



Winnebago County  
Industrial Development Board  
*The Wave of the Future*

WINNEBAGO COUNTY CDBG-ED

REVOLVING LOAN FUND MANUAL

Adopted by County Board -MARCH 2000

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## SECTION 1 GENERAL PROVISIONS

### 1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Winnebago County Economic Development Revolving Loan Fund Manual, is to present the criteria which governs the economic development activities assisted with funds made available through Winnebago County's Revolving Loan Fund (RLF) program.

### 1.2 OBJECTIVES

Economic development activities assisted with funds made available through the RLF Program are intended to meet the following objectives:

- (1) To encourage the creating and retention of permanent jobs which provide a wage appropriate to the skills and experience of the local labor force and that is competitive. A minimum of 51 percent of the jobs created shall be made available to low and moderate income persons. *See section 3.6(4) for requirements and definitions.*
- (2) To encourage the leveraging of new private investment into Winnebago County in the form of fixed asset investment, particularly in land and buildings.
- (3) To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- (4) To implement Winnebago County's Economic Development Plan goals and objectives.
- (5) To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- (6) To encourage the development and use of modern technology and create safe work environments.

### 1.3 AMENDMENTS and MODIFICATIONS

Winnebago County may from time to time amend the provisions imposed by the policies and procedures contained within the RLF manual and such amendments are subject to prior written approval by the *Wisconsin Economic Development Corporation (WEDC)*, administrator of the Wisconsin Community Development Block Grant Program (CDBG) that provides the funds used to capitalize the RLF.

## SECTION 2 ADMINISTRATION

### 2.1 LOAN REVIEW BOARD

- (1) Winnebago County should establish a formal Loan Review Committee which should consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic development processes. Expertise on the Committee optimally shall include representation from the governing body, the planning commission, the local development corporation, the local chamber of commerce, the local banking community, a business law attorney, and the RLF administrator appointed by Winnebago County.
- (2) The Loan Review Committee shall have the authority to review, select, and recommend loan applications to the governing body for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the program. Periodic activity reports prepared by the RLF Administrator shall be provided to members of Winnebago County's governing body.
- (3) The RLF Administrator shall explain the program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The Administrator, where necessary and appropriate, shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the RLF program.
- (4) The Administrator shall periodically review all financial statements and loan amortization schedules of RLF loan recipients, review and approve documentation of business expenditures financed with RLF proceeds, record RLF security instruments, maintain the RLF accounting records which shall be segregated from other accounts, and report annually to the *WEDC* regarding the use of the RLF funds. (See *WEDC*, Revolving Loan Fund Handbook).
- (5) The Winnebago County Corporation Counsel shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and counsel Winnebago County on default matters.
- (6) The RLF Administrator shall be responsible for the maintenance of all other records for local RLF, particularly those related to the expenditures of the RLF monies for programs administration purposes.

## 2.2 MEETINGS

Loan review meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Committee members shall be given prior notice to each meeting. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of the total Committee. Vacant positions on the Committee shall be counted in determining the total number of Committee members.

## 2.3 RECORDS

Written records of all programs activities, including program meetings, loan applications, and related documents, shall be maintained in appropriate files. All files should be maintained in a secure place with limited access by authorized personnel. Winnebago County's legal counsel shall be consulted in regard to compliance with state and municipal open records laws.

The following files shall be established and maintained for each loan recipient:

- (1) Loan Application File: All application, business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to Winnebago County, including all applicable correspondence, shall be placed in a permanent file.
- (2) Loan Recommendation File: This file should contain a summary of the analysis, recommended actions for the application, and a copy of the minutes for the Loan Review Committee meeting summarizing the action taken on the loan request.
- (3) Loan Closing File: This file contains copies of all loan closing documents. This file contains all the legal documents from the loan closing, including security instruments, the note and other applicable correspondence and shall be placed in a locked, fireproof safe. Winnebago County's Corporation Counsel should be involved in helping create and complete this file to insure complete loan documentation. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and serving fees.

