

**REGIONAL ECONOMIC DEVELOPMENT INVESTMENTS, INC.  
(REDI)**

**REVOLVING LOAN FUND APPLICATION**

**REDI/REDI CARES RLF**

**REDI, Inc.**

P.O. Box 1110  
Ottumwa, IA 52501

Administrative Entity:  
Area 15 Regional Planning Commission (RPC)  
P.O. Box 1110  
Ottumwa, IA 52501  
(641) 684-6551

**January 2025**

# **REDI CARES REVOLVING LOAN FUND PROGRAM**

## **PURPOSE:**

The purpose of the Regional Economic Development Investments, Inc. (REDI) Coronavirus Aid, Relief, and Economic Security (CARES) Revolving Loan Fund (RLF) program is to respond to economic injury caused by the COVID-19 global pandemic within the 10 Iowa counties of Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello, and Wayne.

## **DESCRIPTION:**

The REDI CARES RLF Program provides financial assistance to those businesses and industries requiring such assistance in order to create or retain job opportunities in the 10-county area. Assistance is provided to encourage new business start-ups, expansion of existing businesses, and the retention of existing businesses/industries.

Priority is given to existing businesses negatively affected by the COVID-19 pandemic, with focus on return of furloughed and laid off employees and/or creation of new industrial or commercial jobs (including light manufacturing and service industries).

## **ELIGIBILITY:**

Private for-profit companies are eligible borrowers for REDI CARES RLF loans that provide assistance within the 10-county RLF program area. In most cases, the borrower will be in the program area. Under certain conditions, the borrower may be outside the area, although the activities financed, and the benefits must occur within the eligible area.

Public or quasi-public organizations are not eligible to receive RLF financial assistance unless (a) the activity financed directly results in the creation/retention of directly identifiable long-term employment (jobs) in directly identifiable business and industry, and (b) there is reasonable assurance that the activity financed will result in increased business activity in the near term.

## **SOURCE OF FUNDING:**

The REDI CARES RLF is funded through a grant from the U.S. Dept. of Commerce – Economic Development Administration.

## **FUNDING LIMITS:**

REDI CARES RLF will fund up to \$25,000 for each full-time equivalent (FTE) job created or retained.  
Minimum funding request per application: \$25,000. Maximum funding request per application: \$250,000.

## **REQUIREMENTS:**

REDI CARES RLF requires all applicants to have a minimum 10% equity.

Ratio of non-REDI funds to REDI funds is 2 private dollars to 1 REDI dollar

Proof of financing. Applicant must provide proof of outside financing. Applicant is required to provide evidence of funding shortfall (letter of denial of credit from traditional lending institution).

Additional requirements pertaining to environmental review, job relocation, flood hazard insurance, handicap accessibility, civil rights, and prevailing wages for construction projects may also apply.

The following minimum criteria must be met when applying for RLF funds:

1. 10% minimum equity from applicant.
2. Maximum request of \$25,000 for each full-time equivalent (FTE) job created or retained. (Example: 10 jobs created or retained = 10 X \$25,000 = \$250,000 maximum RLF loan request).

## **Other loan conditions:**

If the loan application is approved, the following conditions will apply to the loan:

1. The borrower must submit quarterly employment reports.
2. The borrower must submit copies of its annual audit or audit review or financial compilation information.
3. The borrower must create/retain the minimum full-time equivalent jobs as stated in the loan application. If these FTE jobs are not created/retained during the term of the loan, a 2% surcharge fee will be assessed to the borrower as the final loan pay off amount.
4. The borrower will agree to sign an authorization form allowing automatic payment of monthly loan installments to be deducted from the borrower's checking account. Repayment terms of 5, 7, 10 years depending on amount borrowed.

**TIMEFRAME:**

Upon receipt by Area 15 RPC of a complete application, funding decisions can generally be made within 60 days. If awarded, an environmental review must be completed by the applicant. If RLF funds are used for construction, Davis-Bacon Prevailing Wage Rates will apply. In addition, any special conditions must be met before RLF funds may be approved. The length of time may vary but generally will take 30 – 60 days. Many of these activities may be started during the application review period and would, therefore, considerably shorten the time between review and approval of funds.

