

## **SAVE Revolving Loan Fund Application**

**Post Office Box 6806  
721 South Walnut Street  
Pine Bluff, Arkansas 71601  
870-536-1971**

**Email: [pburgess@southeastarkansas.org](mailto:pburgess@southeastarkansas.org)**

*SEAEDD offers multiple services to businesses and employers through its' Workforce Development Department*

- *Job postings, recruitment, and screening services*
- *Labor Market Information*
- *Work-Based Learning Opportunities including Work Experiences, OJT's, and registered apprenticeships*
- *Development of structured and customized training programs*
- *Information on employer tax incentives*
- *Lay-off aversion strategies and rapid response services*
- *Other technical assistance to employers*

*Contact a Business Services Specialist today at 870-536-1971*

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### SAVE REVOLVING LOAN FUNDS

This SAVE Revolving Loan Fund Program (RLF) will assist small businesses directly in the SEAEDD ten-county region. Many small sized business owners in the Southeast Arkansas Economic Development District (SEAEDD) region lack access to capital resources to keep their businesses viable, to start up a new business or expansion. The loans are to be used for rent, mortgage and/or operating capital for the businesses. The loans may be used in addition to commercial/business loans.

<b>LOAN LIMITS</b>	Minimum Amount: \$5,000 Maximum - \$150,000
<b>TERMS</b>	<ul style="list-style-type: none"> <li>• Five (5) year to Fifteen (15) year repayment period</li> </ul>
<b>RATES</b>	4%-7%
<b>AVAILABILITY:</b>	For the entire 10-county service area, provided on a first come, first served basis until funds are depleted.
<b>ELIGIBLE USES</b>	Working Capital for: <ul style="list-style-type: none"> <li>• Rent/Mortgage</li> <li>• Payroll</li> <li>• Fixed Expenses</li> <li>• Supplies</li> <li>• Equipment</li> <li>• Start up costs</li> </ul>
<b>ELIGIBLE APPLICANT</b>	Small businesses, with 150 employees or less, located within SEAEDD's 10-county region (Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson and Lincoln) Any current employees of SEAEDD or immediate family members WILL NOT be eligible for loan funds. Any RLF Board members or immediate family members WILL NOT be eligible for loan funds.
<b>ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Written referral from a financial institution located in the 10-county region</li> <li>• Collateral is required</li> <li>• Financial statements</li> <li>• Personal guarantees may be required from all individuals with 20% or more ownership in the business</li> <li>• Most recent business plan</li> </ul>

All applications must be legible (handwritten or typed), signed in blue or black ink and complete upon submittal. All additional requirements must be submitted within 3 business days of submitting completed application. Incomplete applications WILL NOT be presented to the RLF Board. Completed applications should be submitted to:

Mailing Address  
 RLF Board  
 P. O. Box 6806  
 Pine Bluff, AR 71611

OR

Physical Address  
 RLF Board  
 721 South Walnut Street  
 Pine Bluff, AR 71601

TELEPHONE: 870-536-1971

FAX: 870-536-7718

Email: [pburgess@southeastarkansas.org](mailto:pburgess@southeastarkansas.org)

**SAVE Revolving Loan Fund Application**

**APPLICANT INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ FEIN: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BUSINESS PHYSICAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

PRINCIPAL BUSINESS ACTIVITY \_\_\_\_\_

PRODUCT LINE(S) \_\_\_\_\_

DATE COMPANY INCORPORATED \_\_\_\_\_ NAICS (SIC)# \_\_\_\_\_

**BUSINESS LEGAL STRUCTURE**

Corporation  LLC  Partnership

Sole Proprietorship  Non-Profit (501 c3)

Other  \_\_\_\_\_

**JOBS INFORMATION**

	# Existing Jobs		# Project Jobs in 1 year		\$ Average Wage
	Full-Time	Part-Time	Full-Time	Part-Time	
Professional/Managerial					
Technical/Skilled					
Unskilled/Semi-skilled					

**Brief History of Company** *(attach additional pages if needed)*

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**Product Description** *(attach additional pages if needed)*

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**Management:** (Owner(s), officer(s) & shareholder(s) who own 20% or more shares of the company)

Name	Title	% Ownership

**Identify all parent, subsidiary, and affiliated companies, including the location, number of employees and ownership breakdown (%). (Attach additional page if needed)**

