

**CITY OF CALHOUN, GEORGIA
ECONOMIC DEVELOPMENT
“REVOLVING LOAN FUNDS”**

APPLICATION FORM

APPLICANT: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

LOAN AMOUNT REQUESTED: _____

NUMBER OF PERMANENT JOBS TO BE CREATED / RETAINED: _____

TYPE OF OWNERSHIP: _____

PRINCIPALS (*List their duties and responsibilities*): _____

1. **BUSINESS:**

(a) Brief history of the business: _____

(b) Describe use of Loan Proceeds: _____

2. **FINANCIAL INFORMATION:** *(Attach Separately)*

- (a) Current Financial Statement (*Balance Sheet, Profit and Loss*)
- (b) Financial Statement for previous three (3) years
- (c) Personal Financial Statements
- (d) Cash Flow *Pro Forma* (*3 years minimum*)
- (e) Tax Returns for past two years

3. **MARKET ANALYSIS:** *(May be in narrative form and attached separately, but should include the following information, at a minimum.)*

(a) What product or service does your business provide? _____

(b) What area does your business serve? _____

(c) Based on the questions listed as (a) and (b), submit documentation to support your business's expansion and the need for this loan: _____

(d) Projection of return on investment: _____

4. **DESCRIPTION OF LOAN REQUEST:**

(a) Purpose of this loan: _____

(b) Schedule for implementation, if funded: _____

(b) Projected results: _____

5. **COLLATERAL SUPPORTING LOAN REQUEST:**

(a) Type of collateral proposed: _____

(b) List owner of collateral and certified market value: _____

(c) Is collateral insured: _____(yes) _____(no) If insured, list name and address of insurance company: _____

6. **EMPLOYMENT CREATION AND/OR RETENTION:** (*Attach "Letter of*

Commitment" separately)

(a) Present number of full-time employees: _____

(b) Number of permanent jobs to be created and/or retained as a result of this loan:

(c) Describe jobs created or retained: _____

(d) Number of jobs created or retained per City loan dollar requested: _____

7. **PRIVATE INVESTMENT:** (*Attach "Letter of Commitment" separately*)

(a) Dollar amount of private investment: _____

(b) Source of private investment: _____

(c) Describe financial arrangements for project, whether they be equity, long term, mortgage, bonds, other public funds, etc., clearly defined and committed: _____

8. **CREDIT REFERENCES:** (*Please list how each reference can be contacted*)

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Signatures for Loan on Page 7.

ASSURANCES:

The applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It will comply with the requirements for historic preservation identification and review set forth in Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a), *et seq.*, regulations of the Advisory Council on Historic Preservation at (36 CFR 801), and any other regulations promulgated pursuant to Section 121 of the Housing and Community Development Act of 1974, as amended.
4. It has identified all properties, if any, which are included on the National Register of Historic Places and which, as determined by the applicant, will be affected by the project; it has identified all other properties, if any, which will be affected by the project and which, as determined by the applicant, may meet the criteria established by the Secretary of the Interior for inclusion in the Register, together with the documentation relating to the inclusion of such properties in the Register; and it has determined the effect, as determined by the applicant, of the project on the identified properties.
5. It will comply with:
 - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 86-3525) and implementing regulations issued at (24 CFR, Part 1), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take measures necessary to effectuate this assurance;
 - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing;
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under (24 CFR, Part 570);
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at (24 CFR, Part 135), requiring that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the area of the project;

- e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at (41 CFR, Chapter 60) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all federally assisted construction contracts;
 - f. Executive Order 11063, and implementing regulations at (24 CFR, Part 107) on equal opportunity in housing and non-discrimination on the sale or rental of housing built with federal assistance;
 - g. Section 504 of the Rehabilitation Act of 1973, as amended, (Pub. L. 93-112) and implementing regulations when published for effect. Section 504 provides that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance;
 - h. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135) and implementing regulations when published for effect;
 - i. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, implementing regulations at (24 CFR, Part 42), and the special provisions of Section 570.457 concerning the relocation of residential tenants not covered by the Uniform Act;
 - j. The labor standard requirements as set forth in Section 507.605 and HUD regulations issued to implement such requirements;
 - k. The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, (Pub. L. 93-234);
 - l. The regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, Revised and A-87, as they relate to the acceptance and use of federal funds under this part;
 - m. All requirements imposed by HUD concerning special requirements of law, program requirements and other administrative requirements approved in accordance with OMB Circular No. A-102, Revised.
6. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 7. It will give any authorized representatives of the City of Calhoun, HUD and the Comptroller General, access to and the right to examine all records, books, papers, or documents related to the loan.
 8. It will insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
 9. It will not, in carrying out the project, discriminate against any employee because of race, color, religion, sex, handicap, or national origin. It will take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The applicant shall post in conspicuous places,

available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this non-discrimination clause. The applicant will, in all solicitations or advertisements for employees placed by or on behalf of the applicant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, handicap or national origin. The applicant will incorporate the foregoing requirements of this paragraph in all of its contracts for project work, except contracts for standard commercial supplies or raw materials or contracts covered under {24 CFR Part 570 (c) (14) (ix) (E)}, and will require all of its contracts for such work to incorporate such requirements in all subcontracts for work done with funds provided under (24 CFR Part 570).

- 10. It certifies that it has not knowingly and willfully made or used a document or writing containing any false, fictitious, or fraudulent statement or entry. 18 U.S.C. 1001 provides that whoever does so within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000.00 or imprisoned for not more than five years, or both.
- 11. You are authorized to check my credit and employment history. I/we certify that I/we have attained the age of majority and that all information given on this application is true and correct. I/we acknowledge a copy of this application.

Date: _____

Applicant's Signature

Printed Name of Applicant and Title

Applicant's Signature

Printed Name of Applicant and Title

Attest:

Name

Title