

Darke County

Economic Development RLF (CDBG Program Income)

1. Meet with Business and Lender

- Explain purpose of the ED RLF
- Explain the need for private sector job creation and/or job retention
- Explain the need for private sector investment, including cash equity requirements
- Explain the Environmental Review process (no portion of ED RLF project may go forward prior to the receipt of the OHCP 'Release of Funds')
- Explain the applicability of Federal and State prevailing wage rates
- Provide overview of the ED RLF Application, including the need for third party cost estimates and financial analysis.
- Review the "ABC's" of operating a business: ABC = Attorney, Banker and CPA
- Review Application Timetable and explain it will normally take a minimum of 60 to 90 days to close a loan
- If prospective business is a current ED RLF borrower, review job documentation from prior project(s) including whether job thresholds were met, close-out certifications signed, etc.
- If applicable, conduct a site visit

2. Receive ED RLF Application with Attachments

- Business Plan
- 3-Year Historical Financials and IRS Returns, if an existing business
- 3-Year Pro-Forma, including a Profit and Loss Statement and Balance Sheet

- Lender's Commitment Letter
- Job Creation Table
- List of Fixed Assets to be purchased
- Third Party Cost Estimates

3. Undertake Environmental Review Process

- Define the entire Scope of the Project
- Determine the level of Environmental Review (Environmental Assessment, Categorical Exclusion, Exempt, etc.)
- No portion of a project can move forward prior to receiving an "environmental release" from ODOD on the entire project. (STATE)
- No RLF loan closings can take place prior to receiving an "environmental release" from ODOD on the entire project. (STATE)

4. ED RLF Review Committee Meeting

- If ED RLF Application meets with Staff approval, schedule meeting of the ED RLF Review Committee
- Prepare draft Closing Documents and provide to County's legal counsel

5. Loan Closing

- Present Project to Board of County Commissioners for preliminary approval
- Conduct the OHCP required "2nd Public Hearing" prior to final approval of the Board of County Commissioners. A "ten day" public notice must be provided either via a newspaper advertisement or the alternative public notice methods.
- Prepare the Loan Review Report Form (LRRF) and have the Chairman of the Board of County Commissioners sign it. Submit the LRRF to the Office of Housing and Community Partnerships (OHCP) at least two weeks prior to the date of the scheduled loan closing

- All projects must undergo “Section 106 Review” per the ‘Programmatic Agreement’ between the Ohio Historic Preservation Office (OHPO) and the Board of County Commissioners. Receive OHPO’s “Section 106 Review” clearance letter prior to the loan closing, unless the project was determined “exempt” from further OHPO review. If the project was determined to not be “exempt”, OHPO Coordination will consist of sending to OHPO for review a cover letter summarizing the project; project location and sites maps; plans, specifications and/or cost estimates; and photographs of the building(s), the project site and surrounding area.
- Receive OHCP’s Environmental ‘Release of Funds’ paperwork prior to the loan closing
- Receive OHCP’s concurring approval of the ED RLF loan prior to the loan closing
- Present Project to Board of County Commissioners for final approval and schedule loan closing
- Conduct loan closing and review project requirements, disbursement of funds policy and loan delinquency policy
- Record the applicable loan documents and security instruments

6. Disbursement of ED RLF Funds

- Follow the County Auditor’s process for the disbursement of checks