

**CITY OF БЕЛОIT
COMMERCIAL AND INDUSTRIAL
REVOLVING LOAN PROGRAM
MANUAL OF POLICIES AND PROCEDURES**

APRIL, 2008

I. PURPOSE

The purpose of the Revolving Loan Program (hereinafter referred to as the “Program”) is to promote local economic development through the expansion and retention of employment and business opportunities in the City of Beloit (hereinafter referred to as the “City”). Such purposes are declared to be a public purpose for which public funds may be expended. Through the Program described in this manual, the Greater Beloit Economic Development Corporation (hereinafter referred to as the “Corporation”) will provide loans on terms tailored to meet the needs of qualified borrowers for eligible projects. The guidelines provided in this manual are intended to be used in the general structuring of economic development projects. The Corporation reserves the right to waive any Program requirements it deems necessary in order to develop successful projects, and to accept or reject any application for project funding. The Corporation will not allow any modifications to Program requirements related to the creation or retention of Low and Moderate Income (LMI) jobs, and leveraging of at least two dollars of private funds for every RLP dollar. The objectives of the Program are to:

1. Stimulate private sector investment into long-lived physical plant and equipment to increase productivity and create new employment opportunities, including opportunities for Low and Moderate Income (LMI) persons.
2. Provide financing to fill gaps in local capital markets and thereby stimulate private sector capital formation, and to serve as a “pump primer” rather than a replacement for private commercial lending.
3. Aid small business, especially those that have a high multiplier effect on jobs and income.
4. Stabilize and diversify the City’s economic base.
5. Foster the retention and expansion of financially and managerially sound existing industries.
6. Attract financially and managerially sound new industries and capital to the City.
7. Support start-up businesses in the City.
8. Reduces or eliminates blight.
9. Redevelops a property or building that has been vacant for a prolonged period of time.
10. Supports or contributes to one of the City of Beloit’s target industry clusters.

II. ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

A. Program Funding

The Program will contain income generated by the repayment of economic development loans funded with Community Development Block Grant monies, and any other available public and/or private sources of capitalization to further the objectives of the Program. The Program will provide loan funds for future economic development activities in the City of Beloit. The funds may be used for loans, equity participation, and necessary administrative expense.

B. Eligible Area

The activity financed and its benefit must be within the municipal boundaries of the City of Beloit.

C. Eligible Applicants

Eligible applicants are for-profit commercial, industrial or service sector businesses who will locate or expand in the City of Beloit by creating new jobs, of which more than 51% must be held by or made available to LMI people at the time they enter the job or enter the job training. Businesses that will retain jobs that would have otherwise moved out of the City of Beloit are also eligible, if more than 51% of the jobs retained are for LMI people.

D. Eligible Activities

Program funds shall be used to assist a business to finance exterior and interior building improvements (including upper floor units), purchase of land and building, new construction, purchase of machinery and equipment, land improvements, (i.e. site preparation, sewer and utility extensions, etc.), demolition, and leasehold improvements.

E. Ineligible Activities

Program funds shall generally not be used for working capital; debt refinancing; speculative activities; residential building construction or rehabilitation; routine maintenance of plant or shop facility; specialized equipment that is not essential to business operation; activities complete, begun or contracted for, prior to receiving final approval of an application for funding under this Program; and costs other than those specified in II, D.

F. Collateral

Any available business or personal assets considered adequate and satisfactory to the Corporation.

G. Repayment

Based upon borrower's credit needs, the Program may provide for flexibility in loan repayment to include:

1. Delay first payment
2. Monthly, level debt installments.
3. Deferrals of principal, or interest and principal repayments for a limited period of time.
4. Extended amortization schedule with balloon payment.

