as an exhibit to the business plan.

## **MARKET ANALYSIS**

### Proposed Market:

Give a thorough discussion of the market. Why do you believe the market is large enough to sustain your business? Show proof that you can archive your stated market share and can sustain it through the life of the loan. Discuss trends in the marketplace that prove you can enter the market and achieve your sales goals.

Discuss the methods you used to learn about and understand your market. What were the results of your investigation?

### Competitors:

Give a thorough discussion of your competitors. Who are they and where are they? What is their market share and volumes? Does your location help or hurt you? Does your location give you a competitive advantage over them? Discuss their strengths and weaknesses and how they will affect your proposed venture. Have you talked with competing businesses? Have you studied your competition? Describe the methods you used to learn about your competitors and what the results were.

### Competitive Advantage:

Describe any advantages you may have over your competitors. Likewise, describe any advantages they may have over you.

## **MARKET STRATEGY**

### Marketing Methods:

Describe the methods you will use to sell your product or service. This may include the use of manufacturer's representatives, trade shows, and in-house sales staff or simply advertising your business in the media.

### Pricing:

Give a thorough discussion about pricing. Will your price be higher, lower or the same as your competition? Will your price be sufficient to cover expenses and return a profit? Describe the methods or rationale you used to establish your prices. Include wholesale prices and retail prices where necessary.

### Customer Service:

Discuss methods you will use to service your customers that are likely to gain and hold their business. Are there any special things you will do that your competitors do not do that will help you attract customers?

### Advertising:

Discuss your plans for media advertising in terms of an overall advertising campaign. Talk about logos, social media, or graphics you will use to identify your product and build loyalty.

## **OPERATION PLAN**

### Product/Service Delivery:

Discuss how the product or service delivery will be developed to include receipt of raw materials, what happens to the raw materials and how the materials are turned into sales. How does the plant/building layout help or hinder production? Are there any critical suppliers that can hurt you if they do not deliver? How do you plan to handle inventory control and quality control?

### Specialized Personnel:

Describe any specialized employees you may need and the effect they will have on your business. How do you plan to attract these employees to your business?

### Transportation:

Discuss transportation from the standpoint of receiving raw goods and shipping finished product. Does transportation pose any advantages or disadvantages for your business?

## **MANAGEMENT AND STAFFING PLAN**

### Management Team:

Identify key management positions in your business by title and name. Give a brief description of their responsibilities. This should include those people that will make decisions on your behalf or in conjunction with you.

### Strengths and Weaknesses:

Give a candid discussion of the strengths and weaknesses of your organization's management team to include yourself. How do you plan to overcome the weaknesses and how do you plan to capitalize on the strengths? Include resumes of key management individuals as an exhibit to the business plan.

### Employee Skills Needed:

Discuss the number of people you will need to operate your business by job title, skills needed and availability in the immediate job market.

### Job Training:

Are there any skills you've identified that will require special training? How will you provide the training and what are the expected costs for such training?

### Low-and Moderate-Income Employment:

Most gap lending programs require job creation for disadvantaged persons. What job skills will most likely be filled by low-and moderate-income persons? Fill out and sign the job creation document at the end of this application.

## **CRITICAL RISKS AND PROBLEMS**

### Potential Problems:

Give a thorough description of any potential problems that may arise, either short term or long term, that may alter the way you plan to do business. Describe how you will handle each problem if it should arise.

## **FINANCIAL INFORMATION**

This section does not require a narrative discussion. The information for this section should consist of historical financial information (if an existing business) and projections. Place the following information in this section:

1. Three years of historical financial information to include a balance sheet, income statement, and cash flow statement. Audited statements are preferred. In addition, include your most recent interim statement.
2. Attach a schedule of existing debt with rates and terms.
3. Attach a schedule of aged accounts receivable.
4. Three years of projections to include a balance sheet, income statement, and cash flow statement. Your projections must include the assumptions that were used to arrive at your projections

# **EXHIBITS**

The final pages of your business plan should be a list of exhibits. Include your exhibits immediately after the list. Exhibits will be such things as a copy of your articles of incorporation, copies of leases, copy of patents, product brochures or marketing information received from another source. Overall, exhibits should consist of information you feel important for the reader to see. Each exhibit should be referenced in your narrative.

