



APPLICATION FOR BUSINESS LOAN

**MID-OHIO VALLEY REGIONAL COUNCIL
POST OFFICE BOX 247
PARKERSBURG, WV 26102**

**PHONE: (304) 422-4993
FAX: (304) 422-4998**

SERVING BUSINESSES IN THE FOLLOWING COUNTIES:

**CALHOUN COUNTY
JACKSON COUNTY
PLEASANTS COUNTY
RITCHIE COUNTY**

**ROANE COUNTY
TYLER COUNTY
WIRT COUNTY
WOOD COUNTY**

Please note that the loan process, from approval to closing, may take a minimum of six weeks. It will take longer if required paperwork/documents are not submitted in a timely manner.

ELIGIBILITY FOR MOVRC FUNDING REQUIRES THAT:

- 1. THE PROJECT MUST BE LOCATED, OR WILL BE LOCATED, IN CALHOUN, JACKSON, PLEASANTS, RITCHIE, ROANE, TYLER, WIRT OR WOOD COUNTY.**
- 2. THE PROJECT MUST HAVE AN ECONOMIC IMPACT ON A COMMUNITY WITH THE PRIMARY EMPHASIS ON JOB CREATION AND/OR RETENTION.**
- 4. PROJECT ACTIVITIES MAY INCLUDE:**
 - a. ACQUISITION, EXPANSION OR CONSTRUCTION OF FACILITIES; AND/OR,**
 - b. PURCHASE OF EQUIPMENT; AND/OR**
 - c. WORKING CAPITAL.**

MID-OHIO VALLEY REGIONAL COUNCIL

APPLICATION FOR BUSINESS LOAN

INSTRUCTIONS:

Complete all portions of the application, and attach all requested exhibits.

NOTE: Not all businesses and/or projects qualify for financing. Prior to completing this form, potential applicants should call 304.422.4993 to determine eligibility.

FOR OFFICE USE ONLY

ARC-RLF
 EDA-RLF
 IRP

I. APPLICANT INFORMATION:

DATE: _____ COUNTY: _____

COMPANY NAME: _____

ADDRESS: _____
P.O. Box/Street Address CITY STATE ZIP

ADDRESS OF PRINCIPAL CORPORATE OFFICES IF DIFFERENT FROM ABOVE:

_____ P.O. Box/Street Address CITY STATE ZIP

CONTACT PERSON: _____
Name Position

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ FEIN: _____

WEB SITE: _____ DUNS: _____

LEGAL ORGANIZATIONAL STRUCTURE:

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> S Corporation |
| <input type="checkbox"/> Limited Liability Company | |

DATE BUSINESS ESTABLISHED: _____

NEW BUSINESS
 EXISTING BUSINESS

TYPE OF BUSINESS:

- | | |
|---|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Other (Please Specify) | |

CURRENT NO. OF EMPLOYEES:

_____ FULL-TIME
 _____ PART-TIME

NEW JOBS TO BE CREATED BY PROJECT:

_____ FULL-TIME
 _____ PART-TIME

II. PROJECT CONTACTS:

Contact	Company Name and Person to Contact	Contact's Phone #
LENDER		
BORROWER'S LEGAL COUNSEL		
BORROWER'S ACCOUNTING FIRM		
PROJECT ARCHITECT		
INDEPENDENT ENGINEER		

III. INDEBTEDNESS

Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Indicate by an asterisk (*) items to be paid by loan proceeds and reasons for paying same (present balance should agree with latest balance sheet submitted).