III. LOAN ASSISTANCE

The Corporation will provide long-term, fixed rate, reasonably priced financing according to the following guidelines:

<u>Loan Amount:</u>	Up to 30% of total project cost.
<u>Interest Rate:</u>	If loaned in conjunction with a bank loan, 75% of bank rate. Stand alone loans will be set at 75% of Wall Street Prime rate at time of loan approval for projects with loan term greater than 10 years. 65% of Wall Street Prime rate for 1-10 year loan term.
<u>Repayment Terms:</u>	Up to 25 years- land and building 10 years- machinery and equipment

The Loan Committee will evaluate each application on an individual basis and reserves the right, at its discretion, to offer lower interest rates and/or enhanced terms based on the project's level of risk, community impact, and number and quality of jobs created. Projects that eliminate blight, redevelop property or buildings that have been vacant for a prolonged period of time, and/or support or contribute to one of the City of Beloit's target industry clusters may also be eligible for enhanced credit terms.

IV. CRITERIA FOR LOAN APPROVAL

- A. Ratio of Program dollars to the number of full-time equivalent (FTE) jobs created or retained, not to exceed \$35,000 per job. For FTE calculations, a full-time position will be employed 35 hours per week.
- B. At least 51% of the jobs created or retained must be available for LMI persons.
- C. Ratio of Program dollars to private dollars in a project, not less than two private dollars for each Program dollar.
- D. Only those expenditures made within 18 months after approval of the Program loan shall be counted in the public/private dollar match.
- E. Applicant to contribute at least 10% equity into the project.

V. APPLICATION PROCEDURE

A. Initial Inquiry

An application form will be provided by the Beloit City Economic Development Department to any person interested in applying for a loan under this Program. Information packets containing the terms and conditions of the Program are available at 100 State Street, Beloit, WI 53511 (608) 364-6748. The Economic Development Department will inform applicants that they will be required to obtain bids for all Program activities.

B. Project Review and Development

After the initial inquiry, the prospective borrower will complete the application form contained in the information packet. A completed application includes the submittal of the following information:

1. **Letter of commitment from each participating employer**, written on the employer's letterhead stationary, and which describes the project and its schedule for completion; a list of jobs or positions, skill levels, wages and number of positions to be created or retained; number of low and moderate income jobs to be created or retained; when job hiring will occur; amount, source and lending terms of private financing in the project; amount of Program funds needed for successful completion of the project; and a statement that no contingencies exist for the successful completion of the project other than the receipt of a loan from the Program.
2. **Letter of commitment from participating private sector lenders(s)**, written on the lender's letterhead stationary, and which describes the terms of the loan including the exact amount of dollars being committed, interest rate and term, the security to be taken, the period that the commitment is in effect; and a statement that no contingencies exist for the successful completion of the project other than the receipt of a loan from the Program.
3. **Current business plan**, which describes the firm by its type, legal organization, ownership, management, stage of development, place in the market, objectives, marketing strategy, place in the industry, agreements with other businesses, financing and capital requirements. The business plan should include a four-digit SIC code, discussion of the management team and its experience, a discussion of the market and identification of major competitors, a discussion of sales growth and composition of the customer base, a discussion of accounting methods applied to inventory and the aging of inventory, a discussion of terms offered to customers, and the aging of accounts receivables, a discussion of agreements with suppliers and other trade accounts and the aging of accounts payable,

a description of the debt structure and the status of outstanding debts and a schedule of debt repayments.

4. **Financial statements.** *For Start-up businesses* (less than 1 fiscal year in operation), provide a current personal financial statement not older than 90 days for each person having 20% or greater ownership interest; and 3-year projected annual balance sheet and profit/loss statement (quarterly projections).

For existing businesses, provide a current personal financial statement not older than 90 days for each person having 20% or greater ownership interest; current balance sheet, profit/loss statement, and statement of change in cash position not older than 90 days; historic annual business balance sheet and annual profit/loss statement for each of last 3 fiscal years; and 3-year projected annual balance sheet and profit/loss statement. Participating lenders will be required to provide a written analysis, and repayment analysis.

After receipt of a completed application, the Economic Development Department will evaluate the proposal and review the project with regard to historic preservation, provision of access to the handicapped, and compliance with all applicable local, state and federal building codes. The Department will work with participating lenders and the business in preparing the financial package, and developing a funding recommendation for the Corporation.