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Insurance Company Under Which Business is Covered		Bank	Account Officer's Name
Type of Insurance	Policy Number	Bank Address	
Agent's Name	Phone Number	Phone Number	Email
Accountant's Name	Phone Number	Attorney's Name	Phone Number

**PROJECT DESCRIPTION**

**Include a brief description of your financial need and why the SAVE Revolving Loan Fund (Attach additional page if needed)**

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**Describe this project and explain how it will affect your current operation and productivity:** *(Attach additional page if needed)*

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**LOAN REQUEST**

Loan Amount Requesting: \$\_\_\_\_\_

Proposed Repayment Schedule: \_\_\_\_\_

Proposed Source(s) of Repayment: \_\_\_\_\_

**ANTICIPATED USES LOAN FUND**

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

	<b>\$ Amount</b>	<b>Description</b>
<b>Working Capital</b>		
<b>Purchase of Machinery and/or Equipment</b>		
<b>Inventory Purchase</b>		
<b>Supplies</b>		
<b>Other</b>		
<b>Other</b>		
<b>Totals</b>		



**COLLATERAL**

Type	Location	Value	Source of Valuation
Equipment			
Description			
A/R Inventory			
Description			
Real Estate			
Description			
Other			
Description			
Other			
Description			
Other			
Description			

## REFERENCES

### DEMOGRAPHIC INFORMATION:

The following information is requested by the Federal Government for certain loans, in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information nor on whether you chose to furnish it. However, if you choose not to furnish it, please check the box below.

I do not wish to furnish this information

#### **Race/Ethnicity – check all that apply**

White/Caucasian

American Indian/Native Alaskan

Hispanic/Latino

Black/African American

Asian

Native Hawaiian/Pacific

#### **Gender - Check**

Male

Female



### Credit Check Authorization

I/We the undersigned hereby authorize SEAEDD to make any credit inquiries that may deem necessary, in connection with application for a business loan. This authorization also applies to inquiries regarding employment history, ban accounts and follow-up credit inquiries/checks that may deem necessary in the future, in connection with servicing the RLF loan. There will be an email sent through Experian with a charge of \$14.99 (please note this is subject to change)

We intend to apply for joint credit:    Applicant\_\_\_\_\_    Co-Applicant\_\_\_\_\_

(Please Initial)

<b>Applicant</b>	<b>Co-Applicant (If Applicable)</b>
<i>Name (Last, First)</i>	<i>Name (Last, First)</i>
<i>Signature</i>	<i>Signature</i>
<i>Street Address</i>	<i>Street Address</i>
<i>City, State, Zip</i>	<i>City, State, Zip</i>
<i>Social Security Number</i>	<i>Social Security Number</i>
<i>Email</i>	<i>Email</i>

If your application for a RLF business loan is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Southeast Arkansas Economic Development District, Post Office Box 6806, Pine Bluff, Arkansas 71611, in writing within 60 days from the date you are notified of our decision. We will send you a written statement of reason(s) for the denial within 30 days of receiving your written request for the statement.



Notice: The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex marital status and age (provided the applicant has the capacity to enter into a binding contract) or, because all or part of the applicant's income is derived from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law concerning this credit is the Federal Trade Commission, Division of Credit Practices, 6<sup>th</sup> and Pennsylvania Avenue, NW, Washington, DC 20580.

**ASSURANCES**

- A. I certify that all information in this application and the exhibits is true and complete to the best of my knowledge and is submitted to SEAEDD so that the RLF Board can decide whether to grant a loan or participate with a lending institution in a loan.
- B. I certify that the business was in operation on March 15, 2020 and had employees for who it paid salaries and payroll taxes or independent contractors, as reported on Forms(s) 1099-MISC.
- C. I certify that, with respect to this project, commencement will not occur prior to the approval of the application by the RLF Board.
- D. I certify that no officers or principal shareholders is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency or presently involved in any bankruptcy.
- E. I certify that no officers or principal shareholders have ever 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 give the assurance that this project complies with all local, State and Federal environmental and zoning regulations. I further certify that the business is not currently under citation for pollution violations and that all applicable future anti-pollution standards shall be met.
- G. I comply with Federal, State and Local laws concerning facility access for the physically handicapped.
- H. I provide a drug free workplace as defined by the Controlled Substances Act (21 U.S.C. 812) and 21 CFR 1308.11.
- I. I certify that no officers or principal shareholders are not engaged in any activity that is illegal under federal, state or local law.
- J. I authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan.
- K. Loans will not be made to applicants for the sole purpose of relocating an enterprise from one area in the SEAEDD ten county region to another. Loans will be called if loan recipient relocates outside the SEAEDD ten county region.
- L. I give the assurance that I/ shall now and throughout the term of this loan provide any and all information requested by SEAEDD staff for the purposes of monitoring the RLF loan and evaluating the RLF program and its impact.
- M. As consideration for any and technical assistance that may be provided, I waive all claims against RLF Board, SEAEDD and its consultants.
- N. Authority to Collect Personal Information: This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974)
- O. Effects of Non-Disclosure: Omission of any item means your application may not receive full consideration.

