



**APPLICATION FOR CERTIFICATION AS A CERTIFIED DEVELOPMENT COMPANY**

*(Under 13 C.F.R. Section 120)*

A Certified Development Company must comply with all existing and future Regulations issued under the Small Business Investment Act of 1958, as well as applicable State and Federal Laws affecting its operations. Prospective applicants are presumed to be completely familiar with the Act and the Regulations.

SBA Form 1246, "Application", is to be filed in triplicate with the SBA district or branch offices to which loan applications will be submitted. Each sheet of exhibits accompanying the application must be identified at the top by a number reference to the related item, the caption designated for such item, the name of the Applicant, and the date of submission. Separate sheets must be used for each exhibit, such sheets must be stapled together at the top.

**Names of Persons Assisting in Preparation of this Application**

In connection with the preparation or presentation of this application, list the names, addresses, description of services, total compensation paid or to be paid of all attorneys, accountants, appraisers, agents, and all other parties engaged by or on behalf of the Applicant for the purpose of rendering professional or other services of any nature whatever to the Applicant.

**1. Name of Applicant Certified Development Company** (Identify whether State or Local)

\_\_\_\_\_

Address \_\_\_\_\_

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

Name of President \_\_\_\_\_ Telephone \_\_\_\_\_

Number of Shareholders or Members \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

**2. Membership** - In separate exhibits provide the following:

- (a) The name, address, occupation, and the telephone number for
  - (1) Each officer and director of the prospective Certified Development Company,
  - (2) Each member/shareholder with the percentage of ownership of the members if a for-profit Certified Development Company.
- (b) SBA Form 1081, "Statement of Personal History" for all officers, directors and Executive Directors (Managers), of the prospective Certified Development Company and all corporate owning 10% of the corporate stock.
- (c) Complete resume on each officer and director.

**3. Plan of Operation** - Attach exhibits detailing the applicant's plan of operation including, but not limited to the following:

- (a) A detailed description of the Applicant's compliance with the requirement of Section 120. Functions identified should include the packaging, processing, closing, and servicing capabilities of the Applicant, as well as their legal and accounting capacity. Information should include the name, occupation, related experience to the function performed, relationship to the Applicant (member or on a contractual basis), fees charged, and location of service.
- (b) An organizational chart showing the internal operating structure of the Applicant as well as the relationship of the individuals in 3(a) to the Applicant. An attached narrative should discuss the authority and responsibility of each segment of the chart.



- (c) The Applicant's proposed operating plans should include the following:
  - (1) Forward business plan, identifying prospective projects and their sources of financing in the Applicant's first two years of operation,
  - (2) Its relationship to other community development/economic development organizations in its area of operation,
  - (3) Its outreach program to assist prospective small business concerns,
  - (4) The primary focus of the Applicant's operations (industrial, commercial, city-wide, neighborhood),
  - (5) Funding sources (for required injection, operating capital), and
- (d) Describe in detail the Applicant's role in providing the following assistance to prospective small business concerns: evaluating, processing, closing, disbursing, servicing. Provide a flow chart for each subsystem.

**4. Operating Area**

- (a) Attach an exhibit providing a description of the Applicant's defined area of operation as stated in Section 120. Identify the SBA district or branch office to which loan applications will be submitted.
- (b) Pursuant to the requirements of Section 120, describe the type and size of the premises to be occupied by the Applicant, its address, telephone number, and the services available at this location.

**5. Financials** - Provide financial statements for the most recent fiscal year. If the "as of" date of the financial statements precede the date of the application by more than 60 days, interim financial statements are required.

**6. Articles of Incorporation and Bylaws** - Provide a certified copy of the Applicant's Articles of Incorporation and Bylaws.

**7. Board Resolution** - Certified copies of the resolution from the Board of Directors designating the person(s) authorized to execute this application on behalf of the applicant.

**8. Declarations** - The undersigned agree that this application is made pursuant to the Small Business Investment Act of 1958, as amended (15 U.S.C. 687), and Section 120 of the Rules and Regulations issued thereunder and that the cited law and Regulations shall control transactions between SBA and the Applicant, and certify that:

- (a) All statements, warranties, and representations made herein and in the accompanying exhibits, as well as in any additional documents required by SBA to be filed in connection with this application are true and complete, are considered material, are made for the purposes of inducing SBA to approve this application, and for SBA to make a determination of eligibility to make loans from the proceeds of SBA guaranteed debentures under Section 120 of SBA Rules and Regulations, and are made with the full knowledge of the provisions of 15 U.S.C. 645, 18 U.S.C. 1001, and 18 U.S.C. 1006, which provide certain criminal penalties for making false statements or representations.
- (b) No employee of SBA or any member of the SBA Advisory Council who is related by blood, marriage, or adoption, has or has had any part, direct or indirect financial interest in, or in association with the Applicant or any of its officers, directors, or principal stockholders.

Dated at \_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*(Name of Applicant)*

Attest \_\_\_\_\_  
*(Secretary of Applicant)*

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

Title \_\_\_\_\_