**LOAN ORIGINATION FEE:**

A loan origination fee of 1.5% will be charged to borrowers at the time of application. These fees will be used to off-set the overall cost of loan administration to include: loan packaging, servicing, monitoring, reimbursement of costs to loan committee members for meeting, and for marketing efforts for the RLF. In the event the loan request is declined, the fee will be returned less direct costs attributable to the loan application.

**REDI / CARES**  
**REVOLVING LOAN FUND APPLICATION**

APPLICANT: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

PROJECT DESCRIPTION:

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

I hereby give permission to the Area 15 Regional Planning Commission and Regional Economic Development Investments, Inc. (REDI) to research the Applicant's history, make credit checks, contact the applicant's financial institution, and perform other related activities necessary to the reasonable evaluation of this proposal. To the best of my knowledge, all information in this application is true and accurate. I understand that all information submitted to Area 15 RPC/REDI relating to this application is public information and that its confidentiality is not guaranteed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE OF COMPANY OFFICER: \_\_\_\_\_

## SUMMARY OF PROJECT COSTS & PROPOSED FINANCING SOURCES

ACTIVITY	AMOUNT	SOURCE(S)
Land Acquisition		
Site Preparation		
Building Acquisition		
Building Construction*		
Building Remodeling*		
Machinery & Equipment		
Furniture & Fixtures		
Working Capital		
Other (please specify)		

\* Federal Labor Standards may apply which might affect the project costs.

## TERMS OF PROPOSED FINANCING

	AMOUNT	TYPE (grant/loan)	RATE (%)	TERM
REDI CARES Assistance		<b>LOAN</b>		
Conventional Loan				
Borrower Cash/Equity				
Other (please specify)				
Other (please specify)				

## LIST OF POSITIONS FOR JOBS TO BE CREATED/RETAINED (ie: welders, 3 assemblers, 1 office worker, etc.)

JOB TITLE	SKILLS/EDUCATION/ EXPERIENCE NECESSARY	HOURLY WAGE	FULL TIME	PART TIME	TOTAL FTE*

**REDI CARES RLF  
ASSURANCES**

\_\_\_\_\_ (Owner/Applicant), hereby certify that to the best of my knowledge and belief, data in the application is true and correct, including any commitment of personal resources, and the document has been duly authorized by the governing body of the applicant/company/business. I also certify that in carrying out the activities funded by the REDI CARES Revolving Loan Fund, the applicant will comply with all applicable federal and state requirements, including the following, if the loan application is approved:

**ENVIRONMENTAL:** Activities financed in whole or in part of the RLF will not adversely impact floodplains, wetlands, significant historic or archeological properties, drinking water resources, or non-renewable natural resources.

**RELOCATION:** This loan project is located within the eligible project areas of the Iowa Counties of: Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello, and/or Wayne. If any project activities are moved from the eligible area, the loan will be recalled. Additionally, loan funds will be recalled if jobs are relocated from another labor area.

**DAVIS-BACON:** Construction projects financed in whole or in part by the RLF will meet the requirement of the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5).

**FLOOD HAZARD INSURANCE:** If applicable, flood hazard insurance will be obtained.

**ACCESS FOR THE HANDICAPPED:** Construction projects financed in whole or in part by the RLF to which the public will have access, accessibility to the handicapped will be provided.

**CIVIL RIGHTS:** The applicant assures that it will not discriminate against employees or applicants for employment on the base of race, color, national origin, religion, age, handicap, disability, or sex.

**AUTOMATIC LOAN PAYMENT AUTHORIZATION:** The applicant agrees to authorize REDI to automatically withdraw monthly loan payments from the applicant's checking account.

\_\_\_\_\_  
Typed Name of Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type Name of Attest

\_\_\_\_\_  
Signature

DATED: \_\_\_\_\_

## REDI CARES RLF APPLICANT CERTIFICATION-HAZARDOUS SUBSTANCES

The Applicant represents and certifies that it has used due diligence to determine that the description of the site described herein is accurate with respect to the presence or absence of contamination from toxic or hazardous substances. The term "site" includes the entire scope of the project, including future phases of the project and all areas where construction will occur. In addition, the term "site" includes all real estate given as security to the loan under this Application.

