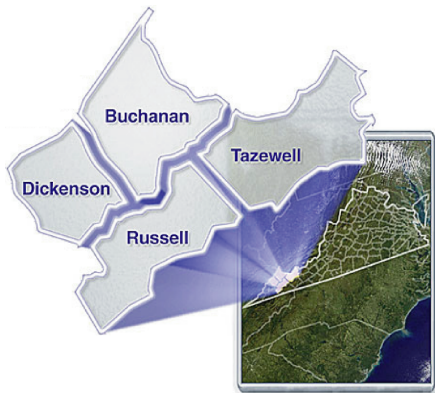


REVOLVING LOAN FUND APPLICATION EDA Title IX Program

CARES ACT RLF



Cumberland Plateau PDC
P.O. Box 548 - 224 Clydesway Drive
Lebanon, VA 24266

CUMBERLAND PLATEAU PLANNING DISTRICT COMMISSION
CARES ACT REVOLVING LOAN FUND PROGRAM
APPLICATION FORM

(Serving the Cumberland Plateau and Lenowisco Planning District Commissions)

Please print or type. Answer all questions or indicate not applicable (NA).
Applications not fully complete shall not be considered.

I. GENERAL INFORMATION

Applicant's Name _____ Date _____

Business Name (if applicable) _____

Loan Documents in: Applicant's Name Business Name

Address _____

Phone Number _____

Contact Person _____ Email: _____

Applicant is: Individual
 Partnership
 Corporation
 Local Government/Public Entity

CORPORATIONS:

If the applicant is a corporation, officers, directors and principal shareholders,
giving complete name and address for each: (Attached a separate page if needed)

Date of Incorporation _____ State of Incorporation: _____

For loans to Corporation - Has the Board of Directors approved the loan
application? Yes _____ No _____ (REQUIRED --ATTACH
CORPORATE RESOLUTION)

If applicant is a corporation, are any individuals willing to guarantee the loan: (Yes__ No ____).

Individual Name: _____ Title: _____

Individual Name: _____ Title: _____

Individual Name: _____ Title: _____

Individual Name: _____ Title: _____

Is this a New Venture ____ or an Existing Business ____

If an existing business, what year was it established _____

PARTNERSHIPS:

If the applicant is a partnership, give complete name, address and ownership percentage of each partner: (Personal guarantees are required)

If applicant is a partnership, are any persons other than applicants willing to guarantee the loan? (Yes ____ NO__).

If yes, give the name and address of each such person.

--For all individual applicants, principals in business, and persons guaranteeing the loan, please **attach current financial statements** and resume

Is this a New Venture ____ or an Existing Business ____

If an existing business, what year was it established _____

II. **PROJECT DESCRIPTION**

Identify the physical location of the proposed project.

County _____

Town or City _____ (if within corporate limits)

Is this loan request for Fixed Assets _____; Working Capital _____ ;
or Both _____ If both, % of Working Capital _____

Has a market study been done addressing the feasibility of the project?
Yes _____ No _____ (If Yes, please attach.)

Generally describe the project, giving purpose of loan. Supply here any information (not specifically requested in this application) that you feel is necessary to explain the project. Attach an additional sheet, if necessary.

For an existing business, describe any negative impacts you experienced during the COVID-19 pandemic. How will CARES ACT RLF funding benefit your business?

III. COST ELEMENTS OF THE PROJECT

- Site Improvements (Parking, Landscaping) \$ _____
- Land Acquisition \$ _____
- Purchase and/or Remodel Existing Building \$ _____
- New Construction \$ _____
- Machinery and Equipment \$ _____
- Architect/Engineering Cost \$ _____
- Other Costs (Contingencies) \$ _____
- Working Capital \$ _____
- TOTAL PROJECT COST \$ _____

These estimates are based on:

- _____ Tentative plans of applicant
- _____ Preliminary estimates of architect/engineer
- _____ Detailed plans and specifications done by architect or engineer
- _____ Other _____

IV. FINANCING PLAN FOR PROJECT

Sources:	Private Lender ¹	CPPDC RLF	Other Public Lender	New Owner's Equity	Total**
Amount					
Term					
Rate					
Annual Debt Service					
Collateral Position					

** Total Must Equal Total Project Costs (Section III)
 (NOTE: **The applicant must provide a minimum of 15% equity**)

¹Name and Address of Private Lender _____

Contact Person _____

Will any other federal loans or grants be used to finance any part of this Project? If yes, please specify below agency name and amount:

V. COMPANY SALES INFORMATION

For Existing Business:

- A. Last Year's Sales \$ _____
- B. This Year's Projected Sales \$ _____
- C. One Year Projected Sales After Disbursements of Loan \$ _____

For New Businesses:

A. One Year Projected Sales After Disbursements of Loan \$ _____

VI. COLLATERAL INFORMATION

	Original Cost	Present Market Value	Present liens Of Mortgage Balance, if Any
(1) Land	\$ _____	\$ _____	\$ _____
(2) Buildings	\$ _____	\$ _____	\$ _____
(3) Business Machinery & Equipment	\$ _____	\$ _____	\$ _____
(4) Business Furniture & Fixtures	\$ _____	\$ _____	\$ _____
(5) Accounts Receivable	\$ _____	\$ _____	\$ _____
(6) Inventory	\$ _____	\$ _____	\$ _____
(7) Other	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

Which of the above collateral is being purchased or constructed as part of the project? (1.____; 2. ____;3. ____;4.____;5. ____;6. ____;7. ____;)

Which of the above collateral will be used as security on the RLF Loan? (1.____; 2. ____;3.____;4.____;5.____;6.____;7.____)

Please attach separate sheets describing the nature, title and value of the assets offered as collateral for the RLF. Attach a copy of deeds of real estate.