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current Delinquent
			\$			\$		\$
			\$			\$		\$
	\$		\$			\$		\$
	\$		\$			\$		\$
	\$		\$			\$		\$

IV. PROJECT INFORMATION:

PURPOSE OF PROJECT - PLEASE CHECK ONE:

_____ TO CONSTRUCT NEW BUILDING

_____ TO PURCHASE EXISTING BUILDING

_____ TO EXPAND EXISTING BUILDING

_____ TO PURCHASE EQUIPMENT

_____ TO INCREASE WORKING CAPITAL

TOTAL PROJECT COST: \$ _____ **PROJECT COST PER NEW JOB:** \$ _____

MOVRC LOAN REQUEST: \$ _____ **MOVRC LOAN PER NEW JOB:** \$ _____

DATE NEEDED: _____ **PROJECT COST PER SQ. FT:** \$ _____
(CONSTRUCTION ONLY)

PROJECT FINANCING:

	COMPANY EQUITY	FINANCIAL INSTITUTION(S) PARTICIPATION	OTHER	MOVRC REQUEST
NAME	NA			
AMOUNT				\$
RATE	NA			
TERM	NA			
COLLATERAL	NA			
VALUE	NA			

USE OF PROJECT FUNDS:

LAND PURCHASE \$ _____
BUILDING \$ _____
EQUIPMENT \$ _____
RENOVATION \$ _____
WORKING CAPITAL \$ _____
OTHER \$ _____
TOTAL PROJECT COST \$0.00

IV. PROJECT INFORMATION (con't):

PLANT IS RELOCATING FROM : _____ (NAME OF STATE)

IMPACT ON THE COMMUNITY:

FISCAL YEAR DATE:

ANNUAL SALES

ANNUAL PAYROLL

ANNUAL PROPERTY TAX

NUMBER OF EMPLOYEES

SALARY/WAGE RANGE

CURRENT	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS

EMPLOYMENT FOR PROPOSED PROJECT:

Category	Projected Employment:				Estimated Percent to be Drawn from Local Labor Market Area	Salary/Wage Range	Benefits Package (\$/hr)
	Current	1 Year	2 Year	3 Year			
Professional							
Clerical & Admin.							
Skilled							
Semi-Skilled							
Unskilled							

ACQUISITION: Attach appraisals of real property and equipment including all legal descriptions. (Appraiser to be acceptable to MOVADC and participating banks.)

PURCHASE OF EQUIPMENT: Attach bids, with terms and expiration date of bids.

CONSTRUCTION: Attach the following:

1. Legal description of site and engineering survey showing metes and bounds and location of building.
2. Engineering specifications and drawings of building.
3. Owner of land, if to be acquired.

4. Description of Construction Costs:

Land	\$ _____
Building - new	\$ _____
Building - renovation	\$ _____
Utilities, roads, etc.	\$ _____
Eng. & Arch. Fees	\$ _____
Legal Fees	\$ _____
Financial Charges	\$ _____
Other (Specify)	\$ _____
Equipment	\$ _____
Working Capital	\$ _____
TOTAL	\$ _____

(Independent Engineer's Progress Report is Necessary to Activate Draws on Construction Loans)

V. EXHIBITS: All Exhibits are required. Clearly identify each exhibit as noted (i.e. Exhibit A)
Failure to provide any exhibit will result in the application being considered incomplete.
Incomplete applications will not be considered by the Loan Review Committee.
NOTE: If you submit a business plan containing the information, note the page number of that exhibit on the corresponding line on these sheets.

- _____ 1. **DESCRIPTION OF PROJECT:** Provide a narrative description of the project including size, type of construction, equipment to be purchased and working capital use. EXHIBIT A
- _____ 2. **HISTORY OF COMPANY:** Attach a comprehensive description of company, including history, affiliates and subsidiaries, products, distribution, competitors, location of other facilities. Include an outline of the officers' backgrounds, a copy of business license, and a complete Supporting Schedule I. EXHIBIT B
- _____ 3. **UNIONIZATION:** Identify unions representing employees and give history of relationship. Describe any strike within the preceding five years. Indicate length, terms of contract. EXHIBIT C
- _____ 4. **AGREEMENTS:** Attach copies of options, leases, deeds and all other appropriate agreements pertaining to project. If business is a franchise, include a copy of the franchise agreement and a copy of the FTC disclosure statement supplied to you by the Franchisor. If agreements have not been prepared, include a general description of the proposed agreements. EXHIBIT D
- _____ 5. **HISTORY OF OFFICERS, STOCKHOLDERS AND KEY PERSONNEL:** Provide a brief resume of the education, technical and business background for all persons listed in Supporting Schedule I. EXHIBIT E
- _____ 6. **CO-SIGNORS:** Do you have any co-signors and/or guarantors for this loan? If so, please submit their names, addresses and personal balance sheets. EXHIBIT F
- _____ 7. **CERTIFICATIONS:** Complete Certifications on Supporting Schedule II. EXHIBIT G
- _____ 8. **BANKING:**
List present banking relationships. Include name of financial institution, account officer, and type of relationship (i.e. checking, savings, loans). List current loan, savings, or checking account balances. Indicate type of loan (i.e. short term, long term, mortgages, revolving credit agreement, inventory or accounts receivable financing, etc.) monthly payments and whether loan is unsecured or collateralized. If any written loan or security agreements exist, please submit copy. EXHIBIT H

