



# EDA CARES ACT COVID-19 REVOLVING LOAN FUND APPLICATION

**NORTHWEST ALABAMA COUNCIL  
OF LOCAL GOVERNMENTS  
P. O. BOX 2603  
MUSCLE SHOALS, AL 35662  
[www.nacolg.org](http://www.nacolg.org)**

**CONTACT:**

**Keith Jones** *Executive Director*  
Ph: 256-389-0555 | Fax: 256-389-0592  
[kjones@nacolg.org](mailto:kjones@nacolg.org)

**Tiffany M. Boyd, AIA** *Governmental Services Director*  
Ph: 256-389-0564 | Fax: 256-389-0592  
[tboyd@nacolg.org](mailto:tboyd@nacolg.org)

**Morgan Tittle** *RLF Program Manager*  
Ph: 256-389-0518 | Fax: 256-389-0592  
[mtittle@nacolg.org](mailto:mtittle@nacolg.org)



**Application Process, Terms and Conditions**

All applications must be legible (handwritten or typed) and complete upon submittal. Incomplete applications will not be presented to the NACOLG RLF Loan Administration Committee (LAC) for review.

Completed applications should be submitted to the attention of Morgan S. Tittle at:

**Mailing Address**

NACOLG  
P. O. Box 2603  
Muscle Shoals, AL 35662

or

**Physical Address**

NACOLG  
103 Student Drive  
Muscle Shoals, AL 35661

Information substantiating total project cost must be included. This consists of, but is not limited to:

1. Quotes for equipment to be purchased
2. Sales agreements
3. Breakdown of working capital

**FEES:**

No application fee for the EDA CARES Act COVID-19 RLF

**REVIEW PROCESS:**

Loan application review meetings are scheduled on an as needed basis. After review by the Loan Administration Committee, the applicant will be notified of loan approval or denial. Upon loan approval, a local attorney is notified by NACOLG and instructed to prepare loan documents. The attorney will schedule a loan closing meeting, at which time, loan funds will be dispersed.



**LOAN CLOSING:**

**Loan closings for Colbert and Lauderdale Counties will be held at Black & Hughston PC in Muscle Shoals. Loan closings for Franklin, Marion, and Winston Counties will be held at the law office of Shane Cook in Haleyville. Minimal loan closing costs may be included or added to the loan amount. Loan documents are standard documents. Any modifications to these documents will result in additional legal fee charged to the borrower.**

**ADDITIONAL:**

**The borrower agrees any funds spent prior to approval by the Loan Administration Committee will be at the borrower's risk. This includes, but is not limited to, expenses for appraisals, environmental reviews, loan closing costs, etc.**

**The Northwest Alabama Council of Local Governments will obtain a credit report on you and/or your company as well as the principal(s)/guarantor(s).**

**I have read and understand all the above and agree to terms and conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**NORTHWEST ALABAMA COUNCIL OF LOCAL GOVERNMENTS  
EDA CARES ACT COVID-19 REVOLVING LOAN FUND**

<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>• To alleviate sudden and severe economic dislocation caused by the coronavirus (COVID-19) pandemic.</li> <li>• To provide permanent resources to support economic resiliency.</li> <li>• To address the economic impact COVID-19 has had on small businesses within Lauderdale, Colbert, Franklin, Marion, and Winston counties.</li> <li>• To allow small businesses to maintain and or create jobs/employment opportunities.</li> </ul>
<b>LOAN LIMITS</b>	<p>For-Profit Businesses: Minimum- \$20,000.00 Maximum-\$200,000.00          Nonprofit 501 (C)(3): Minimum- \$10,000.00 Maximum- \$100,000.00</p>
<b>TERMS</b>	<p>Land and Building: up to 10 years          Equipment: up to 7 years          Working Capital: up to 7 years</p>
<b>RATES</b>	Minimum- 2% Maximum- 6%
<b>FEES:</b>	No application fee
<b>USES OF FUNDS:</b>	<p>Working capital          Renovate or modify existing buildings          Purchase machinery and equipment          Purchase and develop land and facilities          Respond to working capital needs</p>
<b>ELIGIBLE APPLICANT</b>	Small businesses/industries with 150 or fewer full-time employees located in the counties of Colbert, Franklin, Lauderdale, Marion, and Winston who experienced a negative impact from COVID-19 beginning in March 2020 throughout the pandemic.
<b>COLLATERAL</b>	Loans are to be secured by lien positions on collateral at the highest level of priority which can accommodate the borrower's ability to raise debt and equity capital. Generally personal and corporate guarantees are required.
<b>ADDITIONAL REQUIREMENTS</b>	<p>Sufficient evidence and documentation of a loss in revenue, or employment decreases, since the start of the COVID-19 pandemic (March 2020)          Financial statements.          10% equity requirements          Sufficient cash flow to service the debt</p>