Is the site currently or has, in the past fifty (50) years, been used for any of the following operations or activities:

	YES	NO
Generation of hazardous substances and/or waste	<input type="checkbox"/>	<input type="checkbox"/>
Treatment, storage (temporary or permanent), or disposal of hazardous substances and/or waste	<input type="checkbox"/>	<input type="checkbox"/>
Storage of petroleum products and/or used waste oil storage or reclamation units	<input type="checkbox"/>	<input type="checkbox"/>
Research or testing laboratory and/or chemical manufacturing or storage	<input type="checkbox"/>	<input type="checkbox"/>
Weapon/ammunition training/testing and/or ordinance research, testing, production or storage	<input type="checkbox"/>	<input type="checkbox"/>
Iron works/foundry or railroad yard	<input type="checkbox"/>	<input type="checkbox"/>
Industrial or manufacturing operation	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above operations ever occurred at the site, and appropriate cleanup or other action was performed in accordance with the local, State and Federal laws, provide documentation of such cleanup.

	YES	NO
Do wells draw water from an underlying aquifer to provide the local domestic water supply?	<input type="checkbox"/>	<input type="checkbox"/>
Has a Federal, State or local regulatory authority ever conducted an environmental assessment, environmental impact statement, or a preliminary assessment/site inspection, or similar environmental survey or inspection report at the site? If yes, <u>provide</u> copies of reports or results.	<input type="checkbox"/>	<input type="checkbox"/>
Have any environmental or OSHA citations or notices of violation been issued to the facility? If yes, provide copies.	<input type="checkbox"/>	<input type="checkbox"/>
Have any unpermitted releases of hazardous substances occurred at the facility which resulted in notification to the EPA's National Response Center? If yes, what was nature of the release?	<input type="checkbox"/>	<input type="checkbox"/>
Is there equipment containing polychlorinated biphenyls (PCB) on the site? If yes, describe:	<input type="checkbox"/>	<input type="checkbox"/>
Are there underground storage tanks on the site? If yes, how many?	<input type="checkbox"/>	<input type="checkbox"/>
Have any tanks been inspected for leaks within the past year? If so, what were the results?	<input type="checkbox"/>	<input type="checkbox"/>
Has the facility been tested for radon? If yes, provide results.	<input type="checkbox"/>	<input type="checkbox"/>
Have there been or are there now any environmental investigations by Federal, State or local government agencies which affect the site in question? If yes, <u>provide available</u> information.	<input type="checkbox"/>	<input type="checkbox"/>

The applicant acknowledges that this certification regarding hazardous substances and/or waste is a material representation of fact upon which the RLF relies when considering approval of the loan.

The RLF reserves the right to terminate the loan application if at any time it becomes aware that hazardous substances and/or waste are present thereon, or that such hazardous substances and/or waste have been inappropriately handled thereon. Further, if it is determined at any time that the presence of hazardous substances and/or waste, or inappropriate handling thereof, has been misrepresented, the RLF will utilize other available legal remedies against the applicant.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## REDI CARES RLF ENVIRONMENTAL CHECKLIST

APPLICANT: \_\_\_\_\_

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

PROJECT LOCATION: \_\_\_\_\_

PROJECT DISCRPTION \_\_\_\_\_

**Item 1: Environmental Information**

	YES	NO
Will the assistance requested have an impact or effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>
Has the State Historic Preservation Officer (SHPO) been provided a detailed project description? <i>(If Yes, SHPO Comments or SHPO Notification Letter attached)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are any facilities under your ownership, lease, or to be utilized on this project either listed or under consideration for listing on EPA's List of Violating Facilities?	<input type="checkbox"/>	<input type="checkbox"/>

**Item 2: Floodplain Information**

	YES	NO		YES	NO
Is the project in a designated flood hazard area?	<input type="checkbox"/>	<input type="checkbox"/>	Is flood insurance available?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project site located in a floodplain? <i>(If yes, attached Floodplain Information)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Has flood insurance ever been purchased?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project safe from flooding?	<input type="checkbox"/>	<input type="checkbox"/>			

\* Applicant must provide a floodplain map as an Exhibit, regardless of whether an Environmental Impact Statement (EIS) has been or must be prepared.