C. Final Loan Decision

Each completed application will be reviewed by the Corporation. The Corporation will make a decision within 30 days after receipt of a completed application. A rejected application may be resubmitted, provided it is revised in accordance with the Corporation's recommendation and Program funds are still available. Decisions of the Corporation shall be final. The Economic Development Department will post a complete application to the City's Administrative Services and Finance Director for review and comment prior to the Corporation taking action on the loan request.

D. Loan Closing

Closing of the lender(s) and Program loans will take place as soon as possible following Corporation approval, and the fulfillment of all contingencies related to the project. If the Program loan cannot be closed within 180 days from the date of the Corporation's approval, the Corporation's commitment of funding will be revoked, and the borrower must reapply for funding. At the closing, the borrower will execute a Revolving Loan Agreement and fulfill any and all collateral requirements.

- E. Closing Costs
The Corporation shall charge actual closing costs associated with the Program loan. This amount shall be payable in full at closing, or deducted from the proceeds of the Program loan. The Corporation will provide the borrower with a written statement itemizing these costs prior to the closing.
- F. Loan Servicing and Monitoring
All loan payments shall be made to the “Beloit Revolving Loan Program” c/o City of Beloit, 100 East State Street, Beloit, WI 53511, under provisions are made otherwise to be serviced directly through a participating lending institution.
- G. Disbursement of Loan Proceeds
Proceeds of the Program loan shall be disbursed to the borrower based on the ratio of Corporation dollars to private dollars in the project, for the amount of expenses paid or incurred for project work or expenditures approved by the Corporation. The borrower shall submit written evidence of any and all expenses paid or incurred for project work to the Economic Development Department. The Department will inspect all project work before the payment is issued. Alternate disposal methods may be utilized depending on the form of participation incorporated for the loan.
- H. Fees
There is a \$100 upfront, non-refundable, application fee for each loan application. Approved loans are subject to a \$250 documentation preparation fee, and attorneys fees accrued in the amount of \$75 per hour will be charged for legal fees associated with processing approved loans including any other closing costs, attorney’s fees, and any other out of pocket costs.

VI. FEDERAL REQUIREMENTS

All projects financed with Program funds are subject to all applicable federal, state and local laws and regulations, including:

- A. Federal Labor Standards Provisions contained in the documents identified as HUD-4010.
- B. Equal Opportunity as provided under Title VI of the Civil Rights Act of 1964, as amended, and regulations issued pursuant thereto.
- C. Title VIII of the Civil Rights Act of 1968, as amended, and regulations issued pursuant thereto.

- D. Section 109 of the Housing and Community Development Act of 1964, as amended, and the regulations issued pursuant thereto.
- E. The Age Discrimination in Employment Act of 1967, as amended, and regulations issued pursuant thereto.
- F. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto.
- G. Executive Order 11063, Executive Order 11246 and regulations issued pursuant to both.
- H. Section 3 of the Housing and Urban Development Act of 1968, as amended, and regulations issued pursuant thereto.
- I. Wage rates not less than those prevailing on similar construction projects in the locality as determined by the United States Department of Labor in accordance with Davis-Bacon Act, as amended, and regulations issued pursuant thereto.
- J. Overtime compensation in accordance with the Contract Work Hours and Safety Standards Act, as amended, and regulations pursuant thereto.
- K. Other applicable federal laws or regulations pertaining to labor standards or procedures.

