



***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.

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

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

8. ***Summary of Collateral Offered:*** Provide a thorough description, including value, of all assets being offered as collateral. The Department of Community Services and Workforce Development requires an appraisal on real estate loans and equipment. Please provide a detailed description with serial and/or identification numbers.

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***Are there individuals willing to guarantee the loan? If so, please provide information.***

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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)***

|                      |  |  |  |
|----------------------|--|--|--|
| <b>TOTAL</b>         |  |  |  |
| <b>Sex</b>           |  |  |  |
| <b><i>Female</i></b> |  |  |  |
| <b><i>Male</i></b>   |  |  |  |
| <b>Total</b>         |  |  |  |

**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____<br>_____, 20____<br>First Year Projections<br>Projections | % of Gross<br>Receipts | 12 Months Ending<br>Second Year<br>Dollar Estimates | % |
|------------------------|--|------------------------|---|---|
| of Gross               |  |                        |   |   |
|                        | Dollar Estimates   | Receipts               | Dollar Estimates                                    |   |
| 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                                     | _____    | _____ | _____    |
| <b>Net Profit after Taxes,<br/>Withdrawals, Dividends</b> | \$ _____ | _____ | \$ _____ |

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

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_