



# **Contractor Assistance Loan Program Application Package**



**Mayor Levar Stoney**

**City of Richmond  
Department of Economic  
Development**



**City of Richmond  
Economic Development Authority**

# Contractor Assistance Loan Program

## Purpose:

To provide access to capital to contractors that are located within the City of Richmond that lack access to traditional financing. The goal is to provide contractors flexible terms and conditions, which may or may not be available in the conventional market place.

## Eligibility:

- Applicant must be a licensed contractor and headquartered in the City of Richmond or applicant may be eligible if possessing a City of Richmond contract.
- Applicant must have a 20% or more personal investment or equity position in the business.
- Applicant and or business owner may not have tax liens and must be current with the filing of all withholding and other applicable taxes.
- Applicant must not have experienced personal or business bankruptcy within the past twelve (12) months.
- Applicant's business financial statements and tax returns should reflect minimally profitable operations or break-even, at a minimum. Operating losses will not be an automatic disqualifier, but the business must demonstrate potential future profitability with a solid business plan or strategy.
- Applicant/borrower must be at least twenty-one or older and must be a legal U.S. citizen or have long-term alien residency status.
- A business resume and cash flow budget is required. Applicants who have been in business for two (2) years or less are required to submit a business plan.
- For a specific loan type, applicant must have secured a contract from a federal, state or local government or an established private company.

**Maximum Loans:** up to \$100,000

**Interest rates:** 4% to 9%.

**Eligible Loan Purposes:** Working capital, inventory & equipment financing, or other qualifying uses that will support contractors delivering services.

### If Interested, Contact:

*Department of Economic Development, 1500 E. Main St, Richmond, VA 23219*

Rick Winston, Program Administrator

[Rick.Winston@rva.gov](mailto:Rick.Winston@rva.gov) P: (804)646-5036 F: (804)646-4351

*Office of Minority Business Development, 1500 E. Main St, Richmond, VA 23219*

Robert Holmes, Project Development Manager

[Robert.Holmes@rva.gov](mailto:Robert.Holmes@rva.gov) P: (804)646-5919 F: (804)646-0136



Mayor Levar Stoney



City of Richmond  
Economic Development

## **Contractor Assistance Loan Program**

### **Application Checklist**

- ☐ Non-refundable application fee of \$100.00 payable to the Economic Development Authority.
- ☐ Completed signed application.
- ☐ Business resume or business plan if in business less than 2 years.
- ☐ Three most recent years of company's financial statements (balance sheet, income statement & statement of cash flows), current year to date interims and signed tax returns.
- ☐ Three most recent years of signed personal tax returns.
- ☐ Personal Resumes of all owners and key management personnel.
- ☐ Personal Financial Statements (180 days old or less) for all owners and guarantors (any person owning 20 percent or more of the business).
- ☐ Monthly cash flow budget for a minimum of 12 months.
- ☐ Contract Progress Reports and/or copies of current contracts.
- ☐ Copy of Certificate of Incorporation or Partnership Agreement, and City of Richmond Business License.
- ☐ A written explanation of any past or present credit problems, including judgments, collections, charge-offs, or bankruptcy by either the company or any guarantor.
- ☐ Attach a schedule of existing indebtedness.
- ☐ Stamp all documents confidential.

### **Contacts**

**Rick Winston**  
**Rick.Winston@richmondgov.com**  
**(804)646-5036**

**Leonard Sledge**  
**Leonard.Sledge@rva.gov**  
**(804)646-7576**



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## Freedom of Information Act Disclosure

The City of Richmond, Virginia makes a promise of confidentiality to the applicant as to confidential, proprietary records, voluntarily provided by the applicant, as provided in Virginia Code Section 2.2-3705.6(3).

