



REVOLVING LOAN FUND*

PART 2 –A SUB-GRANT APPLICATION

Please submit this completed application to:
Washtenaw County Brownfield Redevelopment Program
705 N. Zeeb Road
P.O. Box 8645
Ann Arbor, MI 48107-8645

Application Instructions

1. The information requested in this application is required in order to process your request for financing. Please complete or indicate “not applicable” (N/A) where necessary.
2. To ensure your application receives prompt attention, please submit a complete sub-grant request package only. Please note that the WCBRA may request additional information at any time.
3. The acceptance of this application by the Administrator or designee in no way constitutes approval, of the project or any commitment on the part of the Board to approve funding for the project.
4. Requests for financial assistance will be approved or rejected at the sole discretion of the WCBRA Board.

REVOLVING LOAN FUND SUB-GRANT APPLICATION

Applicant _____

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone _____

Fax _____

Email _____

I. SUB-GRANT REQUEST

Sub-grant Amount Requested: _____

Sub-grant Terms Requested: _____

Sub-grant Purpose (Brief Description):

Collateral Pledged:

Source of Repayment:

Please list three (3) trade references:

Contact Name _____

Business _____

Phone _____

Contact Name _____

Business _____

Phone _____

Contact Name _____

Business _____

Phone _____

Co-Signer(s)/Guarantor(s)

Name _____

Address _____

Phone _____

SSN _____

II. SOURCES AND USES OF FUNDS

Borrower's Equity	\$	_____
Other Financing Total	\$	_____
Other Financing Source 1:		\$ _____
Other Financing Source 2:		\$ _____
Other Financing Source 3:		\$ _____
Other Financing Source 4:		\$ _____
RLF Sub-grant Request	\$	_____
Total Project Cost	\$	_____

III. BUSINESS PROFILE

Type of Business:

- Manufacturing
- Retail
- Wholesale
- Service
- Other _____

Legal Structure of Business:

- Corporation
- Sub S-Corp
- Professional Corp
- Nonprofit Corp
- Limited Liability Corp
- Sole Proprietorship
- Limited Partnership
- General Partnership
- Limited Liability Partner
- Other _____

State of Registration _____

Date Started _____

Business Location:

- Owned
- Leased, Expires _____
- Home-Based

Description of business operations and products/services provided (attach company brochure and additional pages as necessary).

IV. MANAGEMENT, OWNERSHIP, AND EXPERIENCE

List all owners and key managers of your business. Attach management resumes for those listed below.

Name	Title/Position	Percent Ownership	Years With Company
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. PROFESSIONAL SERVICE REFERENCES

Bank	Contact Name	Address	Phone
_____	_____	_____	_____
Attorney	Contact Name	Address	Phone
_____	_____	_____	_____
Accountant	Contact Name	Address	Phone
_____	_____	_____	_____

List all banks with which you have accounts.

VI. THIRD PARTY/COMPANY COMMITMENT INFORMATION

If there is a commitment from a third party to develop on the site after cleanup, please complete the following:

Third Party/Company Name _____

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip Code _____

Contact Person _____

Title _____

Phone _____

Fax _____ Email _____

Do you have an executed development agreement? _____

Please attach a commitment letter from the developer or other commitment documentation. If you cannot obtain a commitment letter from the developer, please explain.

VII. OTHER INFORMATION

If you answer "yes" to any of the following questions, please explain. Attach additional pages as necessary.

Is this business involved in any claim or lawsuit? Yes No

Are there any other taxes not currently paid or in dispute? Yes No

Has the business ever been suspended or debarred, declared bankruptcy, commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No

Have any individuals associated with the company (owner, officers, and major shareholders) ever filed for bankruptcy? Yes No

Is any collateral currently pledged to other creditors? Yes No

Is the business liable for any amount via guaranties, commitments, or other contingency agreements? Yes No

Is this company involved in the creation or disposal of hazardous waste or regulated materials? Are any of the companies assets contaminated or impacted by environmental hazards? Yes No

Please provide a pro forma or other evidence of the economic viability of the development.

VIII. SUPPLEMENTAL INFORMATION

Please include this information with your application if it was not submitted with the Eligibility Application or if there is more current information. Indicate those items you have attached (*Note: the first six items will be kept confidential*):

- Current Financial Statements (within 90 days)
- Historical Financial Statements (last three (3) fiscal years)
- Financial Statement Projections (for two (2) years after project completion)
- Schedule of Debt Obligations
- Aging Report (three most recent consecutive periods)
- Credit Rating Information
- Construction Plans and Specifications/Budget
- Phase I and II Environmental Site Assessments
- Baseline Environmental Assessment
- Site Remediation and/or Due Care Plan
- Brownfield Plan
- Site Map
- Legal Description
- Statements and reasons from the lending institution(s) that the RLF sub-grant will not be substituting for commercial lending
- Written commitment letters from others providing funding to ensure completion of project

CERTIFICATION OF APPLICATION

Eligibility for financial assistance under the Washtenaw County Revolving Loan Fund will be determined by the information presented in the Eligibility Application and this sub-grant Application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Please contact the WCBRA staff before taking any action that could change the status of the project reported herein.

Certification and Acknowledgement

I hereby represent and certify that the foregoing information, to the best of my knowledge, is true, complete, and accurately and fairly describes the proposed project for which financial assistance is requested.

I further certify that I understand the following terms and conditions of the Washtenaw County Revolving Loan Fund program and accept these terms and conditions as a basis for the initial financial assistance and the continuation of any such funding.

1. The borrower/obligor is current with all federal taxes.
2. The borrower/obligor is current with all state taxes.
3. The borrower/obligor is current with all city/town taxes.
4. Any movement of the company or its assets out of the state will be cause for repayment of the sub-grant in full at that time.
5. Reviewed financial statements will be submitted within 90 days after the end of the fiscal year. Internal quarterly reports will be supplied within 45 days.
6. Annually, employment levels will be supplied, comparing the change in employment levels and the type of employment during the year as compared to projected levels contained in the application.

In the event that any of the above requirements are not met, an even of default under the sub-grant will exist, and the obligation will be subject to immediate retirement.

I affix my signature on this _____ day of _____, 200_____.

Authorized Signature _____ Title _____ Date _____

Authorized Signature _____ Title _____ Date _____