

APPLICATION FOR LOAN  
CITY OF PITTSBURG, KANSAS  
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND  
(CDBG)

I. GENERAL INFORMATION

1. \_\_\_\_\_  
Name of Applicant Firm \_\_\_\_\_  
Date of Request

2. \_\_\_\_\_  
Firm Address \_\_\_\_\_  
Firm Phone Number

3. Names and addresses of all persons or corporations who would be obligated as either applicant or personal guarantors of loans:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

4. Names and addresses of the principal officers and directors of the applicant:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

5. Nature of applicant's business: \_\_\_\_\_

6. The products to be assembled or manufactured or service to be rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Name and address of contractor and/or architect: \_\_\_\_\_  
\_\_\_\_\_
6. What type of equipment or machinery will be financed? \_\_\_\_\_  
\_\_\_\_\_
7. If the applicant will be in direct competition with local firms,  
(a) Name the firms \_\_\_\_\_  
\_\_\_\_\_  
(b) Describe nature of the competition: \_\_\_\_\_  
\_\_\_\_\_

#### IV. LOAN ANALYSIS

1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan or benefit to the applicant of the loan? \_\_\_\_\_  
(If yes, attach a copy to this application.)
2. Has additional financing, whether internally generated or through other loans, been arranged? \_\_\_\_\_  
(If yes, explain on an attached sheet.)
3. Has the applicant investigated conventional financing? \_\_\_\_\_

#### V. PROPOSED LOCATION

1. Location of the proposed facility: \_\_\_\_\_
2. If facility is a proposed expansion or replacement of another plant, state size and location of current operations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What percentage of the facility will be occupied by the applicant? \_\_\_\_\_
4. Is the prospective location properly zoned? \_\_\_\_\_
5. If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If unusual demands for water or sewer services or police or fire protection will be made, specify the demands:

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VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

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Note relationship to a parent company: \_\_\_\_\_

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VII. FINANCIAL RESPONSIBILITY

1. How many years has the applicant been in business? \_\_\_\_\_
2. What portion of the project is being financed from other company funds (in addition to this loan)? \$ \_\_\_\_\_

Please explain \_\_\_\_\_

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3. Describe all threatened or outstanding litigation \_\_\_\_\_

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4. Attach proforma statements for the first three (3) years of operation after issuance of the loan, including revenue projections, operating expense projections and a debt amortization schedule.

VIII. MEASURE OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated? \_\_\_\_\_
2. What percentage of sales will be sold locally? \_\_\_\_\_
3. What is the estimated amount of merchandise and services purchased locally, per year? \_\_\_\_\_

4. How many new people will the project employ:

Type: Professional	_____
Technical	_____
Clerical	_____
General Labor	_____
TOTAL	_____

5. Number of current full-time employees at applicant's present location: \_\_\_\_\_

6. What is ratio of loan fund dollars to jobs created? \_\_\_\_\_  
(Total of Loan + Total New Jobs)

IX. In order to facilitate the timely processing of the application, please attach as part of the proposal the following items:

1. Certified copies by the owner or authorized officer of applicant's financial statements for the past three years.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. Financial statements, current to date, for each personal guarantor, on City's forms, certified by a Certified Public Accountant and the guarantor.
5. In certain cases, due to the size of the loan, audited financials may be required.

X. Applicant should be aware that additional financial data shall be required if requested by the City Manager, City Attorney or any other person authorized by the City of Pittsburg, Kansas, including the RLF/CDBG Committee.

XI. Attached hereto is a copy of the collateral requirements for the Pittsburg Community Development Block Grant Program for informational purposes. HOWEVER, APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS, AS WELL AS THIS APPLICATION, ARE A SET OF GUIDELINES AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE PITTSBURG CITY COMMISSION.

XII. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT THE CITY'S MONETARY PLEDGE OF MONIES FROM THE RLF/CDBG FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON THE CITY CONTINUING TO COLLECT THE REVOLVING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS AND, APPLICANT ACKNOWLEDGES THAT SAID RLF/CDBG FUNDS MAY BE DISCONTINUED AT ANY TIME.

I certify all information within this application and all attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

COLLATERAL REQUIREMENTS - CITY OF PITTSBURG, KANSAS  
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (CDBG)

The following documents will be required:

- 1) A fully completed and signed application, with documents required therein attached.
- 2) A full completed and signed financial statement by each personal guarantor. The City financial statement form is attached hereto. It must be used.
- 3) The federal income tax returns of each personal guarantor for the last three (3) years, whether calendar or fiscal years.
- 4) Documents confirming compliance with the Kansas Bulk Transfer Act, if the Act is applicable, and KSA
- 5) If the applicant is a corporation, a resolution of the Board of Directors authorizing the appropriate officers of the Corporation to sign the various loan documents on behalf of the Corporation.
- 6) A personal guaranty agreement to be signed by each personal guarantor and spouse.
- 7) Key person term life insurance on the principal personal guarantor.
- 8) Loan Agreement and Security Agreement, with Use of Loan Proceeds form attached.
- 9) Promissory Note and Mortgage.
- 10) UCC financial statements for filing with the Secretary of State and the Crawford County Register of Deeds.
- 11) Other relevant financial information or loan security documents requested by the City Manager, the City Attorney or any authorized representative of the City of Pittsburg, Kansas.

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Documents referenced in Paragraphs 1, 2, 3, 4 and 5 shall be sent by Certified Mail to the City Manager, addressed P.O. Box 688, Pittsburg, Kansas 66762.

Items 6, 7, 8, 9, 10 and 11 will only come into existence if a loan is offered by the City of Pittsburg and said loan terms are accepted by the applicant.

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**INFORMATION FOR THE LOCAL CDBG REVOLVING LOAN FUND  
( '86 MONEY)**

- 1) ENVIRONMENTAL REVIEW (STATE REQUIREMENTS) MUST BE COMPLETED ON ANY PROJECT THAT APPLIES FOR THE FUNDS
- 2) IF CONSTRUCTION PROJECT – DAVIS BACON WAGE RATES MUST BE APPLIED
- 3) PERCENTAGE RATE FOR LOANS IS DETERMINED LOCALLY.
- 4) AMEND THE PLAN TO UPDATE THE AMOUNT STATE ALLOWS FOR EACH JOB CREATED (\$35,000/JOB)
- 5) AMEND THE PLAN IF CITY WANTS IT TO BE MORE SPECIFIC IN USE. STATE MUST APPROVE