

**CITY OF OTTAWA, KANSAS**  
**APPLICATION FOR CDBG REVOLVING LOAN FUND**

Each application for financing from the revolving loan fund will be considered on its own merits. Other than the eligibility requirements described above, there are no other preset requirements concerning the type of enterprise, the amount of private investment or owner equity required, the uses of funds, or the structure of the enterprise. There are no minimum or maximum loan limits. Amount of financing is limited to the funds available in the revolving loan fund. There are no application deadlines. All applications are considered when submitted. Applicants should be aware that applications with little or no private investment or owner equity are less likely to be considered viable.

No loans shall be provided to replace existing financing without written approval by the Kansas Department of Commerce and Housing.

Applications for funding by the revolving loan fund must provide sufficient documentation of the nature and purpose of the project to enable the city to assess whether the project will be consistent with the purposes of the revolving loan program and will meet the eligibility requirements for the program.

Applicants must submit a standard CRLF application form or a standard loan application package used by a lending institution involved in the project.

The foregoing application for use of the City of Ottawa CDBG Revolving Loan Fund is hereby made in accordance with the provision of the City of Ottawa policies and procedures for such fund adopted on April 16, 2003, and with applicable state and/or federal guidelines.

**Part I – Applicant Identification:**

Name of Applicant Firm: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (      ) \_\_\_\_\_

List the names and percent of ownership of all principal owners and officers of the Applicant Firm:

\_\_\_\_\_  
\_\_\_\_\_

If applicant is a tenant, identify property owner(s):

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: (      ) \_\_\_\_\_

**Part II – Business Information:**

Type of business organization \_\_\_\_\_  
(i.e., corporation, subsidiary, partnership, sole proprietorship, etc.)

Date and place business organized or incorporated \_\_\_\_\_  
\_\_\_\_\_

Name of Parent company, if applicable \_\_\_\_\_

Business is \_\_\_\_\_ New \_\_\_\_\_ Existing (Please check one)

**If new business:**

Date operations will commence: \_\_\_\_\_

If business is relocated to this City, give previous location(s): \_\_\_\_\_

**If existing business:**

Date expansion will be completed: \_\_\_\_\_

Planned uses of funds:

- \_\_\_\_\_ Acquisition of existing building
- \_\_\_\_\_ Enlargement of existing building
- \_\_\_\_\_ Construction of new building
- \_\_\_\_\_ Remodel of existing building
- \_\_\_\_\_ Other, please describe

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III – Employment Data:**

**A. New Business:** Number of employees on date operations commence(d): \_\_\_\_\_

**B. Existing Business:** Describe how expansion has or will create new employment or retain existing employees.

\_\_\_\_\_  
\_\_\_\_\_

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**C. Type and Number of Employees:**

Specific projections of the number of total jobs that will be retained or created within the first twenty-four months of operation and such documentation of LMI job creation as is required by KDOC&H.

Job Classification	Before Expansion (Give M/D/Yr.)	After operations commenced Or expansion completed (Show only new jobs in each of the next 5 years)				
		20__	20__	20__	20__	20__
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Total No. Employees	_____	_____	_____	_____	_____	_____
Cumulative No. of Employees	_____	_____	_____	_____	_____	_____

**Part IV – Other Attachments:**

An application for financing must include:

- a commitment letter stating that the project will go forward if the requested CRLF financing is approved;
- a detailed description of the project in business plan format;
- itemized listing of the sources and uses of funding for the enterprise, including the equity

contributions of the participants and all bank loans or other outside funding, with commitment letters from commercial lenders where appropriate;

- the planned uses of the funds;
- assets of the enterprise that will be available as collateral to secure the revolving loan funds;
- written permission for a credit check on all owners of the enterprise;
- personal financial statements, current within 90 days, of the owners of the enterprise;
- a projected profit/ loss analysis for the enterprise, including a description of the assumptions used in the calculation of the analysis;
- commercial real estate appraisal or most current market value real estate appraisal from the Franklin County Appraiser;
- if real estate is being purchased, a completed environmental questionnaire showing no adverse information;
- any other information provided to a commercial lender who will participate in the financing of the enterprise;
- such additional information as may be required by the loan committee.

**Part V – Certification of Applicant:**

I, \_\_\_\_\_, hereby certify that the foregoing and attached information, is true and correct to the best of my knowledge.

Further, it is understood that additional information may be requested by the City to assist the Governing Body in its consideration of this matter.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Part VI – Acknowledgment of Receipt:**

Receipt is hereby acknowledged:

Date: \_\_\_\_\_ City Clerk: \_\_\_\_\_