



REVOLVING LOAN FUND APPLICATION

Date: _____

COMPANY INFORMATION

Company Name

Address

Primary Contact

Phone Number _____ Fax Number _____

Email _____

Address _____

Tax ID Number (or SSN) _____ Date Company Established _____

Description of Business

Legal Status of Company

- | | | |
|--|--|---|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Sub S-Corp |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Professional Corp | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Nonprofit Corp | <input type="checkbox"/> Limited Liability Partner | <input type="checkbox"/> Limited Liability Corp |
| <input type="checkbox"/> Other | | |

Ownership/ Partners with 20% Equity or greater

Name	Ownership
_____	% _____
_____	% _____

_____ %

BORROWER INFORMATION (if different from Company)

Company Name

Address

Primary Contact

Phone Number _____ Fax Number _____

Email Address _____

Tax ID Number (or SSN) _____ Date Company Established _____

Description of Business

Legal Status of Company

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

Ownership/ Partners

Name	Ownership
_____	% _____
_____	% _____
_____	% _____
_____	% _____
_____	% _____

LOAN/SUB-GRANT REQUEST (List the uses of loan proceeds and costs. Subject to program guidelines)

Description:	Cost:
	\$
	\$
	\$
Total Request Amount	\$

PROJECT DESCRIPTION (Describe in detail how the site will be used following the clean up?)

APPLICATION CHECKLIST (Required of all applications)

- _____ Project pro-forma, including a Sources and Uses of funds table for construction, and permanent financing; and a ten-year operating pro-forma.
- _____ Complete Business Plan (must include business description, products or services, business production plan, market plan, organizational plan, and financial plan)
- _____ Most recent three years of tax returns from all individuals with an ownership interest of 20% or greater
- _____ Completed Personal Financial Statement for all individuals with an ownership interest of 20% or greater
- _____ For an existing business, most recent three years' financial statements (including balance sheets and income statements)
- _____ Year-to-date financial statements (including balance sheet and income statements)
- _____ Projected financial statements for two (2) years (including balance sheets and income statements) representing new property usage.
- _____ Basic Insurance Documentation, including name and telephone number of insurance agent

A. General Liability Insurance:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire – Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of this Agreement.

B. Automobile Liability Insurance: An automobile liability policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. Said policy of insurance must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

_____ Complete copy of Environmental Assessment(s) and Reports

_____ Title Policy

Applications must be accompanied by one of the following:

_____ Purchase Contract with Correct Legal Description

_____ Warranty Deed

Project Address

County _____ Acquisition Date _____

Square Footage of Buildings _____ or Acreage _____

Name of Construction or Interim Lender _____

Do you intend to lease out any space? No _____ Yes _____

* If yes, applicant must provide a copy of leases

Is the property currently mortgaged? No _____ Yes _____

Have the following been ordered? Phase 1 ESA _____ Title Policy _____ Appraisal _____ Survey _____

NONDISCRIMINATION STATEMENT

It is the policy of _____ (the “Borrower”) to promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, sex, national origin, age, marital status, handicap or familial status.

To implement these policies, the borrower will continue to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age or qualified handicap.
- B. Base decisions on employment so as to further the principle of equal employment opportunity.
- C. Ensure that promotion decisions are in accord with the principle of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- D. Ensure that all personnel actions (including, but not limited to, compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex or national origin.

Equal Employment Opportunity is not only the law, but it is a principle of the Borrower's operation. The Borrower expects each of its employees to cooperate to achieve this goal, and I personally stand behind this principle.

OTHER INFORMATION

Have you or any officer of your company ever been involved bankruptcy or insolvency proceedings?

Yes _____ No _____

Have you or any officer of your company ever been under indictment, parole, or probation?

Yes _____ No _____

Have you or any officer of your company ever been convicted of any criminal offense other than a minor traffic violation? Yes _____ No _____

Are you, any officer of your company, or your business involved in any pending lawsuits? Yes _____

No _____

TITLE VI CIVIL RIGHTS ACT COMPLIANCE AND ASSURANCES:

The successful bidder, and all sub-recipients, sub-grantees, sub-contractors, successors, transferees, and/or assignees shall:

- a. Comply with Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d et seq., 78 stat. 252), prohibiting discrimination on the basis of race, color, national origin, age, sex, and disability through its applicable federal statutory or regulatory authorities, or other pertinent directives, circulars, policy, memoranda, and/or guidance and will give assurance that it will promptly take measures necessary to ensure such;
- b. Abide by all applicable Federal provisions, and City of Albuquerque requests, regarding access to records, accounts, documents, information, facilities, and staff;
- c. Comply with all program and/or compliance reviews, and/or complaint investigations conducted by City of Albuquerque or any Federal department or agency;
- d. Maintain and preserve all project records for a minimum of three (3) years or as further required by City of Albuquerque and Federal record retention requirements;

- e. Assure that all records or materials are timely, completely, and accurately provided to City of Albuquerque upon request, and
- f. Comply with data collection and evaluation requirements, as required by City of Albuquerque, related laws, or program guidance.

DISADVANTAGED BUSINESS ENTERPRISES

City of Albuquerque, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into, pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

CITY OF ALBUQUERQUE NONDISCRIMINATION REQUIREMENTS:

The successful bidder, as well as, all sub-grantees, sub-contractors, successors, transferees, and/or assignees, providing goods and services to City of Albuquerque, shall comply with City of Albuquerque ordinances and State and Federal laws, prohibiting discrimination on the basis of political or religious opinions or affiliations, age, race, sex, national origin, handicap, disability, sexual orientation, gender identity, genetic information, veteran status, or other non-merit factors. The successful bidder shall include a similar provision in all contracts or agreements with sub-grantees, sub-contractors, successors, transferees, and/or assignees requiring compliance with City of Albuquerque ordinances and State and Federal laws prohibiting such discrimination. The successful bidder shall provide records of such contracts or agreements with sub-grantees, sub-contractors, successors, transferees, and/or assignees to City of Albuquerque upon request.

USE OF FEDERAL FUNDS

Note: Brownfield Revolving Loan Funds are derived from Federal Funds. Borrower must comply with the terms of all governmental regulations pertaining to the Project, including regulations contained in 40 CFR Part 300, 42 USCA 9601 et. Seq. and the requirements of the Davis-Bacon Act.

AUTHORIZATION / CERTIFICATION

I/We certify that at least 51% of the outstanding interest in the business is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence. I/we also guarantee the above and enclosed information to be true and correct. I also understand that intentional misrepresentation of facts may be the basis for denial of credit. I/we authorize City of Albuquerque as Fiscal agent of the City of Albuquerque Brownfields Revolving Loan Fund, to check my/our personal and company credit information. Borrower certifies that they are not currently, nor have they been subject to any penalties resulting from environmental non-compliance at the subject site.

Signature

Date

Typed Name

Title

Signature

Date

Typed Name

Title

Mail completed application package and the non-refundable \$1,000.00 Application Fee to:

City of Albuquerque,
Metropolitan Redevelopment Agency
Revolving Loan Fund,
Plaza del Sol,
600 Second Street, NW, Third Floor,
Albuquerque, NM 87102, Attn: Ms. Diale Fomukong