I HAVE READ AND AGREE TO THE ABOVE ASSURANCES.

Business Name: \_\_\_\_\_

Authorized Signatory Official:

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(Signature) (Print Name)

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

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

## ADDITIONAL EXHIBITS\*

- A. Written referral letter from a financial Institution located in SEAEDD's 10-county region: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson and Lincoln.
- B. Business Plan which 1) Describes the background and history of the business, 2) Provides an analysis of what the project will accomplish, 3) Explains how the market will support and sustain business operations, and 4) Breakdown of ownership.
- C. Balance Sheet and Profit & Loss Statements dated within 90 days of application
- D. Projected three-year Balance Sheet and Profit & Loss Statement. (Project the balance of this fiscal year and two additional fiscal years)
- E. 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).
- F. Summary of outstanding loans including: Amount, remaining Balance, Interest Rate, Terms, Monthly Payment and Security. Include all loans to date and pending.
- G. Most recent year's personal financial statements and tax returns for all owner(s), officer(s) & shareholder(s) who own 20% or more shares of the company.
- H. Signed quotes or sales agreements on machinery/equipment purchases.
- I. 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.
- J. Details of any bankruptcy or insolvency proceedings against company or principals.
- K. Details of any pending lawsuits.
- L. Franchise agreements.
- M. Recent appraisal of building or land to be offered as collateral. Loan may be contingent upon receiving appraisal at value.
- N. Current Environmental Assessment of Subject property. Loan may be contingent upon receipt of Phase I Environmental, if necessary.
- O. Organizational Documents – such as Articles of Incorporation, Corporate Resolution, 501c3, etc.

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

\*Additional exhibits not listed may be requested by Board prior to approval.

### **For office use only:**

Date of application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date required information received: \_\_\_\_\_

## **PRIVACY & DISCLOSURE POLICY**

The RLF Board and SEAEDD recognize the importance consumers place on privacy and the security of their personal information. Our goal is to protect this information in every way that we interact with you, whether it is over the telephone, in person or otherwise.

We have developed this policy to help you to understand the steps we take to protect your sensitive information. We feel it is important for you to be informed as to the policies, procedures and security measures we have in place to safeguard your personal and confidential information. Furthermore, we want you to feel assured that we will take reasonable steps to safeguard sensitive information that has been entrusted to us.

### **Information that we collect**

At SEAEDD, we collect nonpublic personal information about customers and potential customers from several sources:

- Information we receive from you on applications, emails, faxes or other forms
- Information from your transactions with us or other lenders
- Information we receive from a consumer reporting agency
- Information that is generated when you contact us electronically

Nonpublic personal information does not include that which is available from governmental records, widely distributed media or government-mandated disclosures.

### **Information that we disclose**

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required or permitted by law. By law, SEAEDD may disclose certain personally identifiable information without allowing consumers the right to opt out of in the following circumstances:

- To disclose information necessary to administer the processing of an application or preliminary funding and/or financing request, facilitate the repayment of a borrower's debt or the collection of same, or enforce SEAEDD's legal or contractual rights or the rights of any other person or entity who is engaged in the application process of any financial transaction which may occur
- To disclose information to SEAEDD attorneys, accountants, auditors, other participating lenders, RLF Board members, member of the SEAEDD Board of Directors and those federal or state agencies from which funding and/or financing is received
- To comply with federal, state or local laws, rules and other applicable legal requirements

We do not disclose or sell to any third-party information that we collect or that is provided to us from visitors to our website. We do not send advertisements or emails to someone who has visited our website.

### **Security**

We restrict employee access to your nonpublic personal information to a "need to know" basis. We maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information. We educate our employees about the importance of confidentiality and customer privacy. We also take appropriate disciplinary measures to enforce employee privacy responsibilities.