**SECTION 1: APPLICANT INFORMATION**

COMPANY NAME:		FEIN:	
CONTACT PERSON:		TITLE:	
BUSINESS ADDRESS:			
CITY, STATE, AND ZIP CODE:			Phone:
HOME ADDRESS:			
CITY, STATE, AND ZIP CODE:			Phone:
SOCIAL SECURITY NUMBER:	BIRTHDAY:	EMAIL ADDRESS:	
PRINCIPAL BUSINESS ACTIVITY:			
PRODUCT LINE(S):			
DATE INCORPORATED:		NAICS (SIC) #:	

**TYPE OF BUSINESS**

\*Required for statistical information only

<u>Type of Business</u>	<u>Owner's Race*</u>	<u>Owner's Ethnicity</u>	<u>Other*</u>
<input type="checkbox"/> Corporation	<input type="checkbox"/> American Indian/ Alaskan Native	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Vietnam Vet
<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Asian	<input type="checkbox"/> Not Hispanic/Latino	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Black/African American		
<input type="checkbox"/> Female Owned*	<input type="checkbox"/> Native Hawaiian/Pacific Islander		
<input type="checkbox"/> Sub Chapter-S Corporation	<input type="checkbox"/> White		
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other		





**PRODUCT DESCRIPTION:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**OWNERSHIP: (LIST NAMES AND % OF OWNERSHIP)**

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



**OFFICERS AND MANAGEMENT (ATTACH RESUMES OF EACH)**

President: \_\_\_\_\_

Vice- President: \_\_\_\_\_

Plant Manager: \_\_\_\_\_

**IDENTIFY ALL PARENT, SUBSIDIARY AND AFFILIATED COMPANIES, INCLUDING THE LOCATION, NUMBER OF EMPLOYEES AND OWNERSHIP BREAKDOWN (%). (ATTACH ADDITIONAL PAGE IF NECESSARY.)**

Parent, Subsidiary, and Affiliated Companies Location:	Number of Employees:	Ownership Breakdown %:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**SECTION 2: COMPANY PROFILE**

**GEOGRAPHIC MARKETING AREA:**

MAJOR CUSTOMERS:	City, State, and Zip Code:	% OF SALE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

MAJOR COMPETITORS:	City, State, and Zip Code:
1. _____	_____
2. _____	_____
3. _____	_____





<p><b>MAJOR SUPPLIERS:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p><b>City, State, and Zip Code:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

**Briefly describe the economic impact the COVID-19 Pandemic has had on business. Include revenue decreases, employment decreases, technical training, and other modifications to continue to stay open for operation during COVID mandates.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DESCRIBE THIS PROJECT AND EXPLAIN HOW IT WILL AFFECT YOUR CURRENT OPERATIONS AND PRODUCTIVITY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SECTION 3: PROJECT DESCRIPTION**

**MACHINERY AND EQUIPMENT**

**ATTACH COPIES OF PRICE QUOTATIONS TO SUPPORT COSTS**

**LIST THE MACHINERY AND EQUIPMENT TO BE FINANCED, INCLUDING MAKE, MODEL AND COST:**

Machinery/ Equipment:	Make:	Model:	Cost:
1.			
2.			
3.			
4.			
5.			
6.			

**PURCHASE OF LAND AND BUILDING (ATTACH COPIES OF BIDS/QUOTES TO SUPPORT COSTS) Land and Building projects may trigger a detailed Environmental review prior to loan approval. Please discuss with NACOLG staff.**

Location: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_ Appraised Value: \$ \_\_\_\_\_

Sq. Ft. \_\_\_\_\_ Site Size (Acres) \_\_\_\_\_

Will any space be subleased: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes: Amount of sq. ft. to be subleased \_\_\_\_\_/annual rate \$ \_\_\_\_\_)

\_\_\_\_\_ Environmental Concerns (check if applicable and explain on separate sheet)

**BUILDING CONSTRUCTION/RENOVATION**

Location: \_\_\_\_\_

Construction Cost \$ \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Site size (Acres) \_\_\_\_\_

Contractor: \_\_\_\_\_ Land Costs \$ \_\_\_\_\_

Will any space be subleased: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes: Amount of sq. ft. to be subleased \_\_\_\_\_/annual rate \$ \_\_\_\_\_)



**SECTION 4: WORKING CAPITAL**

**Attach copies of quotes as examples of expenditures  
Detail the Working Capital needs to be financed (BE SPECIFIC):**

<u>Sources and Uses</u>								
<u>SOURCE OF FUNDS</u>					<u>USE OF FUNDS</u>			
Name of Lender & Contact Information	AMOUNT	TERM	RATE %	ANNUAL DEBT SERVICE	LAND/BUILDING	MACHINERY AND EQUIPMENT	WORKING CAPITAL	TOTAL
1.								
2.								
3.								
NACOLG								
OTHER								
EQUITY*								
TOTAL								