**CITY OF BELOIT
COMMERCIAL AND INDUSTRIAL
REVOLVING LOAN PROGRAM
INITIAL DATA SHEET AND APPLICATION
APRIL, 2008**

1. APPLICANT INFORMATION-INFORMATION ABOUT YOU

Name _____
Address _____
City/State/Zip _____
Telephone _____ (work) _____ (home)
E-mail _____ Website _____

2. BUSINESS INFORMATION-INFORMATION ABOUT YOUR BUSINESS

Name of Business _____
Address _____
City/State/Zip _____
Year Business Established _____ Business SIC# _____
Business Structure (check one):
Sole Proprietorship _____ Partnership _____
Corporation _____ S-Corp. _____ Other _____
Number of Employees: _____ Full-time _____ Part-time _____

3. MANAGEMENT INFORMATION

List all owners, officers, directors, and/or partners having 20% or greater ownership interest:

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years Experience _____
Minority or Female Owner Yes _____ No _____

4. DESCRIPTION OF BUSINESS PROJECT

Location of Project: _____

Description of Proposed Project: _____

Size of proposed expansion _____sf

Will new facility expand existing business operations? Yes _____ No _____

Will your business occupy entire building? Yes _____ No _____

If no, specify what percent you will occupy ___%; and list other occupants/uses:

Percentage to be occupied by applicant _____%

Will new facility replace existing facility? Yes___ No _____

Projected Employment (within 18 months of project completion):

Management	_____
Professional/Technical	_____
Service/Clerical	_____
Manufacturing	_____
Other	_____
Total Jobs	_____

Number of jobs available to low-moderate income (LMI) persons _____

Note: at least 51% of jobs created or retained must be for LMI persons.

Is it anticipated that any person or business might be displaced or relocated or any adverse environmental impacts occur, as a result (either directly or indirectly), of the proposed project? Yes___ No___

If Yes, explain: _____

Is project located in the Beloit Development Zone? Yes___ No___

5. PROJECT COSTS/USES OF FUNDS

Acquisition	\$_____
Renovation (exterior)	_____
Rehabilitation (interior)	_____
Land Improvements	_____
New Construction	_____
Machinery/Equipment	_____
Architectural/Engineering	_____
Other	_____
Total Project Cost	\$_____

6. PROJECT FINANCING/SOURCES OF FUNDS

Personal Funds/Cash Equity \$ _____

Lender #1 Funds (Bank Loan): Name of Lender _____
Amount \$ _____
Interest rate _____
Term _____

Use of Loan Proceeds _____
Collateral _____

Lender #2 Funds (SBA or other): Name of Lender _____
Amount \$ _____
Interest rate _____
Term _____

Use of Loan Proceeds _____
Collateral _____

City Revolving Loan Funds:
Amount \$ _____
Interest rate _____
Term _____

Use of Loan Proceeds _____
Collateral _____

7. EXISTING BUILDING CONDITIONS

Does your business occupy entire building? Yes ___ No ___

If no, specify what percent you will occupy ___%; and list other occupants/uses:

If Owned: Size of Facility _____ Date Acquired _____

Purchased Price \$ _____
Existing 1st Mortgage Balance \$ _____
Original Mortgage Amount \$ _____

8. CONTRACTOR INFORMATION

General Contractor _____
Street Address _____
City/State/Zip _____

<u>Item</u>	<u>Name of Sub-Contractor</u>	<u>Amount</u>
Architect/Engineer Services:	_____	_____
Excavation:	_____	_____
Grading:	_____	_____
Gravel:	_____	_____
Blacktop/Concrete:	_____	_____
Utility Extensions:	_____	_____
Mason:	_____	_____
Structural Steel:	_____	_____
Carpenter:	_____	_____
Lumber:	_____	_____
Millwork:	_____	_____
Cabinets:	_____	_____
Roofing:	_____	_____
Insulation:	_____	_____
Plaster/Drywall:	_____	_____
Windows:	_____	_____
Awnings:	_____	_____
Electric:	_____	_____
Plumbing:	_____	_____
Heating:	_____	_____
Sheet Metal:	_____	_____
Air Conditioning:	_____	_____
Linoleum, Tile, Carpet:	_____	_____
Painting-Interior:	_____	_____
Painting-Exterior:	_____	_____
Other:	_____	_____
		TOTAL \$ _____

(Must equal "Total Project Cost" in Section 5 of application), excluding acquisition and machinery and equipment costs.

