

GREEN ENERGY/ECONOMIC DEVELOPMENT PROGRAM

(Intermediary Relending Program)

ALABAMA DEPARTMENT OF AGRICULTURE AND INDUSTRIES

Application Packet

1. **Application Packet.** Be sure to complete and submit all the required materials that are part of the Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

The Application Packet for Financial Assistance from the Intermediary Relending Program includes the following:

- T Application (This must be filled out completely for all applications.)
- T General Certification (This must be signed by the applicant(s).)
- T Race and Ethnicity Survey
- T Checklist (Required submittals/attachments)

2. **Filing.** All required information and materials must be filed with the:

Alabama Department of Agriculture and Industries
1445 Federal Drive
Montgomery, AL 36107

If you have any questions while completing this application, please contact us.

Phone: 334-240-7287
Fax: 334-240-7178
E-mail: cfa@agi.alabama.gov

GREEN ENERGY/ECONOMIC DEVELOPMENT PROGRAM
(Intermediary Relending Program)

General Certification

The undersigned certifies the information contained in this application, including all attachments, is to the best knowledge of the undersigned, complete and accurate and presents fairly and accurately its intended operations for the period set forth in this application.

The undersigned hereby gives permission to the Alabama Department of Agriculture and Industries loan administration personnel to obtain information from any bank creditors, credit bureau reporting agency or other necessary sources to research and evaluate this application.

The undersigned certifies that he/she is not related by blood, marriage, law, or business arrangement to any officer, board member, loan administration board member or staff person of the Alabama Department of Agriculture and Industries.

If the application is approved, applicant(s) and spouse (if applicable) will be required to sign the Intermediary Relending Program documents, and will be responsible for all legal costs including attorney fees and closing costs associated with the loan closing, as well as paying a one time processing fee of 1.5% of the loan due at the time of closing.

Signature: _____

Date: _____

The Intermediary Relending Program is funded through the United States Department of Agriculture (USDA) and is intended to provide fuel development and energy security development assistance capital in rural areas of Alabama. The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

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The Process

- ◆ Interested parties will be required to obtain and complete a full application.
- ◆ Loan applications will be available from, and submitted to, the office of the Program Administrator who will ensure that applications are complete.

A field inspection will be conducted on every application. In addition, a thorough test of creditworthiness will be performed on each project to include, but not limited to, (1) the ability or proceeds generated by the project to produce sufficient cash flow to service the debt; (2) an analysis of secondary loan servicing cash flow; and (3) value of project itself. Appraisals may be required from the applicant as part of this process.

- ◆ Environmental assessments will be required of according to USDA guidelines.
- ◆ All applicants must certify that they will comply with all existing building codes, including requirements for seismic safety of new construction.
- ◆ The Program Administrator will present the loan application packet to the IRP Loan Committee when it is complete.
- ◆ If the Program loan is denied, the applicant will be notified immediately by the Program Administrator and given the opportunity to fully review concerns raised by the Committee or the Administrator.
- ◆ If the Program loan is approved, the Alabama Department of Agriculture and Industries (ADAI) IRP Administrator will notify USDA and transmit the packet as required; receive written concurrence from USDA in the proposed use of the funds; notify the attorney that loan closing documents should be prepared; notify all parties of closing date and time; and, distribute and retain closing documents as required. The closing will be conducted by ADAI's staff attorney.
- ◆ The Program Administrator's Office will service the loan after closing and will maintain the official case file. The Administrator will be responsible for ensuring that all regulations and USDA procedures are complied with on all IRP loans.

Program Guidelines

- Proceeds may be used for the acquisition or development of land; the purchase of equipment, machinery, supplies, and leasehold improvements; business and industrial acquisitions when the loan will keep the business from closing, prevent the loss of employment, or provide expanded job opportunities; business construction, conversion, or modernization; fees; pollution control and abatement; transportation services; and, reasonable fees related to the project, such as loan packaging fees, environmental data collection fees, and other fees for services by professionals.
- The Alabama Department of Agriculture and Industries requires a minimum of 40% of the project be funded through a combination of equity and from a financial institution.
- Loan terms available up to _____ years.
- Principals and businesses must be creditworthy and demonstrate sufficient cash flow to repay the debt in accordance with amortization schedule.
- Principals of the funded entity must furnish personal guarantees.
- Hazard and "key man" insurance naming the Alabama Department of Agriculture and Industries as loss payee is required.
- Borrower is responsible for all legal and closing costs associated with the loan.
- Borrower must pay a one-time processing fee of 1.5% of the loan amount due at the time of loan closing.
- Agricultural production loans are not eligible.
- Businesses/loan applicants must have a minimum of 51% U.S. citizen ownership.
- No loan will exceed \$125,000 or 60% of the total project amount, whichever is greater. The minimum loan amount is \$25,000.
- Project loan recipients will be required to certify that they will employ at least 30% of workers from families with incomes below the established poverty line for the project area.
- Underrepresented groups will be targeted for at least 20% of the loans made from IRP funds.
- Promissory Note and personal guarantees will be required.
- Project applicants, including immediate family members, must have no legal or financial interest or influence in the Alabama Department of Agriculture and Industries.