- (4) "Tickler File" System: A tickler file system should be established and maintained to ensure that loan repayments, financial information, the loan agreement, UCC updates, and other time sensitive documentation requirements are tracked and obtained as required. The system should include the following monthly coded index files:
- 1) Expiration dates for property, casualty and life insurance policies;
  - 2) Due dates for a all financial statements;
  - 3) Expiration dates for UCC financing statements, the reminder to update being at least 45 days prior to the expiration of the UCC filing on hand;
  - 4) Scheduled dates of annual loan performance and covenant reviews;
  - 5) Dates for site visits;
  - 6) Due dates for property tax payments and dates by which Winnebago County expects to hear from the borrower regarding confirmation of payment of taxes;
  - 7) Review dates for job monitoring; and
  - 8) Dates on which loan recipients will be notified of scheduled changes in the loan amortization scheduled per loan agreements.
- (5) Financial Statement File: The file should contain the business' periodic financial statements as required by the loan covenants with a statement indicating that the RLF administrator reviewed the data.
- (6) Progress Report File: Loan recipients should be required to submit periodic progress reports during the outstanding term of the loan. Winnebago County should make periodic site visits to verify information in the progress report and financial statements. These site visits should be documented for the file (See *WEDC, Revolving Loan Fund Handbook*).
- (7) Site Visit File: Site visits should be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits should be placed in the file, particularly highlighting any information that can help in rating the overall condition/ risk of the loan (See *WEDC, Revolving Loan Fund Handbook*).

- (8) Repayment Monitoring File: This file should include the loan amortization schedule, status of payments, and the outstanding balance of the loan. Observations suggesting concerns or problems should be reported to the RLF Committee and notations shall be placed in the tickler file to remind the administrator of the need to provide continued monitoring. If payments are made to an office (i.e. controller's or clerk's), there needs to be in the file receipts of payments and there needs to be a system in place to insure the timely notification of payments to the RLF administrator. Winnebago County will notify the loan recipient in writing of the deficiency and the action that will be taken should the payment not be made. Should there be a late payment, Winnebago County will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.
- (9) Loan Review File: All loans are to be reviewed on an annual basis, and at such other times as may be deemed necessary by Winnebago County. The review should follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of monthly payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, UCC filings); overall financial condition of the business; the presence of material liens or lawsuits, and violations of loan covenants and suggested corrective actions.

If the business is experiencing problems with any of the above criteria, the RLF Administrator is to work with the loan recipient to identify actions that are needed to correct the identified deficiencies, including possible restructuring of the loan to protect Winnebago County's interest and meet the needs of the business. If appropriate, the Administrator will arrange for business assistance, including services available through the University of Wisconsin-Extension, Small Business Development Center (SBDC), the Service Corp of Retired Executives (SCORE), and the other entities having an interest in serving the needs of businesses.

In the event the findings of the loan review suggest serious problems, particularly if the loan is at risk for default, the account should be turned over to the Winnebago County Corporation Counsel for legal action in order to initiate steps necessary to protect the loan and to insure the maximum repayment of the balance due. Again, corrective actions may be achieved through restructuring or it necessary, foreclosure actions.

## 2.4 ADMINISTRATION

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses up to fifteen (15) percent of program income may be used for direct loan administrative costs. In addition to paying costs for a RLF administrator, these funds may be used for the following:

- (a) Legal costs.
- (b) Consulting fees for credit analysis, business plan reviews and technical assistance.
- (c) Office supplies, copying, typing, mailing, and related.
- (d) Training costs.

To generate additional revenue to cover administrative costs, Winnebago County may also establish loan origination fees, closing fees, servicing, fees, and other fees to cover charges directly related to either processing an application or servicing a loan. All fees collected to the RLF. The accounting of the fee revenue placed in the RLF should include separate line items to tract administrative expenses recovered.



## SECTION 3 ELIGIBILITY CONSIDERATIONS

### 3.1 ELIGIBLE AREA

The area served by the RLF program shall generally be within the corporate limits of Winnebago County.

### 3.2 ELIGIBLE APPLICANTS

- (1) Applications may be submitted by the sole proprietor or Chief Executive Officer of any business wishing to establish a new operation or expand an existing operation in Winnebago County.
- (2) No member of the governing body, loan review board, or any other official, employee, or agent of Winnebago County who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program.
- (3) No program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- (4) Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin.

### 3.3 ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

- (1) The acquisition of land, buildings, and fixed equipment.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements
- (4) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- (5) Working capital (inventory and direct labor costs only).

### 3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- (1) Refinancing or consolidating of existing debt.
- (2) Reimbursement for expenditures prior to loan approval.
- (3) Specialized equipment that is not essential to the business operation.
- (4) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- (5) Routine maintenance.
- (6) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are eligible.
- (7) Other activities that the Loan Review Committee may identify during the administration of the program.

### 3.5 INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

- (1) Speculative investment companies
- (2) Real estate investment companies
- (3) Lending institutions
- (4) Gambling operations
- (5) Non-public recreating facilities
- (6) Other businesses not serving the interests of Winnebago County.