\* injection comes from cash flow, retained earnings, individual Equity



**ASSURANCES**

- A. Agreement of Non-employment of RLF personnel: I/We agree if this RLF application is approved, I/We will not for at least one (1) year hire as an employee or consultant anyone employed by the Northwest Alabama Council of Local Governments (NACOLG) during the one year period prior to the disbursement of the loan.
- B. I/We certify that, upon disbursement of the RLF funds, new equity in an amount not to be less than 10% of the total project cost will be injected as a part of this project.
- C. I/We certify all information in this application and the exhibits is true and complete to the best of my/our knowledge and is submitted so NACOLG can decide whether to grant a loan or participate with a lending institution in a loan to me/us.
- D. I/We certify, with respect to this project, commencement will not occur prior to the approval of the application by the Loan Administration Committee of the Northwest Alabama Council of Local Governments.
- E. I/We certify no officers or principal shareholders have been convicted of any felony or any misdemeanor involving theft, dishonesty, deception, false swearing, or the filing or submission of any false or misleading information to any agency of government, nor are any charges of any such offenses pending.
- F. I/We give the assurance this project is in compliance with all local, State and Federal environmental and zoning regulations. I/We further certify the business is not currently under citation for pollution violations and all applicable future anti-pollution standards shall be met.
- G. I/We comply with Federal, State and Local laws concerning facility access for the physically handicapped.
- H. I/We provide a drug free workplace as defined by the Controlled Substances Act (21 U.S.C. 812) and 21 CFR 1308.11.
- I. I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan.
- J. Loans will not be made to applicants for the sole purpose of relocating an enterprise from one area in the NACOLG region to another. Loans will be called if loan recipient relocates outside the five county NACOLG region.
- K. I/We give the assurance I/We shall now and throughout the term of this loan provide any and all information requested by NACOLG personnel for the purposes of monitoring my/our loan and evaluating the RLF program and its impact.
- L. As consideration for any and technical assistance which may be provided, I/We waive all claims against NACOLG and its consultants.
- M. Authority to Collect Personal Information: This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974)
- N. Effects of Non-Disclosure: Omission of any item means your application may not receive full consideration.

**I/WE HAVE READ AND AGREE TO THE ABOVE ASSURANCES.**

**If applicant is a PROPRIETOR or GENERAL PARTNER, sign below:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If applicant is a CORPORATION, sign below:**

\_\_\_\_\_  
**Company Name**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**President's Signature**

\_\_\_\_\_  
**Attested by (Corporate Secretary's Signature):**



**ADDITIONAL EXHIBITS\***

- A. **Business Plan which 1) Describes the background and history of the business, 2) Provides an analysis of what the new project will accomplish, 3) Explains how the market will support and sustain business operations, and 4) Breakdown of ownership.**
- B. **Proof of Non-Profit 501(C)(3) status will be required.**
- C. **Sales Agreement for land and/or building to be purchased.**
- D. **Balance Sheet and Profit & Loss Statement for Company’s three most recent fiscal years, with notes**
- E. **Balance Sheet and Profit & Loss Statements (within last 90 days)**
- F. **Balance Sheet and Profit & Loss Statements (During the pandemic)**
- G. **Projected two-year Balance Sheet and Profit & Loss Statement, with notes. (Project the balance of this fiscal year and two additional fiscal years)**
- H. **Projected one-year Cash Flow Statement (month-by-month), which includes new debt service. (Project Cash Flow for balance of this fiscal year as well as next fiscal year).**
- I. **Summary of outstanding loans including: Amount, remaining Balance, Interest Rate, Term, Monthly Payment and Security. Include all loans to date and pending.**
- J. **Resume for all persons listed as principals and management including education and experience.**
- K. **Personal Balance Sheet for all major stockholders (owning 20% or more of company’s outstanding stock).**
- L. **Signed quotes or sales agreements on machinery/equipment purchases.**
- M. **Names of any affiliates or subsidiaries including relationship (include financial statements). A company is considered an affiliate if the principal has 51% or more ownership in another company.**
- N. **Details of any bankruptcy or insolvency proceedings against company or principals.**
- O. **Details of any pending lawsuits.**
- P. **Franchise agreements.**
- Q. **Recent Appraisal of building to be purchased (or offered as collateral). Loan may be contingent upon receiving appraisal at value. Do not request appraisal until approval of loan.**
- R. **Current Environmental Assessment of Subject property. Loan may be contingent upon receipt of Phase I Environmental, if necessary.**

**\*If exhibit does not pertain to your business, place an N/A in front of the exhibit letter. Please place exhibits in order.**

**Other items that may be addressed – (Do not provide prior to loan approval):**

- Articles of Incorporation \_\_\_\_\_
- Corporate Resolution to Borrow \_\_\_\_\_
- Key-Person Life Insurance \_\_\_\_\_
- Flood Insurance \_\_\_\_\_
- Appraisal \_\_\_\_\_
- Personal Financials \_\_\_\_\_