APPLICATION AGREEMENT

The applicant certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Beloit Industrial Revolving Loan Program, and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she/they are the owner(s) or contract owner(s) of the project property described in this application; or the lessee of project property with proof of owner consent to improve said property.

The applicant further certifies that the loan proceeds will be used only for the work and materials identified in this application, and that applicant will abide with all provisions and guidelines of the Beloit Industrial Revolving Loan Program.

The applicant authorizes the City to request and receive information required to verify company and owner financial statements, credit history, and business and property ownership status; and the disclosure of all information submitted in connection with this application, by and between the City and any lender agreeing to participate with applicant's loan through this program.

Signature of Applicant

Signature of Applicant

Name (print)

Name (print)

Date

Date

CERTIFICATION STATEMENT

APRIL, 2008

THE APPLICANT

1. Certifies that to the best of its knowledge and belief, the information being submitted to the City is true and correct.
2. Certifies that the City of Beloit is authorized to obtain a credit check on the applicant, the business, and/or the individuals(s) with controlling ownership interest (20% or more).
3. Understands that unless it qualifies as a trade secret, all information submitted to the City of Beloit is subject to Wisconsin's Open Records Law.

The applicant requests that the City of Beloit treat the following items as TRADE SECRET:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
a. Personal financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Personal or business tax returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Historical business financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Business financial projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Plan or study to be funded by the City of Beloit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If section 3 is left blank then all information provided to the City of Beloit will be open to examination and copying.

Signature: _____
(Authorized Representative)

Date: _____

Signature: _____
(Authorized Representative)

Date: _____

SUBMITTALS

The following information is to be submitted along with the application for funding.

1. Personal Resumes

Completed personal resumes for each principal having 20% or greater ownership interest. Include description of experience and management capabilities.

2. Business Plan

Describe the firm by its type, legal organization, ownership, management, stage of development, place in the market, objectives, marketing strategy, place in the industry, agreements with other businesses, financing and capital requirements. The business plan should include a four-digit SIC code, discussion of the management team and its experience, a discussion of the market and identification of major competitors, a discussion of sales growth and composition of the customer base, a discussion of accounting methods applied to inventory and the aging of inventory, a discussion of terms offered to customers and the aging of account receivables, a discussion of agreements with suppliers and other trade accounts and the aging of accounts payable, a description of the debt structure and the status of outstanding debts, and a schedule of debt repayments.

3. Financial Information

The following information must be prepared and signed by a qualified accountant:

- A. New/start-up business (less than one fiscal year in operation)
 - 1. Current personal financial statements not older than 90 days for each principal identified in #3 Management Information.
 - 2. Five year projected annual balance sheet and annual profit/loss statement (quarterly statements for year 1; annual statements for years 2-5).

- B. Existing Business (more than one fiscal year in operation)
 - 1. Current personal financial statements not older than 90 days for each principal identified in #3 Management Information.
 - 2. Current business balance sheet, profit/loss statement, and statement of change in cash position not older than 90 days.
 - 3. Historic annual business balance sheet and annual profit/loss statement for each of last 3 fiscal years.
 - 4. Five year projected annual balance sheet and annual profit/loss statement.

- 4. Letter of Financial Commitment**
All funds committed to the project (equity and debt capital) must be evidenced by letter of commitment from borrowers and/or lenders. Such letters shall state the amount of funds committed to the project, and the terms and conditions under which the funds are to be provided. The only permitted contingency in their letters shall be receipt of revolving loan funds for the project.
- 5. Bid Documents**
Applicant will be required to submit all bid documents received for the proposed work to be completed.
- 6. Plans and Specifications**
For new construction and construction of additions or expansions to existing building, plans and specifications are to be submitted as per site plan requirements of the City of Beloit.
- 7. Machinery and Equipment**
Applicants applying for funds for the purchase of machinery and equipment must submit a detailed listing of all items to be acquired from whom they will be purchased, purchase price, and whether the item is for replacement purposes or for additional capacity.