### 3.6 MINIMUM REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Loan Review Committee.
- (2) Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every \$20,000 of program funds requested. The Committee may require lower job costs where warranted, (i.e. taking into consideration type of jobs, hourly wages, etc).
- (3) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- (4) Low and Moderate Income (LMI) Benefits. *Each project must demonstrate that it meets the CDBG-ED national objective of benefiting low to moderate income persons as defined by CDBG regulations.*

*The project shall create jobs, at least 51% of the jobs will be held by or Made Available to LMI Persons.*

*"LMI Persons" means persons with household income less than eighty (80) percent of the median household income by family size in the County where the Project is located.*

*"Made Available to LMI Persons" means the Borrower will document that at least 51% LMI Persons were hired or Received First Consideration by interviewing at least 51% LMI Persons for created positions that do not require special skills or education beyond high school.*

*"Received First Consideration" means the Borrower must document and use a hiring practice that results in at least 51% LMI Persons interviewed for created positions and demonstrate that under usual circumstances this hiring practice will result in at least 51% LMI Persons being hired. Part of the Borrower's hiring practice must include the posting of available positions with the local Job Service Office or Workforce Development Boards.*

*The following documentation evidencing compliance must be collected: A listing of all job titles which were planned to be held by or made available to LMI Persons, a commitment to hire or make at least 51% of jobs available to LMI Persons a written plan for how such persons were given first consideration for jobs including what hiring process was used, a list of the LMI Persons interviewed for particular positions, including the size and annual income of the person's family prior to interviewing for the position.*

- (5) Compliance With Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
- (6) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide Winnebago County a project implementation schedule not exceeding 24 months for project completion and job creating and maintain the positions created for 24 months.
- (7) Federal Anti-Piracy. *The borrower must certify that it does not have immediate plans to relocate jobs in violation of CDBG Anti-Piracy regulations. The following language will be included in all agreements with the borrower. "The Borrower certifies it is and will maintain compliance with CDBG Anti-Piracy regulations as stated in 24 CFR 570.482(h). Violation of this regulation will constitute an Event of Default."*

## SECTION 4 TERMS AND CONDITIONS

### 4.1 TERMS AND CONDITIONS

Loan terms and conditions shall be structured on need and ability repay. Minimum standards shall include the following.

- (1) Loan Amount. Loan amounts are subject to the availability of program funds.
- (2) Interest Rate. The interest rate shall be established by the Loan Review Committee.
- (3) Terms of Loans.
  - (a) Working capital loans shall have a maximum term for seven years.
  - (b) Loans for machinery, equipment and fixtures shall have a maximum term for ten years.
  - (c) Real estate loans shall have a maximum term of 12 years which can be amortized on a 20 year basis with the option of refinancing for an additional eight years.
  - (d) In any case, the loan shall not have a term longer than the terms of the other private financing in the project.
- (4) Period of Payment. Terms may include longer amortization schedules with balloon payments. Amortization schedules shall be set up for monthly payments.
- (5) Repayment. Payment of interest and/or principal may be deferred for up to one (1) year if merited in the loan application. Interest shall accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (6) Prepayment. There shall be no prepayment penalties
- (7) Collateral. Winnebago County will seek to have the best possible collateral position possible to ensure that RLF loans are adequately secured.

## SECTION 5 APPLICATION PROCEDURES

### 5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the Administrator. The Administrator shall assist the applicant, as is reasonably necessary, in completing the application. All financial information should be kept in a secured place with limited access by authorized personnel only.

### 5.2 TIMING

Applications may be submitted at any time during the calendar year.

### 5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. In the event that loan funds requested exceed available funds, the following criteria will be used to determine which business(es) will be awarded the loan(s):

- (1) Eligibility of the applicants
- (2) Eligibility of the project to be undertaken
- (3) The extent to which private funds are to be leveraged
- (4) The extent to which jobs are to be created, and the type jobs and wages.
- (5) The extent to which the loan can be secured
- (6) Evidence of ability to repay the loan
- (7) Size of the loan requested
- (8) Timing of the proposed expenditures
- (9) Completeness of application
- (10) Other factors as deemed appropriate

## 5.4 LOAN APPLICATION

Applicants shall submit an application using the form available from the RLF Program and that includes the following:

- (1) Business Description. A written description of the business, including the following:
  - (a) A brief history of existing or proposed business, including when it started or is to start, type of operation, legal structure, markets, and products.
  - (b) Key customers and clients
  - (c) A personal resume of each principal associated with the business, including: number of years of experience in the business; educational background; and role in the proposed or existing business.
  - (d) Three years of financial history including balance sheets, profit/loss statements, cash flow statements and account notes.
- (2) Project Description. A description of how the business plans to use the requested funds.
- (3) Commitments from Private Lenders. This consists of commitments from all private lenders making loans to the project. Lender commitment letters should include:
  - (a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction financing, etc)
  - (b) The amount of the loan, interest rate, term, and security, availability, and repayment schedule and amounts.