# JOB CREATION DOCUMENT

## Current/Existing Employment Base

Indicate the number of employees currently employed in each category:

\_\_\_ Management                      \_\_\_ Technical                      \_\_\_ Clerical  
\_\_\_ Production/Operation        \_\_\_ Sales/Marketing              \_\_\_ Maintenance  
\_\_\_ Accounting                      \_\_\_ Other \_\_\_\_\_  
\_\_\_ Total Current Employment    \_\_\_ In Southwestern ND    \_\_\_ Outside Southwestern ND

## New Job Creation

Job Title \_\_\_\_\_ # of Jobs \_\_\_\_\_ Salary Range \_\_\_\_\_  
Job Title \_\_\_\_\_ # of Jobs \_\_\_\_\_ Salary Range \_\_\_\_\_  
Job Title \_\_\_\_\_ # of Jobs \_\_\_\_\_ Salary Range \_\_\_\_\_  
Job Title \_\_\_\_\_ # of Jobs \_\_\_\_\_ Salary Range \_\_\_\_\_

## Of the New Jobs Created, Which are Available to Low-Very-Low Income Persons?

Job Title \_\_\_\_\_ # of New Jobs \_\_\_\_\_ % to L-VI \_\_\_\_\_  
Job Title \_\_\_\_\_ # of New Jobs \_\_\_\_\_ % to L-VI \_\_\_\_\_  
Job Title \_\_\_\_\_ # of New Jobs \_\_\_\_\_ % to L-VI \_\_\_\_\_  
Job Title \_\_\_\_\_ # of New Jobs \_\_\_\_\_ % to L-VI \_\_\_\_\_

I understand that by receiving financial assistance from R-CRC, I will be required to create new jobs for low and very low-income persons. I understand I will be required to attempt to employ 30% of my workforce from members of families with incomes below the poverty line. I understand that before or at the time of closing I may be required to sign additional job creation documents in accordance with the terms of the program I receive funding from. I understand that failure to create the jobs listed above may result in the loan being called due in full. New job creation should be construed as meaning the increase in employees over and above the current/existing employment base. I understand I may have up to three years to create any new jobs.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# PERSONAL/CORPORATE CREDIT CHECK

I, the undersigned applicant for assistance from R-CRC, duly authorize the Roosevelt-Custer Regional Council to undertake a credit check and/or background check of the business and/or any and all individual owners of the business. The check will include, but not be limited to, credit bureaus, Dunn & Bradstreet, North Dakota Tax Department, and a private investigator if the situation warrants. The Roosevelt-Custer Regional Council will be responsible for maintaining confidentiality in relation to the findings.

## Individuals Names

Name: \_\_\_\_\_

SS # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

SS # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip \_\_\_\_\_

Signature: \_\_\_\_\_

## Business Name

Name: \_\_\_\_\_

Taxpayer ID # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip \_\_\_\_\_

Signature: \_\_\_\_\_

# LETTER OF INTENT FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT PARTICIPATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number Office \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address \_\_\_\_\_

I agree, that should new positions be created, or existing positions be opened, I will consider ND Job Service Workforce Innovation and Opportunity Act or eligible applicants for those positions.

I further understand that a representative from Job Service North Dakota may be contacting me regarding assistance in utilizing programs, or services offered by that agency.

\_\_\_\_\_  
Signature, Job Service Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Business Owner

\_\_\_\_\_  
Date



Type of Credit – Check the appropriate box

Individual: If you check this box, provide information about yourself

Joint: Joint credit with \_\_\_\_\_, Relationship \_\_\_\_\_ SSN \_\_\_\_\_

If you check the joint box, provide financial information about yourself and the other person

## ***PERSONAL FINANCIAL STATEMENT OF***

Note: Any willful misrepresentation could result in violation of Federal law (Sec. 18 U.S.C. I 014)

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Statement Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Number of Dependents: \_\_\_\_\_ Loan Amount Requested: \_\_\_\_\_  
 Purpose of Loan: \_\_\_\_\_

Note: Complete all of Section II BEFORE completing Section I.