VII. PROJECTED EMPLOYMENT

When will the project be completed and fully operational?
 Month _____ Year _____

Present Number of Employees _____

Projected employees six (6) months after loan disbursement _____

Projected employees twelve (12) months after loan disbursement _____

Projected employees when project is fully completed and operational _____

Projected employees to be retained if RLF funds are made available _____

Has the VA Employment Commission or other job service and training organizations been contacted in an effort to hire long-term unemployed in the area? **Yes** _____ **No** _____

Projected positions to be hired/retained

Projected salary/hr. wage

VIII. ADDITIONAL INFORMATION REQUIRED

- A. Include copies of the following documents signed by the appropriate persons: (copies only, please)
1. For existing businesses
 - a) Latest Balance Sheet and Profit & Loss Statement (Not older than 30 days)
 - b) Annual Balance Sheet and Profit & Loss Statements for each of the last three years
- B. If the answers to any of the following questions are yes, please furnish details in a separate attachment.
1. Have any of the persons listed ever been charged with, or convicted of, any criminal offense, other than a minor motor vehicle violation?
 Yes No
 2. Has the Applicant or management of the Applicant been inform of any current or ongoing investigation of the Applicant with

respect to possible violation of state or federal securities law?

Yes No

3. Has the Applicant or any persons listed in items above ever been in receivership or adjudicated as bankrupt?

Yes No

C. Applicants utilizing RLF funds for equipment must provide a certificate of insurance covering all equipment and fixtures procured by RLF funds naming the CPPDC as 1st or 2nd loss payee. Said certificate is to be provided at or before closing and maintained throughout the life of the loan.

D. Applicants utilizing RLF funds for new construction or adding to pre-existing structure must provide a certificate of insurance covering said construction or building naming the CPPDC as 1st or 2nd loss payee. Said certificate is to be provided at or before closing and sent to CPPDC each renewal date throughout the life of the loan.

E. Will any portion of this loan be used for new construction, alteration, or repair work?

Yes No If yes, please complete page 10.

IX. CERTIFICATIONS & SUPPLEMENTAL DISCLOSURES

Applicant hereby certifies it is in compliance with federal and state rules and regulations under Title VI of the Civil Rights Act of 1961. Such certification holds that no person in the United States shall on the ground of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal financial assistance has been extended. _____ (initial)

The applicant hereby certifies that RLF funds will not be used to relocate jobs from one commuting area to another. Applicant specifically acknowledges that if RLF funds are utilized, in any manner, contemporaneous or subsequent to closing, the loan shall be in default and called. _____ (initial)

Applicant certifies that no portion of RLF funds shall be utilized in lobbying federal, state or local governments. _____ (initial)

Applicant certifies that all federal, state and local civil rights labor and employment laws will be followed. _____ (initial)

Applicant certifies that if the project will locate in an area identified as "Flood Hazard Area" by the Corps of Engineers, FEMA or TV, they will be required to

obtain Flood Hazard Insurance. _____(initial)

Applicant certifies that to the greatest extent practicable, they will purchase American-made equipment and products _____(initial)

Applicant certifies that they are not listed as debarred, suspended or otherwise excluded or disqualified from doing business under the Federal Acquisitions Regulation _____(initial)

Applicant certifies that no RLF loan proceeds will be used to fund expenses for which the Applicant has received other federal funding for the same expenses. _____(initial)

Applicant specifically stipulates that false or fraudulent responses shall constitute default, when discovered by the Cumberland Plateau Planning District Commission, and the RLF loan shall be called. Applicant, by its execution hereof, certifies that all information provided herein is accurate and true.

SIGNATURE

TITLE

DATE

FOR NEW CONSTRUCTION PROJECTS ONLY

Applicant certifies that RLF funds will not be used in a manner which will adversely impact the flood plains, wetlands, significant historic or archeological properties, drinking water resources, nonrenewable resources, flora, and wildlife or domestic animals. _____(*initial*)

Applicants utilizing RLF funds for new construction and/or substantial building rehabilitation are required to submit an environmental impact statement from a licensed environmental engineer which addresses all items set forth.

Applicant certifies that it will follow all federal, state and local laws and regulations regarding protection and preservation of the environment. _____ (*initial*)

DAVIS BACON INFORMATION

Construction financed in whole or in part by the RLF must meet the requirement of the Davis-Bacon Act as amended. For required hourly wage rates, go to www.dol.gov.