The commitments shall be obtained concurrently with the negotiation of the terms and conditions of the RLF Program loan to insure the interest Winnebago County secured.
- (4) Projections. Provide programs (a balance sheet & income statement and cash flow statement). These should cover a three-year period and should be based on the assumption that the business will receive the requested loan.
- (5) Additional Information. Additional Information as may be required by the Loan Review Committee, or the Administrator.

## 5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the Administrator will inform the applicant of the deficiencies.
- (2) Formal Review. The Loan Review Committee will meet to review an application within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is acceptable for funding, the Loan Review Committee will forward the proposal to the governing body for final approval or to whatever other body has been authorized to act on loan requests.
- (3) Negotiation of Terms. Upon the tentative acceptance by the governing body, the Administrator will contact the business in writing to review and explain the terms of the loan.
- (4) Notice of Award. If the application is approved, a closing will be scheduled to execute the necessary loan documents.
- (5) Rejection of Award. If the application is not approved, the Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

## SECTION 6 DISTRIBUTION OF FUNDS

### 6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Loan Review Committee must have reviewed and approved a complete application for an eligible applicant.
- (2) Loan Agreement. The Corporation Counsel shall prepare a loan agreement which shall be executed by Winnebago County's CEO, Clerk and the Chief Executive Officer of the business.
- (3) Promissory Note. A promissory note shall be prepared by the Corporation Counsel and signed by the Chief Executive Officer at the time of loan closing. The note must be dated; it must reference the agreement between Winnebago County and the business; and, it must specify the amount and terms of the loan funds delivered.
- (4) Security. Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by the Corporation Counsel and executed at the time of the loan closing. The Corporation Counsel, or Administrator, shall record the instrument and place a copy in the project file to include:
  - (a) Mortgage and/or security agreement
  - (b) UCC searches and filing
  - (c) Guarantee agreement
  - (d) Title insurance or Abstract
  - (e) Assignment of Life Insurance
  - (f) Casualty Insurance binder
  - (g) Personal guarantee
  - (h) Other documentation as may be appropriate
- (5) Repayment Schedule. A loan repayment of amortization schedule shall be prepared by the Administrator after the loan proceeds are fully disbursed. The repayment schedule shall be dated and signed by both the CEO and the Chief Executive Officer of the business. At that time, the repayment schedule shall be attached to both party's copies of the agreement.



- (6) Evidence of Permits, etc. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
- (7) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or cancelled checks. All documentation shall be reviewed and approved by the Administrator.
- (8) Fixed Equipment. Fixed equipment financed with program funds must have been purchased, delivered, and installed. The Administrator shall verify the installation of fixed equipment.
- (9) Other Documentation. As appropriate or necessary, the borrower may be asked to provide the following:
  - (a) A certificate of status from Secretary of State
  - (b) The Articles of Incorporation and by-laws
  - (c) A resolution or agreement to borrow funds
  - (d) Current financial statements
  - (e) Evidence of having secured other funds necessary for the project.
  - (f) An Environmental Assessment for real estate loans which may either by a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the Administrator will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Secretary of State.

## SECTION 7 POST APPROVAL REQUIREMENTS

### 7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

- (1) The creation or retention of the agreed upon number of jobs within months of the date of the execution of the loan agreement with Winnebago County.
- (2) Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds.
- (3) To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
- (4) To permit inspections by persons authorized by Winnebago County of all projects and properties assisted with loan funds. Related project materials shall be open to inspections which include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. Requests for inspection shall be complied with by the borrower.
- (5) To maintain records on the project as may be requested by Winnebago County. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (6) To submit periodic progress reports to the Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
- (7) To maintain fire and extended coverage insurance on the project property required during the term of the loan. Winnebago County shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (8) To abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti-Kickback" Act; and, all regulations pursuant to these Acts.
- (9) *To collect the attached self-certification forms from every applicant for each job created by CDBG funds.*

## SECTION 8 PERFORMANCE MONITORING

### 8.1 PRIVATE LEVERAGE COMMITMENTS

The Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and cancelled checks.