### **SECTION I**

Assets		Liabilities	
1. Cash on hand and in banks	Sec. II-A	21. Notes due to bank	Sec. II-A
2. Cash value of life insurance	Sec. II-B	22. Notes due to relatives & friends	Sec. II-H
3. U.S. Government securities	Sec. II-C	23. Notes due to others	Sec. II-H
4. Other marketable securities	Sec. II-C	24. Accounts & bills payable	Sec. II-H
5. Notes & accounts receivable good	Sec. II-D	25. Unpaid income tax payable Federal & State	
6. Other assets readily convertible to cash		26. Other unpaid taxes & interest	
7.		27. Loans on life insurance policies	Sec. II-B
8.		28. Contract accounts payable	Sec. II-H
9.		29. Cash rent owed	
10. Total current assets		30. Other liabilities	
11. Real estate owned	Sec. II-E	31.	
12. Mortgages & contracts owned	Sec. II-F	32.	
13. Notes & accounts receivable doubtful	Sec. II-O	33. Total current liabilities	
14. Notes due from relatives & friends	Sec. II-O	34. Liens & assessments payable	
15. Other securities not readily available	Sec II-C	35. Liens & assessments payable	
16. Personal property		36. Other debts - itemize	
17. Other assets-itemized		37.	
18.		38. Total liabilities	
19.		39. Net worth (net assets minus total liabilities)	
20. Total Assets		40. Total Liabilities & Net Worth	

Annual Income		Estimate of Annual Expenses	
Salary, bonuses & commissions		Income taxes	
Dividends & interest		Other taxes	
Rental & lease income		Insurance premiums	
Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying the obligation.		Mortgage payments	
Provide the following information only if joint credit is checked above. Other persons salary, bonuses & commissions		Rent payable	
Other Income - itemize		Other expenses	
Total		Total	

General Information	Contingent Liabilities
Are any assets pledged? __yes __no See section II	As endorser, co-maker or guarantor
Are you a defendant in any legal suit or action? __yes __no	On leases or contracts
Explain	Legal claims

**Section II**

**A. Cash in banks and notes due to banks. List all real estate loans in section II-F**

Name of bank	Type of account	Type of ownership	On deposit	Note due banks	Collateral & type of ownership
TOTALS					

**B. Life Insurance. List only those policies you own**

Company	Face of Policy	Cash surrender value	Policy loan from insurance company	Other loan policy as collateral	Beneficiary
TOTALS					

**C. Securities owned, Including U. S. Government bonds and all other stocks and bonds.**

Face value. No. of shares owned	Desc. Indicate those not registered in your name.	Type of ownership	Cost	Market value U.S. gov. securities	Market value marketable securities	Marketable securities	Amount pledged to secure loans.
TOTALS							

D. Notes and accounts receivable. Money payable or owed to you individually. Indicate by a \* if others have ownership

Maker/Debtor	*	When due	Original amount	Balance due (good account)s	Bal., Due Nnotes relatives & friends	Security if any
TOTALS						

E. Real Estate owned. Indicate by an \* if others have an ownership interest.

Title in Name of	*	Description & location	Date acquired	Original cost	Present face value Of real estate	Amount of insurance carried	Mortgage or Contract payable			
							Bal. due	Payment	Maturity	Bal. due
TOTALS										

F. Mortgages and contracts owned. Indicate by an \* if others have on ownership interest

Contract	Mortgage	*	Maker name	Property covered	Starting date	Payment	Maturity	Balance due
TOTALS								

G. Personal property. Indicate by an \* if others have an ownership interest.

Description	*	Date when due	Cost when new	Value today	Balance due	To whom payable
Automobiles						
TOTALS						

H. Notes other than bank mortgages and insurance company loan account & bills and contracts payable.

Payable to	Other obligors	When due	Notes due to relatives & friends	Notes due others- not banks	Accounts and bills payable	Contracts payable	Collateral if any
TOTALS							

For the purpose of procuring credit from time to time, I/we furnish the forgoing as true and accurate statement of my/our financial statement. Authorization is hereby given to the lender to verify in a manner it deems appropriate any and all items on this statement. The undersigned also agree to notify the lender immediately in writing of any significant adverse changes in such financial condition.

Date Signed \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature \_\_\_\_\_

# PERSONAL INCOME TAX RETURNS

If your business is, or will be, operated as a sole proprietorship you must:

- ◆ Include copies of your personal income tax returns, both federal and state.
- ◆ Include copies of personal income tax returns, both federal and state, for each person that will be an owner.

This application requires the most recent three years of income tax returns.

Make copies of those returns and insert them in place of this direction sheet.

# **BANK COMMITMENT**

This application requires a commitment from a local lender to provide the balance of the lending required by this project. Under federal guidelines, R-CRC can only lend a portion of the project's total needs.

Obtain a letter from your bank that will show:

- ◆ The amount of the loan they will provide, the interest rate, the term of the loan and the assets they will use as collateral.
- ◆ If the bank has not made a commitment as to the rate, term, amount and security for the loan, obtain a letter that shows the bank's willingness to lend under certain conditions. This letter should contain a proposed amount, term, rate and security position.

