

# PRELIMINARY LOAN APPLICATION

## I. APPLICANT BUSINESS INFORMATION

Legal Name of Business:			
Legal Address of Business:			
Town/City:	State:	Zip Code:	County:
Manager/Contact Person:			
Phone:		Fax:	
Email:		Website:	
Business property is: <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Rented			
Square Feet:		Monthly Payment:	
		Replaced by New Facility <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Entity: <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership			
<input type="checkbox"/> Limited Liability Company (list "type"): <input type="checkbox"/> Other (list):			
State of Organization:			

## II. SOURCES AND USES OF FINANCING

**Other sources of funding for this project:**

  
  
  
  
  
  
  
  
  
  

**Brief Description of Development Project:**

  
  
  
  
  
  
  
  
  
  

## III. PROPOSED COLLATERAL. Attach additional sheets as necessary.

Type	Description	Market Value	Basis for Valuation	Existing Lienholder	Outstanding Balance

**IV. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS**

Current Employment: # Full-Time\* \_\_\_\_\_ # Part-Time \_\_\_\_\_  
 Projected Employment Increases Over Next 24 Months: Full-Time\* # \_\_\_\_\_ Part-Time # \_\_\_\_\_  
 Minimum Starting Wage: Full-Time \$ \_\_\_\_\_ Part-Time \$ \_\_\_\_\_

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

Number of positions to be created as part of this development project by job classification identifiers:  
 1. Managerial/Officer \_\_\_ 2. Professional \_\_\_ 3. Technical \_\_\_ 4. Sales \_\_\_  
 5. Clerical/Office \_\_\_ 6. Craftworker \_\_\_ 7. Operatives \_\_\_ 8. Laborer \_\_\_  
 9. Service Worker \_\_\_

Check whether the project includes employee training requirements, or other expenses associated with accomplishing the development project:  Yes  No If yes, provide details on the following:

Type of Investment	Description	Cost
Employee Training		\$
Other:		\$
Other:		\$
Other:		\$

**V. DISCLOSURE**

Check the public purpose (all that apply) that will be met through CDBG support of this development project:

<input type="checkbox"/> Job Creation	<input type="checkbox"/> Capital Investment
<input type="checkbox"/> Job Retention	<input type="checkbox"/> Training Investment
<input type="checkbox"/> Tax Base Improvement	<input type="checkbox"/> Public Facilities Improvement
<input type="checkbox"/> Other (list):	

Is applicant is current on all taxes owed the Commonwealth of Pennsylvania:  Yes  No  
 If no, please explain and itemize any and all deficiencies.

**VI. The following documents will be required in the application process:**

<b>Business Information</b>	<b>Personal Information</b>
<input type="checkbox"/> Business financial statement for last 3 years	<input type="checkbox"/> Personal tax returns for the last 3 years
<input type="checkbox"/> Federal tax returns for the last 3 years	<input type="checkbox"/> Personal Financial Statement/tax return
<input type="checkbox"/> Interim financial statement dated within last 60 days	<input type="checkbox"/> Resumes of owners (along with key management)
<input type="checkbox"/> Projections – Minimum 2 years; P&L and Balance Sheet	<b>Project Cost Information</b>
<input type="checkbox"/> Monthly cash flow for first 12 months (for start-ups)	<input type="checkbox"/> Real Estate Purchase Agreement
<input type="checkbox"/> Aging of Account Receivable and Account Payable	<input type="checkbox"/> Construction cost budget
<input type="checkbox"/> Affiliated company tax returns for the last 3 years	<input type="checkbox"/> Asset Purchase Agreement
<input type="checkbox"/> Franchise information	<input type="checkbox"/> Working Capital Projections
<input type="checkbox"/> Articles of Incorporation/Partnership Agreement	