



BUSINESS DEVELOPMENT REVOLVING LOAN FUND

Chris Schmiesing – Community and Economic Development Director
201 West Water Street, Piqua, OH 45356
937.778.2049 | cschmiesing@piquaoh.org
www.piquaoh.org

Dear Applicant:

Thank you for your interest in the City of Piqua's Business Development Revolving Loan Fund Program. This unique program funded by the United States Department of Agriculture provides loan funds for businesses that have fifty or fewer employees and gross annual revenue of less than \$1,000,000.

In this application package you will be find pertinent information and application forms necessary in order to apply for financial assistance through the City of Piqua's Business Development Revolving Loan Fund Program.

The United States Department of Agriculture funds carry few restrictions on how they may be used. The City must require certain forms to be signed by the applicant and meet other federal regulations. Loans must be approved by the City Commission and the United States Department of Agriculture before funds can be released. Applicants must commit to create or retain one job for every portion of \$15,000 in assistance being provided.

If you wish to apply for participation in the City of Piqua's Business Development Revolving Loan Fund Program, please complete the enclosed application and attach all necessary documentation return it to:

Business Development Revolving Loan Program
Attn: Chris Schmiesing
City of Piqua, Development Department
201 West Water Street, Piqua, OH 45356

Questions about the program application packet can be answered by contacting Chris Schmiesing, Community and Development Director at (937) 778-2049 or via email at cschmiesing@piquaoh.org.

Thanks for your interest in this program.

Sincerely,

A handwritten signature in black ink that reads "Chris Schmiesing".

Chris Schmiesing
Community and Economic Development Director
City of Piqua

**BUSINESS DEVELOPMENT REVOLVING LOAN FUND PROGRAM
APPLICATION FORM**

ELIGIBLE EXPENSES OF LOAN FUNDS

Loans funded to participants in the program may be used for the following activities:

- Construction
- Real Estate Acquisition
- Renovation of Existing Structures
- Equipment
- Working Capital
- Inventory

LOAN PACKAGE REQUIREMENT CHECKLIST AND PROCESS

Part One – Preliminary Information	
	Application Form
	Documentation of Small and Emerging Business Criteria (Attached)
	Form AD-1048 “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction” (Attached)
	Credit Eligibility Certifications Form (Attached)
	RD Form 400-1 “Equal Opportunity Agreement” (Required only if project deals with construction) (Attached)
	RD Form 400-4 “Assurance Agreement” (Attached)
	Historical Financial Statements for Three Years (If Applicable)
	Written Business Plan
	Three Year Cash Flow Projections with Assumptions
	Approval by City Commission
	Approval by United States Department of Agriculture
	Loan Signing

**BUSINESS DEVELOPMENT REVOLVING LOAN FUND PROGRAM
APPLICATION FORM**

SECTION A. APPLICANT NAME

Business Name:	
Business Address:	
City, State, ZIP	
Business Phone:	
NAICS Code:	
DUNS Number:	
Number of Employees:	
Annual Gross Revenues:	

Owner Name:	
Owner Phone Number:	
Owner Email Address:	

CEO Name (if different from owner):	
CEO Phone Number:	
CEO Email Address:	

Finance Director Name:	
Finance Director Phone Number:	
Finance Director Email Address:	

SECTION B. BANKING INFORMATION

Bank Name1:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

Bank Name2:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

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Bank Name3:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

Bank Name4:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

SECTION C. CREDITOR INFORMATION

Creditor Name1:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

Creditor Name2:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

Creditor Name3:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

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Creditor Name4:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

SECTION D. DESCRIPTION OF BUSINESS

SECTION E. REASON FOR LOAN REQUEST

Loan Amount Requested _____

Collateral Pledged

NOTE: If the business is partly owned by another individual, an individual application must be filed by all part owners of the business, unless they are from the same household.

**BUSINESS DEVELOPMENT REVOLVING LOAN FUND PROGRAM
APPLICATION FORM**

Please be advised that Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

I/We hereby certify that each of the statements made and answers given in this loan application is true and correct, and is made for the purposes of inducing the City of Piqua to make a loan to me/us for the purchase of eligible items and services under the City of Piqua’s Rapid Outreach Revolving Loan Fund Program.

I/We certify that I/we are competent to enter into a contract and on bankruptcy proceedings are in progress or anticipated that involved me/us.

I/We hereby authorize the obtaining of a consumer credit report to be used in evaluating this application and obtaining and exchanging of credit information from and with other creditors and consumer reporting agencies.

For the purposes of procuring and maintaining credit from time to time from the City of Piqua, the undersigned certifies that the foregoing is a true and accurate statement of the financial condition of the undersigned as of the above date and agrees that, in the event of any material change in such financial condition, the undersigned will immediately notify the city of such changes or whether or not an application for further credit is made. In the absence of such notice, the City of Piqua may continue to rely upon this statement as a true and accurate statement of the financial condition of the undersigned. In the event of the failure of the undersigned to so notify the city or in the event of this statement is false in any material respect, the city may declare due and payable any and all obligations of the undersigned to the city without notice or demand. The undersigned further certifies that all blank spaces in the foregoing statement are inapplicable. The undersigned authorizes the City of Piqua to make whatever credit inquiries deemed necessary in connection with this financial statement or in collecting any credit you extend and authorize and instruct any persons you contact to compile and furnish such information as they may have or obtain in response to your inquiry.

Authorized Signature

Date

Authorized Signature

Date

Please be advised that Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

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APPLICANTS ARE REQUIRED TO FILL OUT THE SECTION PER REGULATIONS FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE

Because this program has received funds from the United States Department of Agriculture, the following information is required by the Department of Agriculture in order to monitor the borrower's compliance with equal opportunity. You are not required to furnish the information but are strongly encouraged to do so. The law provides that a borrower may discriminate on the basis of this information, not on whether you choose to furnish it. If you provide the information, please provide both ethnicity and race. For race you may choose more than one (1) designation. If you do not furnish this information, under United States Department of Agriculture Regulations, this borrower is required to note the information on the basis of visual observation or surname.

Race

American Indian/Alaskan Native _____
Asian _____
Black or African-American _____
Native Hawaiian or other Pacific Islander _____
White _____

Male _____ Female _____

Ethnicity

Hispanic or Latino _____
Not Hispanic or Latino _____