**CITY OF BELOIT
COMMERCIAL AND INDUSTRIAL
REVOLVING LOAN PROGRAM
UNDERWRITING CHECK LIST**

APRIL, 2008

Loan Applicant _____
Address _____
Contact Person _____
Telephone _____

I. Business Information

- _____ Business Plan
- _____ Resume(s) of Principal(s)
- _____ Articles of Incorporation/bylaws
- _____ Partnership Agreement
- _____ Contact List

II. Project Information

- _____ Purchase Agreement
- _____ Preliminary Title Report on Property to be acquired
- _____ Preliminary Plans and Specifications
- _____ Cost Estimates (Construction, Machinery, and Equipment)
- _____ Lease Agreement, Existing or Future
- _____ Project Appraisal
- _____ Copy of Equity Capital /Buy-Out Agreement
- _____ Inventory of Equipment or Fixtures to be acquired
- _____ Appraisal of Assets to be acquired
- _____ Summary of Collateral

III. a. Financial Information- Start Ups

- _____ Income and Cash Flow Projections for 3 Years
- _____ Pro Forma Balance Sheet
- _____ Profit and Loss Statement
- _____ Personal Financial Statements of all Principals
- _____ Credit Report

III. b. Financial Information-Existing Businesses

- _____ Income Statement-Past 3 years plus current (within 60 days)
- _____ Balance Sheet-last 3 years plus current (within 60 days)
- _____ Aging Schedules of Accts Rec/Payable (Same as Current Balance Sheet)
- _____ Schedule of Existing Debt (Same Date as Current Balance Sheet)
- _____ Business Federal Tax Returns (Past 3 years)
- _____ Income and Cash Flow Projections for 3 Years
- _____ Pro Forma Balance Sheet
- _____ Profit and Loss Statement
- _____ Personal Financial Statement of all Principals
- _____ Individual Federal Tax Returns of Principal(s) (past 3 years)
- _____ Credit Report

IV. Job Creation Information

- _____ Letter of Commitment
- _____ Number of Jobs to be created
 - Full Time _____
 - Part Time _____
- _____ No. of LMI Jobs to be created
 - Full Time _____
 - Part Time _____
- _____ Total Amount Being Requested* _____

**Loan Program criteria stipulates that not more than \$35,000 be loaned for every FTE job created.*

- Job Creation Criteria met? If not Explain: _____

V. Lending Partner Information

- _____ Letter of Commitment
- _____ Letter(s) of Rejection

VI. Total Project Cost (uses of funds)

- _____ Real Property Acquisition
- _____ Leasehold Improvements
- _____ Acquisition of Machinery and Equipment
- _____ Working Capital
- _____ Inventory
- _____ Other
- _____ Total Project Cost

VII. Proposed Financing (sources of funds)

<input type="checkbox"/>	Bank Loan	_____	% of total	_____
<input type="checkbox"/>	RLF Loan	_____	% of total	_____
<input type="checkbox"/>	Applicant	_____	% of total	_____
<input type="checkbox"/>	Other	_____	% of total	_____
<input type="checkbox"/>	Total*	_____	% of total	_____

**Loan Program Criteria Recommends the Following:*

- *Applicant to contribute at least 10% cash equity into project*
- *Ratio of Program dollars to private dollars in a project, not less*
- *Than two private dollars for each Program dollar.*
- *RLF Loan amount can be up to 30% of total project cost*

Financing Criteria met? If not Explain: _____

VIII. Collateral

- Description of Collateral _____
- _____
- _____
- _____
- Mortgage _____
- UCC _____
- Other _____
- Other Lender _____
- Description of Collateral _____
- _____
- _____
- _____
- Other Lender _____
- Description of Collateral _____
- _____
- _____
- _____

IX. Recommended Loan Terms*

- Amount _____
- Interest Rate _____
- Term _____
- Date of first payment _____
- Monthly installment _____
- Deferral _____

Loan Program criteria recommends that interest rates be 75% of the banks rate when a lending partner is involved. Stand alone loans will be set at 75% of Wall Street Prime rate at time of loan approval for projects with loan terms greater than 10 years. 65% of Wall Street Prime rate for 1-10 year loan terms. It is recommended that loans be extended up to 10 years for machinery and equipment and up to 25 years for land and buildings.