Please identify any outstanding tax-exempt financing issued for the benefit of the application, the occupant, or any entity related to the applicant or the occupant, in the same political subdivision where the proposed project will be located. EXHIBIT I

Publicly held companies may submit a copy of their annual report or 10-K in lieu of the above requested information.
- _____ 9. **CORPORATE STRUCTURE:** Provide Certificate of Existence from WV Secretary of State's office. If company is an LLC, provide a copy of the Articles of Organization as submitted to WV Secretary of State's office. EXHIBIT J
- _____ 10. **EQUIPMENT LIST:** Provide a list of machinery and/or equipment to be purchased. Include quotes if available. EXHIBIT K
- _____ 11. **SECURITY:** Provide a list of collateral to be offered as security. (NOTE: An independent appraisal may be required.) EXHIBIT L

V. EXHIBITS (con't):

12. FINANCIAL INFORMATION:

- _____ a. Personal financial statements of owners, or major stockholders if a privately held company, with specific notation of contingent liability (guarantees or endorsements). Any stockholder owning 20% or more will be required to sign a personal guaranty. Use SBA Form 413. EXHIBIT M
- _____ b. Copy of credit report for each owner/major stockholder of the company. EXHIBIT N
NOTE: THE MOVRC RESERVES THE RIGHT TO INDEPENDENTLY SOLICIT A CREDIT REPORT.
- _____ c. Three (3) years financial statements including all footnotes (audited preferred). Include a Statement of Changes in Financial Position. All statements should conform and be not more than 90 days old. EXHIBIT O
- _____ d. If an acquisition of an existing company, also supply all the above financial information for the company to be acquired. EXHIBIT P
- _____ e. Projections for three (3) years: EXHIBIT Q
Balance Sheet and Operating Statement with notes of explanation.
Profit & Loss Statements
Monthly cash flow, showing detailed sources of income, disbursements, and all debt payments;
Amount and sources of additional working capital required for expansion (i.e. revolving line of credit, trade creditors, etc.)
- _____ f. Signed Tax Returns for previous three (3) years. EXHIBIT R

13. REAL ESTATE: The following should be provided with the application: EXHIBIT S

- _____ a. Plans and specifications for building.
- _____ b. Market appraisal of finished project (selling price on open market when completed.)
- _____ c. Firm bid for construction.
- _____ d. Name of independent engineer who will certify completed project.
- _____ e. Commitment for interim construction financing, which may be contingent upon MOVRC funding. Commitment letter to acknowledge that construction is to be in accordance with plans and specifications submitted with the MOVRC application.

_____ **14. MARKETING PLAN: Include a marketing plan, which contains an analysis of competitors. EXHIBIT T**

_____ **15. AUTHORIZATION TO CONDUCT BACKGROUND CHECK(S): This form must be completed by all owners / major stockholders. EXHIBIT U**

THE UNDERSIGNED HEREBY CERTIFIES THAT ALL REQUIRED EXHIBITS ARE INCLUDED IN THE APPLICATION PACKAGE AND AGREES THAT ANY OMISSION COULD DELAY REVIEW OF APPLICATION UNTIL THE INFORMATION IS SUBMITTED.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

SUPPORTING SCHEDULE I

OFFICERS, STOCKHOLDERS & KEY PERSONNEL

Please be certain to complete requested information. Include management, officers, and stockholders owning 20% or more of company's stock. Publicly held Companies may substitute copy of annual report or 10K.