GREEN ENERGY/ECONOMIC DEVELOPMENT PROGRAM

(Intermediary Relending Program)

Checklist for Financial Assistance

- Business Plan to include:
- Description of Project
 - Description of the project proposed for financing
 - Description of industry competitors and/or uniqueness of project
 - Resumes of Principal Owners and Key Management Personnel
 - Minimum of three references (banking, professional or trade)

As Applicable

- Profit and Loss Statements – 3 year historical and 2 year projections
- Balance Sheets – 3 year historical and 2 year projections
- Business Federal Tax Returns (Past 3 years)

Furnished By All Applicants

- Individual Federal Tax Returns of Principal Owner(s) (Past 3 years)
- Personal Financial Statement of Principal Owner(s)

Must Note

- If you or any officers of your company have ever been involved in bankruptcy or insolvency proceedings, details must be provided in an attached letter.
- If you or your business/project is involved in any potential or pending lawsuits, details must be provided in an attached letter.
- Additional supporting documentation requested by the Alabama Department of Agriculture and Industries or its representatives. Attach as appropriate.

GREEN ENERGY/ECONOMIC DEVELOPMENT PROGRAM

Intermediary Relending Program

Application for Financial Assistance

(This application must be filled out completely before your application will be accepted.)

1. **Business Name :** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax: _____

Business Federal ID No.: _____

2. **Applicant Name** (if more than one applicant, please attach information on separate sheet):

Home Address: _____
(Street) (City) (State) (Zip)

Home Telephone: _____ E-Mail: _____

Social Security No: _____

3. **Business Structure:**

- Corporation Limited Liability Company Sole Proprietorship
 Partnership Other: _____
 New Business Existing Business - Date Established: _____

Does this project involve a relocation? _____

4. **Amount of Funds Requested:** _____

5. **List the Names of the Project Owners and the percent of ownership held by each:**

I certify that I have submitted all the required information to apply for the IRP and that the information is factual.

Signed by: _____ Date: _____

6. **Project Description:** Generally describe the project, giving purpose of loan. Supply here any information (not specifically requested in this application) you feel is necessary to an understanding of the project. Attach an additional sheet, if necessary.

7. Project Budget: The budget should attempt to identify all sources of funding being considered including owner equity/investment, your primary lender as well as the Intermediary Relending Program and other financial assistance. Please be as detailed as possible. (The owner must provide a minimum of 10% equity. The IRP participation cannot exceed 60% of the total project cost.)

PROPOSED FINANCING					
Use of Funds Activity	Cost	Lender (Bank)	Intermediary Relending Program	Owner Equity/ Investment	Other
Land Purchase	\$	\$	\$	\$	\$
Building Purchase	\$	\$	\$	\$	\$
Building Construction	\$	\$	\$	\$	\$
Building Remodeling	\$	\$	\$	\$	\$
Machinery & Equipment	\$	\$	\$	\$	\$
Inventory	\$	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

9. **Job Creation/Retention:** (For the purposes of this form, the following are considered to be minority persons: Blacks, Hispanics, Asians, Pacific Islanders, American Indian/ Alaskan Natives.)

Present Employees (if now in operation)

TOTAL		MINORITY	
Sex		Sex	
<i>Female</i>		<i>Female</i>	
<i>Male</i>		<i>Male</i>	
Total		Total	

Twelve (12 Months After Loan Disbursement)

TOTAL		MINORITY	
Sex		Sex	
<i>Female</i>		<i>Female</i>	
<i>Male</i>		<i>Male</i>	
Total		Total	

Twenty-Four (24) Months After Loan Disbursement

TOTAL		MINORITY	
Sex		Sex	
<i>Female</i>		<i>Female</i>	
<i>Male</i>		<i>Male</i>	
Total		Total	

List average wage per job created or saved: \$ _____

Projections Worksheet

Business Name: _____

	12 months Ending _____, 20__		12 months Ending _____, 20__	
	First Year Projections		Second Year Projections	
	Dollar Estimates	% of Gross Receipts	Dollar Estimates	% of Gross Receipts
Total Sales	\$ _____	_____	\$ _____	_____
Cost of Goods Sold	_____	_____	_____	_____
Gross Profit	_____	_____	_____	_____
Depreciation	_____	_____	_____	_____
Rent	_____	_____	_____	_____
Accounting and Legal	_____	_____	_____	_____
Advertising	_____	_____	_____	_____
Bad Debt Expense	_____	_____	_____	_____
Dues and Subscriptions	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
Officers' Salaries	_____	_____	_____	_____
Payroll Taxes	_____	_____	_____	_____
Repairs	_____	_____	_____	_____
Salaries	_____	_____	_____	_____
Selling Expenses	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Taxes	_____	_____	_____	_____
Telephone	_____	_____	_____	_____
Travel & Entertainment	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Amortization	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Total Operating Expenses	_____	_____	_____	_____
Operating Profit Before Tax	_____	_____	_____	_____
Interest Expense (Income)	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Income Taxes	_____	_____	_____	_____
Withdrawals/Dividends	_____	_____	_____	_____
Net Profit After Taxes	_____	_____	_____	_____
Withdrawals, Dividends	\$ _____	_____	\$ _____	_____

I certify that the foregoing data fairly represents potential annual earnings to the best of my (our) knowledge.

