



***JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY SERVICES &
WORKFORCE DEVELOPMENT***

EDA/CDBG Loan Fund Application

- 1. Application. In order to complete the review of your application in a timely manner, please be submit all required materials.***

The Application for Financial Assistance from the EDA/CDBG Loan Fund consists of the following items:

1. Application (This must be filled out completely for all applications).
2. General Certification (This must be signed by the applicant(s)).
3. Checklist (Required submittals/attachments)

- 2. Application Submission. The completed application package should be submitted to the following addressed:***

**Department of Community Services and Workforce Development
716 Richard Arrington, Jr. Blvd. N.
Suite A-430 Courthouse
Birmingham, Alabama 35203**

Should you have any questions while completing this application, please feel free to contact department by phone or email:

**Dr. Frederick L. Hamilton, CEcD/EDFP
Director**

**P. Nigel Roberts, Deputy Director
robertsn@jccal.org**

**Nathan Salter, Grants Administrator
saltern@jccal.org**

Phone: 205-325-4880

EDA/CDBG RLF Loan Fund Application

1. ***Business Name:*** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ ***Fax:*** _____

Business Federal ID No. _____
2. ***Applicant Name (if more than one applicant, please attach information on separate sheet):***

Home Address: _____
(Street) (City) (State) (Zip)

Home Telephone: _____ ***E-Mail:*** _____

Social Security No. _____
3. ***Business Structure:***

Corporation Limited Liability Company Sole Proprietorship
Partnership Other: _____

New Business Existing Business-Date Established: _____

Does this project involve a relocation? _____
4. ***Amount of Funds Requested:*** _____
5. ***List the Names of the Business Owners and the percent of ownership held by each:***

Signed by: _____ **Date:** _____

6. ***Project Description:*** Generally describe the project, giving purpose of loan. Supply here any information (not specifically requested in this application) you feel is necessary to provide an understanding of the project. Attach an additional sheet, if necessary.

7. **Project Budget:** The budget should attempt to identify all sources of funding being considered including owner equity/investment other financial assistance. Please be as detailed as possible.

PROPOSED FINANCING					
Use of Funds Activity	Cost	Primary Lender (Bank)	Revolving Loan Fund	Owner Equity/ Investment	Other
Land Purchase	\$	\$	\$	\$	\$
Building Purchase	\$	\$	\$	\$	\$
Building Construction	\$	\$	\$	\$	\$
Building Remodeling	\$	\$	\$	\$	\$
Machinery & Equipment	\$	\$	\$	\$	\$
Inventory	\$	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

TERMS OF PROPOSED FINANCING				
Source of Funds	Amount	Type	Rate (%)	Term (in years)
EDA/CDBG	\$			
Other Financial Assistance	\$			
Equity	\$			
TOTAL	\$			

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9. Has the business been impacted by **COVID-19**? If so, please explain how?

10. Explain how your business will be able to sustain itself during **COVID-19**.

9. ***Job Creation/Retention:*** Please provide a summary of jobs to be created or retained as a part of this project

Present Employees (if now in operation)

TOTAL			
Sex			
<i>Female</i>			
<i>Male</i>			
Total			

Twelve (12) Months after Loan Disbursement

List average wage per job created or saved: \$_____

Job Creation Statement of Agreement:

If my loan is approved, I agree to create _____ permanent full-time and /or _____ permanent part-time jobs within a twelve (12) month period from closing date of the loan, unless otherwise agreed upon.

Signature

Date

EDA/CDBG RLF Loan Fund Application

General Certification

The undersigned certifies the information contained in this application, including all attachments, is to the best knowledge of the undersigned, complete and accurate and presents fairly and accurately its intended operations for the period set forth in this application.

The undersigned hereby gives permission to the Jefferson County Commission Department of Community Services and Workforce Development to obtain information from my bank creditors, credit bureau reporting agency or other necessary sources to research and evaluate this application.

The undersigned certifies that he/she is not related by blood, marriage, law, or business arrangement to employee of the Department of Community Service and Workforce Development or Jefferson County Commission.

Signature:

Date:

EDA/CDBG RLF Loan Fund Application
Checklist for Financial Assistance

Business Plan to include:

- Description of Business
- Description of the project proposed for financing
- Description of industry competitors
- Resumes of Principal Owners and Key Management Personnel
- Minimum of three references (banking, professional or trade)
- Profit and Loss Statements – (3 years certified) and 2 year projections
- Balance Sheets – (3 years certified) and 2 year projections

- Business Federal Tax Returns (Past 3 years)

- Individual Federal Tax Returns of Principal Owner(s) (Past 3 years)

- Personal Financial Statement of Principal Owner(s)
- A letter from the participating lender(s) stating the terms and conditions of the participation.
- Copy of proposed real estate agreement. (If applicable)
- Three estimates of equipment to be purchased. (If applicable)
- List of inventory items to be acquired and list of how working capital will be used. (If applicable)
- If you or any officers of your company have ever been involved in bankruptcy or insolvency proceedings, details must be provided in an attached letter.
- If you or your business is involved in any potential or pending lawsuits, details must be provided in an attached letter.
- Additional supporting documentation requested by the Jefferson County Department of Community Development. Attach as appropriate.

Additional Information

- Personal guarantees and collateral assignment of life insurance policies on principals may be required

All applicants are required to pay a non-refundable loan processing fee. Make payable to Jefferson County Commission.

Projections Worksheet

Business Name: _____

	12 Months Ending _____, 20____ _____, 20____ First Year Projections Projections	12 Months Ending Second Year	
of Gross	Dollar Estimates	Receipts	% of Gross
	Receipts		%
Total Sales	\$ _____	_____	\$ _____
COGS	_____	_____	_____
Gross Profit	_____	_____	_____
Depreciation	_____	_____	_____
Rent	_____	_____	_____
Accounting and Legal	_____	_____	_____
Advertising	_____	_____	_____
Bad Debt Expense	_____	_____	_____
Dues and Subscriptions	_____	_____	_____
Insurance	_____	_____	_____
Miscellaneous	_____	_____	_____
Officers' Salaries	_____	_____	_____
Payroll Taxes	_____	_____	_____
Repairs	_____	_____	_____
Salaries	_____	_____	_____
Selling Expenses	_____	_____	_____
Supplies	_____	_____	_____
Taxes	_____	_____	_____
Telephone	_____	_____	_____
Travel & Entertainment	_____	_____	_____
Utilities	_____	_____	_____
Amortization	_____	_____	_____
_____	_____	_____	_____

Other			
Other			
Other			
Other			
Other			
Total Operating Expenses			
Operating Profit Before Tax			
Interest Expense (Income)			
Other			
Income Taxes			
Withdrawals/Dividends			
Net Profit after Taxes, Withdrawals, Dividends	\$		\$

I certify that the foregoing data fairly represents potential annual earnings to the best of my (our) knowledge.

Signature: _____ **Title:** _____ **Date:** _____