### 8.2 HIRING OF NEW EMPLOYEES

The Administrator shall monitor the borrower's progress in meeting agreed upon job creation or retention goals. Job creation must be documented using payroll records. Before-project and after-project payroll records should be provided by the borrower to document job creation. Failure of the business to provide the targeted number of LMI level jobs may be a condition for default unless the business can show it made a good faith effort to create the targeted number of LMI jobs but did not succeed due to reasons beyond its control. *In addition, to ensure compliance with the LMI requirements, employers must collect the attached self-certification forms from every applicant for each job created by CDBG funds.*

### 8.3 DEFAULT

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at Winnebago County's option, before immediately due and payable. To exercise this option, Winnebago County Corporation Counsel shall prepare a written notice to the business. The notice shall specify the following:

- (a) The default
- (b) The action required to cure the default
- (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
- (d) Any penalties incurred as a result of the default, jobs, etc.

## SECTION 9 USE OF LOAN REPAYMENTS AND REPORTING

### 9.1 RLF PROGRAM

Repaid loans shall be re-deposited into the Revolving Loan Fund account and used in a manner consistent with the policies and procedures manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The RLF account shall be audited on an annual basis and the Administrator shall report at the end of each fiscal year of the program, June 30, to the *WEDC* regarding the use of program income. Reports shall be submitted on forms prescribed by the DOD. (See *WEDC*, Revolving Loan Fund Handbook).

## SECTION 10 LOAN SERVICING

### 10.1 MONITORING

The Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to insure continued repayment of the loan. The monitoring will also ensure that all record keeping requirements are met particularly in regard to job creation and expenditures of matching funds.

A loan servicing file shall be established and maintained for each loan recipient that includes all written correspondence; a record of important telephone conversations; a list of applicable loan covenants; certificates of insurance for builder's risk, property-casualty, and life insurance, as applicable; and documentation for job creation and retention including low and moderate income certification forms.

### 10.2 RECORDKEEPING

In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:

- (a) A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration. (See *WEDC, Revolving Loan Fund Handbook*).
- (b) A CDBG Loan Repayment Register that records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF. (See *WEDC, Revolving Loan Fund Handbook*).
- (c) RLF Loan Repayment Registers that records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF. (See *WEDC, Revolving Loan Fund Handbook*).
- (d) A Collection Register for every loan made. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance. (See *WEDC, Revolving Loan Fund Handbook*).

## Interviewee/Employee Self Certification Form

**Employer:** Enter Employer Name  
**Project Site:** Enter Municipality (County: Enter County)  
**Contract ID:** Enter Contract ID

Enter Business or UGLG Name is collecting the following information as a result of participating in the U.S. Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. CDBG is a federally-funded program administered jointly by the State and a participating unit of local government, in this case Enter UGLG.

To meet federal regulations, Enter Business or UGLG Name is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. **It is only through your cooperation that your community can benefit from this federal program.**

**INSTRUCTIONS:**

Please complete all information below. If you are applying for a job, please use your current information. If you are completing this form after accepting a position, please complete the form based on your family size and annual income directly before accepting your position. Note that "Family" means all related persons in your household.

**Family Size:** \_\_\_\_\_  
**Annual Gross Family Income:** \_\_\_\_\_

**Please indicate your race:**

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- Other/Multi

**Please indicate your ethnicity:**

- Hispanic or Latino
- Non Hispanic or Latino

**Are you currently unemployed?**

- Yes
- No

I certify that the information provided above is correct to the best of my knowledge.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

**EMPLOYER/LOCAL GOVERNMENT USE ONLY (ALL SECTIONS ARE MANDATORY)**

**Position Details**

- Full Time     Part Time (FTE: \_\_\_\_\_)     Employer-Sponsored Healthcare Plan Offered

**Position Class**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Official/Manager      | <input type="checkbox"/> Professional      | <input type="checkbox"/> Office/Clerical      |
| <input type="checkbox"/> Sales                 | <input type="checkbox"/> Technician        | <input type="checkbox"/> Craft Worker/Skilled |
| <input type="checkbox"/> Operative/Semiskilled | <input type="checkbox"/> Laborer/Unskilled | <input type="checkbox"/> Service Worker       |

**Applicant Income Categorization:**

Please indicate a hire decision, as well as the median family income group the applicant falls into based on Housing and Urban Development Section 8 incomes in your county, using the year in which the applicant was interviewed.

Incomes for your area can be found at <http://www.huduser.org/portal/datasets/il.html>.

**Hire Decision**

- No Offer of Employment Made
- Position Offered to Applicant

**Applicant Income**

- Non-Low/Moderate (>80% County Median Family Income)
- Moderate Income (<=80% County Median Family Income)
- Low Income (<=50% County Median Family Income)
- Very Low Income (<-30% County Median Family Income)