Insert the bank letter in place of this direction sheet.

# COLLATERAL COMMITMENT FORM

Description of Collateral	Original Purchase Price	Original Purchase Date	Current Value	Model or Serial#

**REAL ESTATE:** Describe any real estate that will be pledged as collateral by Range, Township, Section, ¼ Section, etc. or by Lot, Block & Subdivision. List any mortgages or liens on the property.

I hereby commit the above-described collateral to the project known as \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- ◆ Formal appraisals may be required on any and all assets pledged as collateral.
- ◆ Copy of appraisal will be required.

# EQUITY COMMITMENT FORM

This is to certify that I/We, \_\_\_\_\_,

Have and commit equity to this project known as \_\_\_\_\_

\_\_\_\_\_ in the amount of \$\_\_\_\_\_.

The source of the equity is \_\_\_\_\_

And is readily available for injection into the project.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- ◆ R-CRC requires a cash equity commitment from the borrower of at minimum 10% of the total project cost.

# **CERTIFICATION OF DAVIS BACON WAGE REQUIREMENTS**

Davis Bacon is a federal law, which requires borrowers to incorporate certain wage requirements into construction and equipment installation projects. The specific use of the Community Development Block Grant or the EDA Revolving Loan Fund by the recipient will determine whether Davis Bacon Wage Rates apply.

\_\_\_\_\_ Using the information summarized above, I/we hereby certify that we will not be required to incorporate Davis Bacon Wage Rates into this project. Loan funds will not be used for construction or for equipment installation where the cost of installation will not exceed 13% of the cost of the equipment item plus its installation cost.

\_\_\_\_\_ I/we certify that Davis Bacon Wage Rates will be incorporated into this project as the use of funds will be for construction or equipment installation where the cost of equipment installation exceeds 13% of the total cost of the item plus its installation.

Company/Business Name: \_\_\_\_\_

Principal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **CERTIFICATION OF CREDIT NOT OTHERWISE AVAILABLE**

Under borrower eligibility for the Roosevelt Custer Regional Council's revolving loan funds, the certification defined hereunder represents that the R-CRC is not competing with or replacing private financing, or that private financing is not available on terms and conditions which would permit the successful completion of the project.

**CERTIFICATION:**

I hereby certify that the Roosevelt Custer Regional Council did not compete with private lending for the \_\_\_\_\_ project, and that the bank's participation of \$ \_\_\_\_\_ was the maximum amount which could be provided for this project.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_

# COMMUNITY COMMITMENT FORM

Community support for your project is very important to lenders. When practicable, obtain letters of support from community leaders and organizations that show they are aware of your project and are in support of your activities. Potential sources of support would be your Local Development Corporation, County Job Development Authority, City Council, local banker, etc.

Insert those letters in place of this direction sheet.

# CHECKLIST

## MINIMUM APPLICATION REQUIREMENTS

Your application must contain the following information items before it can be presented to the Loan Review Committee. **This sheet should be completed Last** by checking those items that you've included in the application. Sign the form at the bottom and return the entire application packet to Roosevelt-Custer Regional Council. If your application is not complete, it may delay processing of your application.

- A signed lending policies sheet.
- A signed and completed fact sheet.
- Government Monitoring Information
- Business plan- a narrative of the following items:
  - Description of the project
  - Description of the business
  - Description of product or service
  - Description of the need for gap financing
  - Sources and use of cash and proposed terms
  - Marketing analysis
  - Marketing strategy
  - Operations/Management/Staffing Plan
  - An assessment of critical risks
  - Financial information
    - Three years of historical information to include balance sheet, income statement, cash flow statement, aged *AIR* and *A/P*.
    - Three years of financial projections to include balance sheet, income statement and cash flow statements. Pro-formas must include your assumptions.
    - Most current interim financial statement.

- Other forms to include
  - Job creation document
  - Personal credit check release
  - Supplied Federal forms (400-1, 400-4, [AD-1048 Guide 7, Guide 8 - USDA only])
  - Personal financial statement
  - Personal tax returns if partnership or sole proprietorship
  - Bank commitment letter
  - Equity commitment form
  - Collateral commitment form
  - Certificate of Davis Bacon Wage Requirement
  - Certificate of Credit Not Otherwise Available

Signature \_\_\_\_\_

Date \_\_\_\_\_