



City of East Peoria
Illinois Community Development Assistance Program
Revolving Loan Fund Application

The City of East Peoria established the Revolving Loan Fund to assist both existing and new businesses by providing a supplemental (or “gap”) source of financing for projects within the City of East Peoria which directly contributes to the creation or retention of jobs, diversification of the economy, and expansion of the tax base. Each applicant must have a lead lender, which will be expected to assist the applicant in the submission of a completed application. Loans are secured by appropriate collateral, including personal guarantees, and equity is required. Loans from the Revolving Loan Fund should meet the following criteria:

I. Eligibility

- A. Loan proceeds must be used for a project located within the corporate boundaries of the City of East Peoria.
- B. Special emphasis for funding will be placed on industrial, manufacturing and emerging technology, as well as projects in the City’s Enterprise Zone.

II. Procedure

- A. Application submitted through lead lender and must include at a minimum the following items:
 - 1. Financial statements for the current fiscal year of the borrower dated no more than 60 days prior to the application and for the two fiscal years preceding the current fiscal year. These financial statements must include at least the following:
 - a. Profit and loss statements;
 - b. Balance sheets;
 - c. Federal income tax returns;
 - d. Disclosure of contingent liabilities.
 - 2. A description of any land or buildings involved in implementation of the project. With respect to acquisition of real estate, attach an appraisal and a copy of the purchase agreement. In the case of a lease, provide a copy of the lease agreement. For building construction or renovation, provide estimates of cost from a contractor or architect.
 - 3. If machinery or equipment is involved in the implementation of the project, identify major items of equipment to be acquired with funds provided through a revolving loan together with appraisals or vendor cost estimates and all related moving and installation costs. For used machinery or equipment, provide an appraisal which estimates the fair cash market value of the used equipment.

4. A statement of the sources and uses of the funds related to the project.
 5. A list of individuals who are responsible for management of the borrower and the names of individuals with ownership interest in the borrower of more than 5%, together with the experience of those individuals in the operation of the company.
 6. Submit personal financial statements for each guarantor of the obligation. Guarantees from all individuals with significant ownership interests in the borrower will generally be required.
- B. Review of application by RLF Committee (Commissioner of Accounts and Finance, Director of Planning and Development and City Attorney)
 - C. City Council approval required.

III. Loan Criteria

- A. Funding may be for up to twenty percent (20%) of total project costs, but not greater than \$75,000, with interest rate fixed at five percent (5%) for a five (5) year term. Up to \$10,000/employee may be loaned, with fifty-one percent (51%) of the employees hired from low/moderate income households. The above criteria are subject to waiver by City Council in appropriate circumstances.
- B. Equity participation in the project required for new business venture projects; for existing businesses, equity participation requirements in the project will be determined by appropriate loan underwriting standards.
- C. Appropriate security will be required on all loans.



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Business Name: _____

Business Address: _____

Principal Contact Person: _____

Business Telephone Number(s): _____

Description of proposed project: _____

Total Project Value \$ _____

Amount of Loan requested from Revolving Loan Fund: \$ _____

Interest rate of Loan requested from Revolving Loan Fund: _____ %

Term of Loan requested from Revolving Loan Fund: _____ months

Participating Bank: _____

Address: _____

Telephone: _____

Loan Officer: _____

Number of current full-time employees: _____

Number of full-time equivalent employees to be hired as a result of this project: _____

Number of full-time equivalent employees to be retained as a result of this project: _____

Of jobs created, how many will benefit low-moderate income persons: _____

Of those, how many are... new hires? _____ retained? _____

The business will make its best efforts to hire the employees indicated above with fifty-one percent (51%) of the employees from low/moderate income households. This information may be reviewed annually.



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Type of Business: _____ Individual _____ Partnership _____ Corporation

Management (*proprietor, partner, officers, directors and stockholders owning 20% or more of outstanding stock*)

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

Proposed Financing (*i.e. bank, owner equity, City*)

Source	% of Project	Terms
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Collateral to Support City Loan: _____

Attorney Representing the Company

Name of Law Firm: _____
Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ Email: _____

Accountant Representing the Company

Company Name: _____
Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ Email: _____

Signature of Applicant: _____

Title: _____



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LOAN APPLICATION PACKAGE

The loan package must include all of the following items:

1. Completed application
2. Personal resumes of principals and managers
3. Current signed personal financial statements of principals
4. All other financial and business documents as requested

Please submit all loan application materials to:

**Department of Planning & Community Development
City of East Peoria
401 West Washington Street
East Peoria, IL 61611
Attn: Ty Livingston**