



January 2017

Dear Applicant:

Securing the capital needed to start a new business or expand existing operations has become increasingly difficult. Responding to that need, the Town of Carbondale ("Town") has developed a Revolving Loan Fund ("RLF") to enhance your ability to finance a start-up or expand a business. Loans are available for new or established businesses that are located within the Town limits. In addition to providing access to capital, the RLF program is designed to help stimulate the local economy by creating and/or retaining jobs and increasing the local tax base.

The program is designed to help you obtain funding as well as develop important management tools to improve the chances for success of your business. I will help you through the application process, so please ask for assistance as you need it.

First, review the enclosed "Revolving Loan Fund Guidelines" to determine whether you qualify for funding. Remember, the committee wants to insure repayment of the loan so funds will be available in the future for others. Therefore, they will review your documents for answers to questions related to the overall strategy and organization needed to sustain your business. Then, provide the following:

- Cover letter, including the loan amount and repayment schedule you are requesting
- Waiver and Release
- Business Plan
- Loan Fund Application, including:
  - Financial statements and tax returns of the business (3 years)
  - Personal tax returns for all primary investors/owners (3 years)
  - Cash Flow projections (3 years)
  - Schedules of collateral

Additional information such as credit reports, appraisals, buy-sell agreements, franchise agreements, construction budgets, leases, etc., may be required depending on the purpose of the loan.

After all documents are submitted, they will be reviewed, and a complete package will be submitted to the Committee for review. You can expect a decision within three to four weeks after a complete loan package is submitted.

Thanks for your interest in the Program!

Coli Laird  
Third Street Center  
520 South Third Street, Carbondale, CO 81623  
970.863.3221 x3  
[colin@thirdstreetcenter.net](mailto:colin@thirdstreetcenter.net)



## Town of Carbondale

### Revolving Loan Fund Guidelines

Securing the capital needed to start a new business or expand an existing operation has become increasingly difficult. Responding to that need, the Town of Carbondale (“Town”) has developed a Revolving Loan Fund Program (“Program”) to enhance the ability of business owners to secure the some of the funds to finance start-up ventures or business expansion. In addition to providing business owners with access to capital, the Program is designed to help stimulate job creation and community sustainability. Loans are available to new or existing businesses that are located within the town limits of Carbondale.

The Carbondale Loan Fund received a \$50,000 matching grant from USDA in 2009 to support the revolving loan program. **A DUNS number is one of the requirements from the USDA for each loan recipient.** In essence, you are working with the federal government as a grantee when you receive funds from the Carbondale Revolving Loan Fund. If you do not already have one, it's pretty easy to get. To apply for one, please visit <http://fedgov.dnb.com/webform> or their phone number is 1-866-705-5711. Please note you do not have to pay to obtain the full review, the company profile is free!

**PROCESS:** The applicant should contact Colin Laird 970-963-3221 with questions. A request should be made in a cover letter to the Town of Carbondale Revolving Loan Review Committee (“Committee”), including the loan amount requested, the use of the proceeds, the desired repayment schedule, and the desired length of the loan.

Colin will review the loan request and advise the applicant of any deficiencies which need to be addressed. Once a request is complete and meets the guidelines for the Program, the request will be submitted to the Committee for approval. The loan approval process takes approximately two to four weeks after a completed loan request is received.

**CRITERIA:** Loan proceeds may be used for a variety of business reasons, including real estate acquisition, new construction, rehabilitation, equipment purchases, and working capital. Town funds cannot, however, be used for personal reasons or the refinancing of existing debt. Requests will be considered on the basis of the character of the applicant, the applicant’s capacity to repay the loan, collateral and/or other sources of capital, and general economic or other conditions affecting the applicant’s ability to repay the loan.

**LOAN AMOUNT:** Although there is no minimum or maximum loan amount, the guideline for the requested amount is \$5,000 to \$25,000.

**INTEREST RATE:** The interest rate will depend on several factors such as type of collateral, if any, financial strength of the applicant, and the overall risk of the loan. Fixed rates of interest will range from 3% to 10%.

**MATURITY:** The length of each loan will depend on repayment capabilities and the purpose of the loan. Repayment may be monthly, quarterly, lump sum, or some other method to be determined by the Loan Review Committee. It is anticipated that loans will be issued for a maximum of thirty-six (36) months.

The Committee is scheduled to meet on the second Monday of the month at 4:30 @ The Third Street Center.