Is at least 51% of the business owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence?

Yes No

Name and Title/Position Address	Years Employed	Age	Education	Annual Salary	Other Compensation	Percent Ownership

SUPPORTING SCHEDULE II

CERTIFICATIONS BY COMPANY

Please answer the following questions by checking the appropriate space. If the answer to any of the questions is "yes", please submit additional information on a separate exhibit or attachment.

Has any principal, officer, principal stockholder, or the business:

1. Yes ___ No ___ Ever been convicted of a criminal offense other than a traffic violation?
2. Yes ___ No ___ Ever been involved in bankruptcy or insolvency proceedings?
3. Yes ___ No ___ Are there any outstanding judgments or is there any litigation pending against the applicant, project occupant, principal, officer or principal shareholder? If yes, please describe.
4. Yes ___ No ___ Is there a relationship, legally or by common control, between the applicant or proposed project occupant and the seller of property? Identify the seller of the property.
5. Yes ___ No ___ Will the proposed project result in the consolidation of other company operations within the State?
6. Yes ___ No ___ Is location situated in flood plain? If yes, flood insurance is required. If no, please supply certification.
7. Yes ___ No ___ Is the business or any of the principals liable as guarantor or endorser for any debts not shown in Section III, or on personal financial form?
8. Yes ___ No ___ Does the business or any of the principals owe any Federal, State or local taxes, including but not limited to income tax, sales tax or payroll tax?

COMPANY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

ARC REVOLVING LOAN FUND CERTIFICATION:

FUNDING FOR THIS PROJECT, IF APPROVED, MAY BE WITH FEDERAL FUNDS DERIVED FROM THE APPALACHIAN REGIONAL COMMISSION, AND THE UNDERSIGNED HEREBY CERTIFIES THAT THEY WILL COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS AS OUTLINED IN APPENDIX C OF THE RLF GUIDELINES, WHICH ARE ATTACHED HERETO.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Borrower Related Legal Requirements

RLF borrowers must comply with the requirements of Federal, State and Local laws concerning:

1. Facility access for the physically handicapped P.L. 90-480 as amended (42 U.S.C. 4151, et seq.).

2. The Davis-Bacon Act (40 U.S.C. 276a-276a-5) when any contract for construction, alteration and/or repair including painting and decorating in excess of \$2,000 is financed in or in part by an ARC RLF (42 U.S.C. 3222).

3. Civil Rights requirements in Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-2000d-4), and 15 CFR Part 8, as it pertains to the exclusion of persons on the ground of race, color, or national origin. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101. et. seq.) and 15 CFR Part 20 as it pertains to denying the benefits of receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) Prohibits discrimination on the basis of handicap in any program. The Public Works and Economic Development Act of 1965 (42 U.S.C. 3121. 3123 et. seq.), as it pertains to denying persons participation on the basis of sex in any program receiving federal financial assistance.

4. All State and local environmental review requirements with all applicable Federal State and local standards; including:

a. The Clean Air Act, as amended (42 U.S.C. 7401 et. seq.);

b. The Federal Water Pollution Control Act, as amended (33 U.S.C. 1251. et.seq.);

c. The Flood Disaster Protection Act of 1973, P.L. 93-234, as amended (42 U.S.C. 4002, et seq.) Executive Order 11988, Floodplain Management (May 24, 1977), and regulations and guidelines issued there under;

d. Executive Order 11990, Protection of Wetlands (May 24, 1977);

e. The Endangered Species Act of 1973 P.L. 93-205, as amended, (16 U.S.C. 1531, et seq.);

f. The Safe Drinking Water Act, P.L. 93-523, as amended, (42 U.S.C. 300f-300j-9);

g. The Wild and Scenic Rivers Act, as amended, (16 U.S.C. 1271, et seq.)

h. The Comprehensive Environmental Response, Compensation and Liability Act of 1980, P.L. 96-510, as amended, (42 U.S.C. 9601, et seq.) and

i. The National Historic Preservation Act P.L. 89-665 (16 U.S.C. 470, et seq.).