Signature: _____

Date: _____

Title: _____

Race and Ethnicity Survey

The following information is requested by the United States Department of Agriculture (USDA) for certain types of loans, in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. If you do not wish to furnish the requested information, please check the box below.

I do not wish to furnish this information

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race: (Mark one or more)

White

Black or African American

American Indian/Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

Gender:

Male

Female

GREEN ENERGY/ECONOMIC DEVELOPMENT PROGRAM

****Intermediary Certifications**

Alabama Department of Agriculture and Industries

Loan Project: _____

Date: _____

1. Project owner(s) are unable to finance this project through commercial sources at reasonable rates and terms.
2. The Project owner is eligible and the project is located in an eligible area.
3. Project owners must be a business concern with 51% of its membership or ownership is by those who are either citizens of the United States or reside in the U.S. after being legally admitted for permanent residence.
4. The principal officers of the Project do not hold legal or financial interest or influence in the Alabama Department of Agriculture and Industries.

BY: _____ BY: _____
 **(Signed only by Intermediary)

Attest: _____

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Alabama Department of Agriculture and Industries

BORROWER CERTIFICATION

As a condition of eligibility to receive a USDA/Rural Development IRP loan from the Alabama Department of Agriculture and Industries,

(Borrower)

hereby certifies that the project being assisted with USDA:

- will employ at least 30% of its workforce from members of families with incomes below the poverty line for Southeast Alabama region
- was unable to be financed through commercial sources at reasonable rates and terms
- is a business where 51% of its ownership or membership is by those who are either citizens of the United States or reside in the U.S. after being legally admitted for permanent residence.
- does not include principal officers who hold legal or financial interest or influence in the Intermediary Relending Program.

(Date)

(Business Owner)

Attest: _____

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Environmental Information

Form 1940-20 (attached)

All program applicants must submit USDA Form RD 1940-20 and any other requisite documentation or assessments of the project's environmental impacts. This information will be provided to USDA as part of the loan packet (enclosed.)

In addition, each applicant will be required to disclose if the chosen site is now, or has been, considered a brownfield. A Letter of Concurrence of remediation from the Alabama Department of Environmental Management must be attached to the application for a project to be considered.

The applicant will be required to bear the cost of all documentation and remediation associated with a project.

APPLICANT'S STATEMENT

This project (is) (is not) located in special flood or mudslide hazard area as designated by the Federal Insurance Administration (FIA) of the Department of Housing and Urban Development.

Signed:

Date

Applicant

By: _____
Intermediary

Title

REQUEST FOR ENVIRONMENTAL INFORMATION

Name of Project
Location

- Item 1a.** Has a Federal, State, or Local Environmental Impact Statement or Analysis been prepared for this project?
 Yes No Copy attached as EXHIBIT I-A.
- 1b.** If "No." provide the information requested in Instructions as EXHIBIT I.
- Item 2.** The State Historic Preservation Officer (SHPO) has been provided a detailed project description and has been requested to submit comments to the appropriate Rural Development Office. Yes No Date description submitted to SHPO _____
- Item 3.** Are any of the following land uses or environmental resources either to be affected by the proposal or located within or adjacent to the project site(s)? (Check appropriate box for every item of the following checklist).

	Yes	No	Unknown		Yes	No	Unknown
1. Industrial.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Dunes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Commercial.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Estuary.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Residential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Wetlands.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Agricultural.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Floodplain.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Grazing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Wilderness.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mining, Quarrying.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(designated or proposed under the Wilderness Act)</i>			
7. Forests.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Wild or Scenic River.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Recreational.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(proposed or designated under the Wild and Scenic Rivers Act)</i>			
9. Transportation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Historical, Archeological Sites.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Parks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Listed on the National Register of Historic Places or which may be eligible for listing)</i>			
11. Hospital.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Critical Habitats.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Schools.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(endangered/threatened species)</i>			
13. Open spaces.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Wildlife.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Aquifer Recharge Area.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Air Quality.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Steep Slopes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Solid Waste Management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Wildlife Refuge.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Energy Supplies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Shoreline.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Natural Landmark.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Beaches.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Listed on National Registry of Natural Landmarks)</i>			
				32. Coastal Barrier Resources System....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item 4. Are any facilities under your ownership, lease, or supervision to be utilized in the accomplishment of this project, either listed or under consideration for listing on the Environmental Protection Agency's List of Violating Facilities? Yes No

(Date)

Signed: _____
(Applicant)

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0575-0094. The time required to complete this information collection is estimated to average 6 to 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U. S. DEPARTMENT OF AGRICULTURE

*Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions*

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<i>ORGANIZATION NAME</i>	<i>PR/AWARD NUMBER OR PROJECT NAME</i>
<i>NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE</i>	
<i>SIGNATURE(S)</i>	<i>DATE</i>

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.