Confidential, proprietary records means those records designated below:

- Business Plans
- Company Financial Statements and Tax Returns
- Personal Financial Statements and Tax Returns
- Company Financial Projections and Cash Flow Analysis
- Company and Personal Credit Reports and supporting documentation

Notwithstanding the foregoing, the undersigned understands and agrees that all information furnished in connection with this application for a Contractor Assistance Loan involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the Commonwealth of Virginia.

The City of Richmond, Virginia assumes no liability for any disclosure of the records or information in such records pursuant to the order of a court or other governmental authority, and the applicant hereby releases and agrees to hold harmless the City and the EDA in connection therewith.

By signing below, the applicant agrees to all of the foregoing.

Company's Name: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Guarantor/Co-Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_



Mayor Levar Stoney  
City of Richmond

Department of Economic Development  
1500 E. Main Street, Suite 400, Richmond, VA  
23219 Phone: (804)646-3792



City of Richmond  
Economic Development Authority

## Loan Application

### Company Information

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Work phone \_\_\_\_\_ work fax \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Work phone \_\_\_\_\_ Work fax \_\_\_\_\_  
(IN-HOUSE CONTROLLER OR BOOKKEEPER)

Tax ID \_\_\_\_\_ email \_\_\_\_\_

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Type of entity (check one): ☐ Proprietorship ☐ Partnership ☐ LLC ☐ Corporation – years business incorporated \_\_\_\_\_

Number of current employees \_\_\_\_\_ Estimated number of new employees within the next two years as a result of this loan \_\_\_\_\_

### New Project Information

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy? \_\_\_\_\_

\*Please note – we require your company to occupy 51% of an existing building or 60% of a new building.

Projected closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone \_\_\_\_\_

How will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust...)? \_\_\_\_\_

If there are any tenants that will remain in the building, please provide the following information: Also, please have your realtor provide copies of all existing leases.

Tenant name	Square Footage	Lease Expiration	Rent amount

### Please provide the following documents and information

#### Business Information

<input type="checkbox"/>	Business financial statements for the last three years
<input type="checkbox"/>	Projections (form attached)
<input type="checkbox"/>	Interim financial statement dated within the last 60 days
<input type="checkbox"/>	Business debt schedule (form attached)
<input type="checkbox"/>	Federal tax returns for the last three years
<input type="checkbox"/>	Other <u>  </u>

#### Legal entity documents (as applicable)

<input type="checkbox"/>	Sole Proprietorship – Fictitious Business Name Statement (filing) and proof of publication with county recorder's stamp
<input type="checkbox"/>	Corporation – Articles of Incorporation, Corporate ByLaws and Stock Certificates
<input type="checkbox"/>	Partnerships (General, Limited or Limited Liability) – Partnership (with all exhibits) and State Registration, if any
<input type="checkbox"/>	Limited Liability Company – Articles of Organization Form (LLC-1) and Operating Agreement
<input type="checkbox"/>	Trust – Trust Agreement with all exhibits

#### Personal Information (for each individual with 20% or greater ownership)

<input checked="" type="checkbox"/>	Personal tax returns for the last three years
<input checked="" type="checkbox"/>	Personal resume (form attached)
<input type="checkbox"/>	Personal financial statement (form attached)

#### Real estate information

<input type="checkbox"/>	Real Estate Purchase Agreement
<input type="checkbox"/>	Construction cost budget and/or equipment bids
<input type="checkbox"/>	Existing environmental studies

**Total Project Costs**

	Enter Dollar Amounts		Enter Dollar Amounts
Purchase of manufacturing equipment.....	\$ _____	Purchase of rolling stock.....	\$ _____
Permanent working capital to pay staff.....	\$ _____	Purchase of software & computers.....	\$ _____
Operating expenses.....	\$ _____	Leasehold improvements .....	\$ _____
Purchase inventory & manage receivables.....	\$ _____	Government contract receivable financing.....	\$ _____
Acquisition of furniture, fixtures & equipment.....	\$ _____	<b>TOTAL PROJECT .....</b>	<b>\$ _____</b>

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**Print**

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**Signature**