2017 DEADLINE FOR SUBMISSION OF APPLICATIONS AND SCHEDULE OF MEETINGS:

<u>Submission By:</u>	<u>Meetings:</u>
December 31	January 9
February 3	February 13
March 3	March 13
March 31	April 10
April 28	May 8
June 2	June 12
June 30	July 10
August 4	August 14
September 1	September 11
September 29	October 10 (Tuesday)
November 3	November 13
December 1	December 11

Members of the Carbondale Loan Review Committee:

Erkkio Alm: Alpine Bank, Assistant Vice President  
 Charlie Chacos: Village Smithy and Bonfire, Owner  
 David Eisenon: Town, Chef; formerly The Parthenon Group, Consultant  
 Elise Gardiner, Wells Fargo, Business Relationship Manager  
 Renae Gustine: Town of Carbondale, Finance Director  
 Rolf Hermanson, ANB Bank, Assistant Vice President  
 Lani Kitching: Carbondale Economic Development Partnership, Member  
 Kurt Nessman, CPA  
 Matt Owings: Equus Private Wealth Management, Partner & CCO  
 Charlene Revoir: Vectra Bank, Vice President/Commercial Banker

## TOWN OF CARBONDALE REVOLVING LOAN FUND LOAN APPLICATION

### MANAGEMENT

(Proprietor, partners, officers, directors and all shareholders – show 100% of ownership). Use a separate sheet if necessary.

Individual				Telephone #	
Address					
E-Mail Address					
Name of Business				Federal Tax ID #	
Street Address				DUNS #	
City	County	State	Zip	Date Established	
Structure:		Type:			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation		<input type="checkbox"/> Agriculture <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Transportation <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Services <input type="checkbox"/> Finance, Insurance, or Real Estate <input type="checkbox"/> Other			

Name	Social Security Number	Address & Telephone	% Owned	Military Service From ---- To	Race	Sex
	N/A					
	N/A					
	N/A					
	N/A					
	N/A					
	N/A					

### PURPOSE/PROJECT DESCRIPTION



**JOB CREATION/RETENTION FOR FULL-TIME EQUIVALENT EMPLOYEES (FTE)**

How many FTE's are currently employed by your business? \_\_\_\_\_  
 How many new FTE jobs will be created? \_\_\_\_\_  
 How many FTE jobs will be retained? \_\_\_\_\_

**CREDIT REFERENCES**

(include name, address, telephone, contact person, number of years associated, & credit high)

Banks
Trades
Credit Cards

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I authorize the Town to make inquires as necessary to verify the accuracy of the statements made and to determine my credit worthiness. I certify the above information and statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

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

By: \_\_\_\_\_

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

By: \_\_\_\_\_



**Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Name of Title Holder			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			

**Section 5. Other Personal Property & Other Assets.**

(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency).

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**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

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**Section 7. Other Liabilities.** (Describe in detail).

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**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies – name of Insurance company and beneficiaries).

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I authorize Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE Statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature:	Date:	Social Security Number:
		N/A
		N/A



## COST OF LIVING BUDGET

### Regular Monthly Payments

House payments (principal, interest, taxes, insurance) or rent .....	\$	
Car Payments (including insurance) .....	\$	
Appliance, TV payments .....	\$	
Home improvement loan payments .....	\$	
Personal loan, credit card payments .....	\$	
Health plan payments .....	\$	
Life Insurance premiums .....	\$	
Other Insurance premiums .....	\$	
<b>TOTAL</b> .....	<b>(a)</b>	\$ <u>          </u>

### Household Operating Expenses

Telephone .....	\$	
Gas & Electricity .....	\$	
Water .....	\$	
Other household expenses, repairs, maintenance .....	\$	
<b>TOTAL</b> .....	<b>(b)</b>	\$ <u>          </u>

### Personal Expense

Clothing, cleaning, laundry .....	\$	
Prescription medication .....	\$	
Physicians, dentists .....	\$	
Education .....	\$	
Dues .....	\$	
Gifts & contributions .....	\$	
Travel .....	\$	
Newspapers, magazines, books .....	\$	
Auto upkeep & gas .....	\$	
Spending money & allowances .....	\$	
Miscellaneous .....	\$	
<b>TOTAL</b> .....	<b>(c)</b>	\$ <u>          </u>

### Food Expense

Food – at home .....	\$	
Food – away from home .....	\$	
<b>TOTAL</b> .....	<b>(d)</b>	\$ <u>          </u>

### Tax Expense

Federal and State Income taxes .....	\$	
Other taxes not included above .....	\$	
<b>TOTAL</b> .....	<b>(e)</b>	\$ <u>          </u>

## BUDGET SUMMARY

<b>Monthly Total Income (Gross)</b> .....	\$	
Less Monthly Expenses:		
Regular monthly payments .....	(a)	\$ <u>          </u>
Household operating expense .....	(b)	\$ <u>          </u>
Personal Expense .....	(c)	\$ <u>          </u>
Food Expense .....	(d)	\$ <u>          </u>
Tax Expense .....	(e)	\$ <u>          </u>
<b>Monthly Total Expenses</b> .....		\$ <u>          </u>
<b>Excess or Deficiency of Income over Expenses</b> (Monthly Total Income – Monthly Total Expenses)		\$ <u>          </u>

**PERSONAL FINANCIAL STATEMENT**

I (we) understand that the following questions are addressed to me (us) and I (we) have answered them as appropriate.