5 Providing a drug free workplace as defined by the Controlled Substances Act (21 U.S.C. 812) and 21 CFR 1308-11.

SUPPORTING SCHEDULE II (con't)

POLLUTION STATEMENT:

The undersigned duly authorized officers hereby certify that this company has not been cited by any government agency for pollution. Also, the project to be financed in part by this loan complies with applicable pollution statutes.

NON-PAYMENT OF FEES:

The undersigned duly authorized officers of the Company do hereby certify that, in connection with the attached loan application for a loan from the Mid-Ohio Valley Regional Planning Council, the Borrower has neither paid nor promised to pay any charges, fees, commissions, finders fees or any other payments of any type to any person, firm, authority or local development corporation with regard to this application. This does not apply to fees or commissions paid to realtors regarding the purchase of real property which will be the site of the proposed loan.

CORPORATE RESOLUTION:

The undersigned duly authorized officers hereby certify that the filing of this application was duly authorized by its Board of Directors (or governing body), that the statements made in the foregoing application and in all exhibits and documents submitted in connection therewith are true and correct to the best information and belief of the undersigned and are submitted as a basis for the loan.

NAME OF COMPANY: _____

BY: _____, President **DATE:** _____

ATTEST: _____, Secretary

VOLUNTARY INFORMATION

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation of your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

_____ White, not of Hispanic origin	_____ Hispanic
_____ Black, not of Hispanic origin	_____ Asian or Pacific Islander
_____ American Indian or Alaskan native	

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, DC 20250.

AUTHORIZATION TO CONDUCT BACKGROUND CHECK(S)

This form must be completed by all owners / stockholders owning 20% or more of the company. In order for the application package to be considered complete, this document, with original signatures, must be returned with the application. Complete additional sheets as needed.

I hereby authorize the Mid-Ohio Valley Regional Planning & Development Council to obtain a criminal and personal background check and release all entities involved in the process from any liability for truthful disclosure of information about me.

Applicant (Typed) _____

Home Address: _____
P.O. Box and Street Address CITY STATE ZIP

Date of Birth: _____ **Social Security No:** _____

Driver's License #: _____ **State:** _____ **Expiration Date:** _____

Signature & Date: _____

I hereby authorize the Mid-Ohio Valley Regional Planning & Development Council to obtain a criminal and personal background check and release all entities involved in the process from any liability for truthful disclosure of information about me.

Co-Applicant (Typed) _____

Home Address: _____
P.O. Box and Street Address CITY STATE ZIP

Date of Birth: _____ **Social Security No:** _____

Driver's License #: _____ **State:** _____ **Expiration Date:** _____

Signature & Date: _____

I hereby authorize the Mid-Ohio Valley Regional Planning & Development Council to obtain a criminal and personal background check and release all entities involved in the process from any liability for truthful disclosure of information about me.

Co-Applicant (Typed) _____

Home Address: _____
P.O. Box and Street Address CITY STATE ZIP

Date of Birth: _____ **Social Security No:** _____

Driver's License #: _____ **State:** _____ **Expiration Date:** _____

Signature & Date: _____

ADDITIONAL INFORMATION

Real estate construction loans will be approved on a "permanent take out" basis.

Equipment purchases will be funded upon delivery of equipment.

The following must be provided upon completion of construction with REQUEST TO CLOSE REAL ESTATE LOAN:

- 1. Final engineer's report that project was built as per plans and specifications submitted with application. This report must contain a statement of the cost of the project.**
- 2. An "as-built" survey.**
- 3. Title insurance WITHOUT mechanics' lien exception and insurance as to matters of survey.**