## Community Development
# Revolving Loan Fund

***APPLICATION REVIEW PROCESS:***

- Submit application with a business plan and required financial statement to the Economic Development department.
- Staff reviews project Business Plan for completeness and feasibility.
- Application is evaluated for
  - Financial need
  - Reasonable cost
  - 10% owner equity, bank financing and loan gap
  - Job creation
  - Credit history
  - Current financial health of the company
  - Letters from all involved parties stating their commitment to fund the project
  - Reasonable collateral (personal and/or business)
- RLF Loan Committee meets to approve or decline the loan request. Loan terms are negotiated upon approval

***FOR MORE INFORMATION OR TO ARRANGE A PRE-APPLICATION MEETING -***

Contact the City of Green Bay Economic Development Department 920.448.3397

## Recent Projects

*Hagemeister Park—Working Capital*

*Monkey Tailz - Equipment*

*Fitnessology - Equipment*

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**Program Mission**

The purpose of the CD-RLF is to assist with business financial needs that will create and retain employment opportunities in the City of Green Bay; with major emphasis on employment for persons from low-to moderate-income households.

**City of Green Bay**
**Economic Development Department**
100 N. Jefferson St. Room 200
Green Bay, WI 54301-5026
920.448.3397
GreenBayWI.gov/EconomicDevelopment

***LOAN REQUIREMENTS:***

- Eligibility limited to City of Green Bay businesses.
- Maximum loan amount is $250,000. Working capital loan maximum is $35,000. Minimum loan amount is $10,000.
- A minimum of 51 percent of the full-time equivalent (FTE) jobs created must be made available to persons from low- to moderate-income households as defined by the U.S. Department of Housing and Urban Development guidelines.
- A maximum of $35,000 CD-RLF dollars may be loaned for each permanent FTE job created.
- This program can provide up to 50% of the needed financing. 10% must be in the form of owner equity, while a minimum of 40% must be from another source (financial institution or private financing)
- Loans will only be awarded if the project will not go forward without RLF funding.

***LOAN APPLICATIONS:***

- Applications are accepted year round.
- The applicant must demonstrate that the proposed project is viable and that the business will have the capacity to repay the loan
- A current Business Plan and applicable financial reports are required.
- The project must meet federal underwriting guidelines
- A pre-application meeting with City Economic Development staff is required before a loan application is ac-

***ELIGIBLE USES:***

- Building construction, acquisition, rehabilitation or expansion
- Land acquisition (in conjunction with building purchase or construction)
- Purchase and installation of machinery and equipment
- Working capital (direct labor costs or inventory only)

***WORKING CAPITAL LOANS:***

- Maximum loan amount is $35,000. Maximum period of 3 years
- Loans for working capital are allowed as direct outlays.
- Working capital loans may not be rolled into other loans for equipment, construction or building acquisition.

***TERMS:***

- Four percent interest rate
- Negotiable payback length
- Personal guarantee required on all loans.

***INELIGIBLE USES:***

- Working capital loans may not be used as a line of credit, a loan guarantee, or to refinance outstanding debt.

*Cineviz - Equipment*

*St. Brendan's Inn - Land Acquisition*

*Glass Nickel Pizza—Equipment*