



Montana Department of Commerce
Community Development Division

**ECONOMIC DEVELOPMENT ADMINISTRATION
COMMUNITY DEVELOPMENT REVOLVING LOAN
FUND (EDA CD RLF)
2020 Application**

Loan Applications Accepted on a Rolling Basis

<https://comdev.mt.gov/Programs-and-Boards/EDA-Community-Development-Revolving-Loan-Fund>

Applicants must submit one (1) hard copy and one (1) electronic copy of the EDA CD RLF application. The hard copy should be delivered to the Montana Department of Commerce, at:

Community Development Division
Montana Department of Commerce
301 South Park Ave
P.O. Box 200523
Helena, MT 59620-0523

The electronic copy should be submitted through the State File Transfer Service at <https://transfer.mt.gov>. To do this, create an account in the State File Transfer Service, upload files, and email the transfer to DOCCDD@mt.gov. Please include the name of the business and “EDA CD RLF” in the files uploaded to the State File Transfer Service.

EDA CD RLF Project Application Form

Section 1: Applicant Information

1. Name of Business: _____
Address: _____ City: _____ Zip Code: _____
2. NAICS Code: _____
3. Dun & Bradstreet DUNS Number: _____
4. Central Contractor Registration: _____
Phone: _____ E-mail: _____
5. Business Owner or Chief Executive Officer: _____
Title: _____
Phone: _____ E-mail: _____
6. Business Tax ID Number: _____

Section 2: Authorization of Release of Information

*The applicant, **which has ultimate responsibility for submission of this application**, designates the following party as the authorized contact for additional information and/or documentation regarding this application for EDA CD RLF funding.*

1. Name of Contact Person: _____
Title: _____
Address: _____ City: _____ Zip Code: _____
Phone: _____ E-mail: _____

Section 3: Project Summary

1. Please provide a summary of the project that describes the nature of the assisted business.
Please provide sufficient information to explain the primary purpose for the EDA CD RLF funding request, and what EDA CD RLF funds would be used for. Providing a detailed summary will enable applicant reviewers to understand the proposal better and facilitate the review process.

Section 4: Job Summary

1. Total Number of New Jobs Created: _____
2. Total Number of Jobs Retained: _____
3. Cost Per Job: _____

Calculated by total funds requested \$____ / number of jobs # _____. The maximum is \$25,000 per job.

Section 5: Funding Summary

1. Total EDA CD RLF Amount Requested: \$ _____				
2. Total Other Private Funds Committed: \$ _____				
Source	Type of Funds	Amount	Status of Commitment (provide documentation as applicable)	Rates and Terms (if applicable)

Section 5: Table of Contents

Review the "Loan Processing Procedures" in the EDA CD RLF Plan for 2020-2025 to make sure that the following additional application requirements are completed and attached.

Application Requirement:	Page Number:
1. Appendix A – Project Funding Summary	_____
2. Appendix B – Hiring and Retention Plan	_____
3. Appendix C – Confidentiality & Non-Disclosure Agreement	_____
4. Appendix D – Business Plan	_____
<i>This must include:</i>	
a. Business Description	_____
b. Business Objectives	_____
c. Products or Services	_____

- d. **Market Analysis** _____
- e. **Marketing Strategy** _____
- f. **Management Plan** _____
- 5. **Appendix E – Credit Check Release Form** _____
(for principal owners)
- 6. **Personal Finance Statements and Tax Returns** _____
(for owners with 20% or more ownership)
- 7. **Federal Labor Standards Narrative** _____
(if applicable)
- 8. **Proof of Workers’ Compensation Coverage** _____
- 9. **Preliminary Engineering Report Outline** _____
(if applicable)
- 10. **Preliminary Architectural Report Outline** _____
(if applicable)

Section 6: Business Application Certification

The applying business will comply with all requirements established by the Montana Department of Commerce, applicable laws, regulations, and administrative procedures as described in the EDA CD RLF Guidelines, including environmental, civil rights, reporting, and other requirements as applicable.

The applying business accepts the terms, conditions, selection criteria, and procedures established by the EDA CD RLF Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of EDA CD RLF funds.

The applying business agrees that the Montana Department of Commerce and the Montana Department of Revenue may share financial and tax information related to this application.

The applying business agrees to comply with additional requests for information made by the Montana Department of Commerce beyond what is outlined in the EDA CD RLF Guidelines, and agrees to compliance with any requests made for more frequent or additional reports beyond what is described under reporting requirements in the application guidelines.

As the responsible authorized agent of the business applying for Montana Department of Commerce funding, I hereby submit this Economic Development Administration Community Development Revolving Loan Fund (EDA CD RLF) application. The information presented in this application is, to the best of my knowledge, true, and accurately represents the proposed project. I understand that additional information and documentation may be required by the Montana Department of Commerce.

As the undersigned, I understand that I have ultimate responsibility as the loan applicant for submitting this application with true and accurate information. If funded, I have ultimate responsibility for overseeing proper management of the project including compliance with EDA CD RLF regulations.

Signature

Date

Printed Name and Title