

## APPLICATION APPENDIXES

*(On a separate sheet attach the following information)*

### **A. BUSINESS, MARKETING AND MANAGEMENT INFORMATION**

Describe the plans for the business, including the following points, where applicable, and any other pertinent information.

1. Describe the business's product or service and explain the benefits or competitive advantages it has over other products or services.
2. What is the overall strategy for selling, distributing, pricing, and advertising the product or service?
3. Describe the target market and projected demand for the product or service.
4. If applicable, what patents, copyrights, and other legal considerations have been met?
5. If the business is building, expanding, or remodeling a facility, include a brief description of the capital improvements and the planned effect on the business.

### **B. BUSINESS HISTORY**

Describe the history of the business including the following points based on the business situation.

1. What have been the current and long term trends in the business?
2. How long have the current owners or operators run the business?
3. What specific series of events have led to the need to borrow from this program?  
*(Note: This is a critical point – be specific and include as much information as necessary.)*

### **C. FINANCIAL STATEMENT COPIES**

Submit balance sheets and profit and loss statements, along with notes or financial statements explaining all significant entries (i.e. accounting methods and policies, debt structure, market value of assets, etc.). Include financial statements dated within 90 days of filing this application and year-end financial statements covering the last three years.

## **D. FINANCIAL PROJECTIONS**

Submit a performance balance sheet for the next three years. Provide profit and loss statements and a cash flow analysis monthly for the first year of the loan and year end in years two and three.

Financial projections are expected to flow logically from historic financial statements and the business, marketing, and management information included in Appendix A. Include notes explaining the basis projections.

## **E. PERSONAL FINANCIAL STATEMENTS OF BUSINESS OWNERS**

If possible, the date of personal financial statements should be the same as the date of the most current business financial statement. Include notes indicating the basis of value on assets (market value or acquisition cost) and explanations of other entries (notes payable, receivables, stocks, etc.). Financial statements should be dated within 90 days of filing this application.

## **F. LETTERS OF COMMITMENT**

Include documentation of commitment from all other financial participants listed in sections *V. Funding Sources* and *IX. Funding Sources Additional Information*.

## **G. AUTHORIZATION FOR RELEASE OF INFORMATION**

Complete the *Authorization for Release of Financial Information and Credit Authorization* forms which authorizes the release of credit reports and other financial information to Region Nine Development Commission.

## **H. CERTIFICATION OF INCORPORATION AND CORPORATE RESOLUTION**

For incorporated businesses, include a copy of the *Certificate of Incorporation* and a corporate resolution authorizing the corporation to borrow money from Region Nine Development Commission.

## **I. LEASES**

If the business is leasing or proposing to lease building space or major pieces of equipment, include a copy of the current lease or proposed lease agreements.

## **J. BIDS AND QUOTES**

If the business is buying land or constructing a building, provide bids or quotes. If the business is buying machinery or equipment, attach a list of the equipment, cost, and sellers name.

## **K. JOBS DOCUMENTATION**

Complete and sign Form ED-612 (pages C1 – C4). Region Nine Development Commission will complete section 14. This form will be the basis for annual reporting requirements, should the applicant receive a loan.

## **L. CIVIL RIGHTS**

Complete *Assurances of Compliance* form (ED-503, page D) from the Economic Development Administration. This form provides assurances the business will comply with civil rights, rehabilitation, and age discrimination regulations.

## **M. ENVIRONMENT**

Complete the *Environmental Checklist* (pages G1 - G5). Most projects should not have any difficulties complying with environmental standards, but if the potential of a significant environmental impact exists, the local responsible government unit (county or city) may need to prepare an *Environmental Assessment Worksheet*. If this worksheet indicated, the local government or state agencies could require an *Environmental Impact Statement*. Also complete the *Certificate of Compliance* with the Clean Air Act and the Federal Water Pollution Control Act (page H).

## **N. FLOOD HAZARD**

Submit evidence that the activity to be financed is not in the 100-year floodplain.

## **O. HISTORIC PRESERVATION**

If the business property is to be built upon, altered, expanded, or demolished, provide a description of the property site. This description will be submitted to the State Historic Preservation Officer. If the property or site is in a historical district or has been designated *historically significant*, there may be additional requirements.

## **P. HANDICAPPED ACCESS**

If this loan will finance a construction project to which the public will have access, access to the handicapped must be provided.

## **Q. NON-RELOCATION**

Businesses that relocate jobs from one area to another are not eligible borrowers. Complete the *Certificate of Non-Relocation* form (page E), assuring compliance with this requirement.

## **R. DAVIS-BACON ACT**

If this loan will be financing all, or part of, construction or equipment installation, contact Region Nine Development Commission for further information on compliance with the requirements of the Davis-Bacon Act. If the Davis-Bacon Act applies, wages paid to construction workers must comply with a wage determination for this area issued by the U.S. Department of Labor and with federal labor standards provisions.

## **S. ADDITIONAL ASSURANCES**

Complete the *Assurances – Construction Program* form (pages F1 – F3). This is required of all applicants. Agreeing to the terms of these federal regulations is required to receive federal loan funds through the Region Nine Development Commission.

## **T. DOCUMENTATION OF REJECTION**

The applicant is eligible for Region Nine Development Commission Revolving Loan Fund financing only where credit is not otherwise available on terms and conditions which would permit the accomplishment of the project activities to be financed. The applicant needs to provide supporting documentation in the form of a bank rejection letter, or other documentation, substantiating the need for Revolving Loan Fund financing.