

## THE BCDC LOAN APPLICATION AND REVIEW PROCESS

Now that you know what the BCDC is here for, you need to have an understanding of what our requirements are, and what generally takes place once your application has been received. Generally the review process can be completed within 30 to 45 days of receipt of your application **if you have completed it properly**. Funds can be advanced between 60 and 90 days of approval of your application.

**It is extremely important that your application be submitted in completed form with all accompanying documentation or delays will be inevitable! And do not forget to sign the application and enclose the non-refundable application fee of \$175.**

### THE REVIEW PROCESS

1. Your application is reviewed for completeness. If incomplete or more information is needed, BCDC will make a request for same.
2. Your application is reviewed to see if your proposal meets BCDC minimum loan standards (see attachment).
3. Your application is coordinated with the private lender of your choice to determine the extent of financing to which they will participate. Normally, a minimum requirement you must be aware of at this point is that BCDC will only finance up to one-third of the total project costs, and you must make an equity contribution of at least 10-15% of the total project costs. BCDC interest rates and terms are, however, extremely flexible to accommodate the needs of your business.
4. Once your lender has tentatively approved a financing commitment, the BCDC will order a credit report and conduct an extensive credit analysis which, if your project appears feasible and your Company is credit worthy, will lead us to the next step.
5. Your application will then be reviewed by the BCDC Project Review Committee, who will make a recommendation to the BCDC Board at the very next Board Meeting. If the Board should tentatively approve your application, then your lender will be so notified and the BCDC will make a request to the City of Barberton to complete an environmental review and obtain final approval for release of funds for your project (if federal funds are being utilized). Once the funds are received the loan will be closed as soon as possible.

### IF YOUR LOAN IS APPROVED, THERE ARE SOME REQUIREMENTS YOU MUST KNOW ABOUT

1. You will be required to create the number of jobs stated in your Loan Agreement that you will sign at loan closing within 18 months.
2. You will be required to submit reports regarding the jobs you have created and provide documentation that you have made these jobs available to lower income persons.
3. You will be asked to consider employee referrals from the Private Industry Council and Bureau of Employment Services.
4. You will be required to comply with all applicable Federal Regulations and should be especially aware that **prevailing wages must be paid should that portion of your project financed with BCDC money is for the purpose of building construction/improvements or equipment installation.**
5. Should your business relocate out of the City of Barberton, Ohio, the entire principal balance of your loan is due in full.

**There are other requirements, which will be included in your Loan Agreement and Promissory Note, however, these are some of the most important ones. If you request, a sample copy of a typical Loan Agreement is available for your review. Good Luck in your endeavor!**