- Underwriting Loan Program Criteria Met? If not why not: _____

X. Development Agreement and Closing

- _____ Inspection for Code Violations
- _____ Section 106 Review
- _____ Development Agreement Finalized
- _____ Mortgages
- _____ UCC
- _____ Amortization Schedule
- _____ Payment Book
- _____ Closing Date
- _____ Business Note
- _____ Insurance Binder

XI. Post Closing Management

- _____ Job Creation Verification (within first year)
- _____ Wage Standards
- _____ Program Income Reporting System Established
- _____ Annual financial statements provided each year that loan is open
- _____ Credit Bureau is notified and updated

XII. Fees

- _____ \$100 Application Fee
- _____ \$250 Document Preparation Fee
- _____ Attorney's Fees _____ # hrs x \$75 = \$ _____ plus any other out of pocket costs.

Co-Borrower Information

Name _____
Last Name First Name M.I.

Address _____
Street Apartment/Suite

City State Zip Code

Date of Birth ____ / ____ / ____ Age ____ Sex ____ SS# _____

Race (Please Circle): White Black / Asian; Pacific Islander / American Indian; Alaskan / Hispanic

Phone _____
Work Home Msg

Property Information

Name _____
Last Name First Name M.I.

Property Address _____
Street Apartment/Suite

City State Zip Code

Property ID _____ Type of Property _____

Taxes _____
Land Improvements

Liens

Month/Year	Lender	Borrowed	Balance
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Insurance

Company Name _____

Address _____

Street Apartment/Suite

City State Zip Code

Agent's Name _____ Telephone No. _____

Policy # _____ Expiration Date _____

Insured Amount \$ _____ Premium \$ _____

Any Other Insurance (Please circle) Yes / No
If yes, please indicate expiration date. _____

Loan Information

Loan Position _____ Loan Amount \$ _____ APR _____%

Obligation Date _____ Interest Date _____ First Payment Due _____

Late Fee \$ _____ (The City of Beloit assesses a \$25.00 late fee on all business loans)

CDBG Project Information

Business Name _____

Business Address _____

Street Apartment/Suite

City State Zip Code

(Please Circle One)

Is the purpose of the loan to help prevent homelessness? Yes / No

Is the purpose of the loan to help the homeless? Yes / No

Is the purpose of the loan to help those with HIV/AIDS? Yes / No

Is the purpose of the loan to primarily help persons with disabilities? Yes / No

Is the purpose of the loan to generate program income? Yes / No

Direct Benefit

Type of Persons Benefiting From This Project (Please Circle One) _____ Households / Persons

Total Number Benefiting From This Project _____ Households / Persons

Type of Person/Household Benefiting From This Project:

Number of White, Non-Hispanic _____

Number of Black, Non-Hispanic _____

Number of Hispanic _____

Number of Asian/Pacific Islander _____

Number of American Indian/Alaskan Native _____

Total _____

Number of Female-Headed Households _____

Presumed Benefit (Please Circle One) Yes / No

Nature/Location (Please Circle One) Yes / No

Job Creation/Retention Information

	Interest Rate	Amortization Period (Months)	Loan Amount
CDBG Direct Loan	_____	_____	_____
CDBG Deferred Payment	_____	_____	_____

Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent Low/Mod Jobs
	Full-Time	Full-Time Low/Mod	Part-Time	Part-Time Low/Mod	
Jobs Expected to Create					
Jobs Expected to Retain					

Total Beneficiaries _____

Total Low- and Moderate-Income Beneficiaries _____

Percentage of Low- and Moderate-Income Beneficiaries _____

Total Low-Income Beneficiaries _____

Total Extremely Low-Income Beneficiaries _____