**Item 3: Environmental Impact Analysis**

	YES	NO
Has a Federal, State or Local Environmental Impact Sheet (EIS) or Analysis been prepared involving this property, or site <i>(If Yes, provide copy of EIS)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Item 4: Historic Preservation**

	YES	NO
If a building is involved in the project, is the building over 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach a copy of material submitted to the State Historic Officer (SHPO) and any comments received from SHPO. Date information sent to SHPO: _____		

Area of Statutory and/or Regulatory Compliance	N/A	Consult Required	** Review Required	** Permit Required	Permits Obtained	Mitigation Required	Compliance Documentation
Historic Properties							
Floodplain Management							
Wetlands Protection							
Noise							
Air Quality							
Manmade Hazards, Airport Clear Zones							
Water Quality, Surface Water/Water Quality							
Solid Waste Disposal							
Farmlands Protection							
Wild and Scenic Rivers							
Endangered Species, Fish & Wildlife							

\*\*Attach evidence that required action(s) have been taken.



## REDI CARES RLF LOAN APPLICATION CHECKLIST

APPLICANT: \_\_\_\_\_

**REQUIRED DOCUMENTS.** Please **NUMBER** each exhibit (in top right-hand corner).

1		LETTER from lender stating terms and conditions of participation, reason to not finance the entire project.				
2		CREDIT REPORT. Personal credit report(s)* for all interested parties dated no more than 30 days prior to submission to REDI. *(Equifax, Experian and/or TransUnion)				
3		LETTER of commitment from all interested parties indicating willingness to personally guarantee loan.				
4		DESCRIPTION of the business, history, market potential and marketing strategy.				
5		STATEMENT describing the need for and use of REDI loan funds <u>OR</u> a business plan <u>OR</u> a copy of other applications for financial assistance.				
6		EMPLOYMENT data for business, current and projected.				
7		LIST of all officers and/or directors, and all owners of 20% or more of the applicant's affiliate stock.				
8		LETTER of commitment from each lender and equity investor.				
9		LIST of all loans or debt the applicant currently has. For each loan or debt, include: original loan date and amount, current balance owed, interest rate, monthly payment, maturity, and security. Indicate if the loan is current or delinquent.				
10		COST ESTIMATES and plans/specs. for any new construction/rehab and/or machinery and equipment.				
11		APPRAISAL (only if acquiring property with REDI funds). An independent appraisal on property being acquired must include: before construction value, after construction value, and quick sale value.				
12		AGREEMENTS – provide a copy of existing or proposed lease or purchase agreement or other financing.				
13		COLLATERAL – provide a list of collateral to be offered as security for the loan, with the cost, prior liens, appraised value and the owners identified. Include insurance binders.				
14		STATEMENTS - Balance sheet and profit and loss statement for <u>previous three years</u> , signed and dated. If a new business, substitute evidence of market feasibility and business plan.				
15		BALANCE SHEET - Current balance sheet and operating statement (<90 days) signed and dated.				
16		PROJECTED BALANCE SHEET and operating statement for next two years.				
17		MONTHLY CASH FLOW analysis for the next 12 months or 3 months beyond the break-even point.				
18		AFFILIATES - Name(s) of affiliates and/or subsidiary firms, last FY and financial statements for each.				
19		RESUMES of the principals involved in firms listed in Exhibit 18.				
20		FRANCHISE – if a franchise, include Franchise Agreement and Franchiser's FTC Disclosure Statement.				
21		PERSONAL FINANCIAL STATEMENT - current personal financial statement for each proprietor, partner and each stockholder with 20% or more ownership of the Applicant. Also, when required by the Review Board, personal financial statements from officers and less than 20% shareholders.				
22		DEED - A copy of the deed to the property involved.				
23		RESOLUTION from the Board of Directors, if a Corporation, authorizing the Applicant to borrow and the Corporation's Certificate of Good Standing. If a partnership is involved, provide a Partnership Agreement and a Certificate as to Partners.				
24		COMPANY BENEFITS – a copy of the company's fringe benefits (vacation, sick leave, health insurance, retirement plan, etc.). If the company does not currently have an employee benefits plan, list any proposed benefits to be initiated in the next twelve (12) months.				
25		ARTICLES and BYLAWS – a copy of the company's Articles of Incorporation and By-Laws.				
26		EMPLOYER ID Number (EIN) and NAICS Code.				
27		Is any officer, director or controlling group of the Area 15 Regional Planning Commission or REDI, Inc. an officer, director or holder of any direct or indirect pecuniary interest in the Applicant? (If yes, explain)				
		<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> </table>	YES	NO		
YES	NO					