- |     |     |  |
|-----|-----|--|
| Yes | No  |  |
| ___ | ___ | 1. Are you named as beneficiary of a trust, will, or estate?   |
| ___ | ___ | 2. Are any of the assets listed herein held under a trust agreement of any type, held in an estate, or any other name or capacity? Please detail in "Additional Remarks" below.  |
| ___ | ___ | 3. Are any of the assets listed herein on deposit, located, or otherwise held outside the United States of America?  |
| ___ | ___ | 4. Do any of your assets secure any debts that have not been reported on the following schedules?  |
| ___ | ___ | 5. Are any of the assets listed herein located in the community property states of Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, or Washington?  |
| ___ | ___ | 6. Are any of your real estate properties used by you in your business?  |
| ___ | ___ | 7. Have you ever filed for personal bankruptcy, had property you owned foreclosed, or made a settlement or an assignment for the benefit of creditors?   |
| ___ | ___ | 8. Has any corporation or partnership in which you are (were) a major owner or a general partner ever filed bankruptcy, had property it owned foreclosed, or made a settlement or assignment for the benefit of creditors?   |
| ___ | ___ | 9. Are you, or any corporation or partnerships in which you are a major owner or general partner, a party to any suit or legal action, or are there any unsatisfied judgments against you?   |
| ___ | ___ | 10. Personal income tax returns have been filed through _____ (Enter Year). Are any income tax returns, whether personal or that of any corporation or major partnership that you are a major owner of or a general partner, currently being audited or contested? |
| ___ | ___ | 11. Are you an officer, director, or principal shareholder of a financial institution?   |

I (we) have explained fully under "Additional Remarks" on this page (or an attachment) my (our) "Yes" answers to the foregoing questions.

**Additional Remarks**

<b>Signature:</b>	<b>Date:</b>

Town of Carbondale  
Revolving Loan Fund Program

I am applying for a loan from the Town of Carbondale's Revolving Loan Fund Program ("Program"). As an applicant for this funding, I acknowledge and agree that, unlike lenders, the Town of Carbondale ("Town") is a local government entity that is subject to many laws that require meetings and records to be open to the public. I also understand that the Town is subject to state and federal law which prevents the Town from improperly discriminating among applicants, but that the Town has limited funding available and that it must therefore exercise significant discretion in choosing among applicants in order to fulfill its goals of local economic development and community sustainability. As such, I agree that my loan application will be subject to the following terms and conditions:

1. The Program will be administered according to all applicable laws, including laws requiring that any parts of the process be made public. As such, and to the extent required by state or federal law, any meetings by the Town and/or its Revolving Loan Fund Review Committee ("Committee") with regard to the review, consideration, approval or rejection of any loan application may be open to the public. Similarly, all related documentation, including the financial information of any and all Applicants may be made available for public inspection if required by law. I may be requested to give my permission for the Town to obtain a credit report as to me or my business' financial affairs. Should I give such consent, I acknowledge that even this information could be provided to the public.
2. I acknowledge that the Town and the Committee will have broad discretion to recommend approval or denial of any loan application, and to promote certain industries that are more desirable to the Town for one reason or another. For instance, the Committee will consider many subjective factors, including but not limited to the environmental impact of my business, how many jobs might be created, the long-term sustainability of my industry, and the compatibility of my business with the Town's existing business community. However, in no event will the Town or the Committee be entitled to improperly discriminate against me or my business on the basis of race, religion, national origin, sex or age.
3. I recognize that loans will be approved for business or commercial purposes only and only for businesses located within the Town. In no event shall funds from any loan be made available or used for personal reasons.
4. I hereby release the Town of Carbondale, its agents, employees, insurers and/or the members of the Committee from any and all liability for any damages or injuries that may be incurred arising from, or in any way related to, my involvement in the Program. This release includes claims based on equal protection or discrimination grounds as well as claims of any type whatsoever that I may have with regard to the potential disclosure of me or my business' confidential or private information to the public at large, including any information that may be considered proprietary information or trade secret. This release extends to all types of claims, including claims based on negligence or breach of contract.

5. I know that I was free to choose not to pursue a loan application instead of agreeing to the terms of this document. I also acknowledge that I had the opportunity to have an attorney review this document prior to signing it and that, to the extent that I chose not to do so, such choice was made voluntarily and with knowledge that the document may have significant legal consequences.
6. This document shall be construed according to Colorado law. The prevailing party in any litigation arising out of the document shall be entitled to recover reasonable attorneys' fees and costs.

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Applicant Signature

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Name of Business

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Date