



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305

304-558-3550

**Kent A. Leonhardt**

Commissioner

Thank you for your interest in the West Virginia Rural Rehabilitation Loan Fund (WVRRLF). This is a low-interest loan program designed to assist emerging agribusinesses, and to help existing agribusinesses, farm operations, livestock operations, or any other ag-related endeavors approved by the Commissioner with expansion plans. We have enclosed a loan application as you requested, and are providing additional information that may be helpful to you in completing this process.

Your first step is to complete the loan application. You will also need to provide us with the following:

1. A cover letter detailing your request and proposed use of the loan proceeds. Please note that loan proceeds may not be used to pay off existing debts, operating capital or for residential purposes.
2. In the cover letter, please describe the collateral you wish to use as security for the loan and its estimated value.
3. Please give the name, address, and social security number of anyone who will be listed as a co-applicant on the loan with you.
4. Include a Business Plan/Operating Plan for your proposed business or business expansion. Depending on the type of business, a marketing plan may also be requested.
5. If loan proceeds are being used to purchase equipment, please provide a list of the equipment to be purchased, along with estimated values of each. Serial numbers and descriptions of the equipment will need to be submitted to the West Virginia Department of Agriculture after the equipment is purchased for filing of UCC's if this will be part of the collateral.
6. If this is for a business expansion, please provide complete financial statements including a cash flow report for the previous year of operation, and fully detail your expansion plans.

If the loan is being used to purchase real estate, the loan will be secured by a first Deed of Trust on the property by the WVRRLF. An appraisal by a certified appraiser will be required, as well as a survey and title search of the deed. You can wait for preliminary loan approval before you incur this expense. Please note that depending on the amount of the loan, real estate may be required as collateral even if real estate is not being purchased with loan funds.

Once this information is received in my office, the WVRRLF committee will review the material and make a recommendation to the Commissioner (Trustee). Once we receive the Commissioner's (Trustee) decision, you will be notified. If the loan request is approved, you will be advised of any additional documentation that may be needed, and you will be given the terms for the loan. You will also be notified if the loan request is denied, and be given the reason for this decision. The processing time for loans varies and can take several months, depending on the attorney's work schedule and how accurate the information received is.

If you have further questions regarding the program, please contact my office at (304) 558-2221. We look forward to assisting with your business plans.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Baxter".

Susan A. Baxter  
Loan Program Coordinator



**West Virginia Department of Agriculture**  
 1900 Kanawha Blvd. E., Charleston, WV 25305  
 304-558-3550

**Kent A. Leonhardt**  
 Commissioner

Dear Applicant:

Thank you for your interest in the West Virginia Rural Rehabilitation Loan Fund (WVRRLF). It is the purpose of the West Virginia Rural Rehabilitation Loan Fund (WVRRLF) to consider participation with other lenders where appropriate to blend financial packages, whether private sector or any of a number of governmental agencies, for loans to agricultural or agricultural-related enterprises after applicant is denied loan by conventional lenders. The purpose of such loans is to aid the retention, expansion, or development of new or existing agricultural enterprises involving, but not limited to, the production, processing, packing, hauling, wholesaling or retailing of agricultural commodities or cottage industries for WV residents and WV based enterprises only. Please complete this application and return it to the address below.

Sincerely,

Kent A. Leonhardt  
 Commissioner of Agriculture

Name of Applicant: \_\_\_\_\_ Social Security Number (SSN): \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_ SSN of Co-Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Requested Repayment Terms

Business address (if different): \_\_\_\_\_ (not to exceed 20 years): \_\_\_\_\_ Years

Amount of request: \_\_\_\_\_ Requested Payment Schedule:

Proposed use of funds: \_\_\_\_\_ Monthly, Quarterly, Semiannual, Annual  
*(Circle One)*

Brief description of project: \_\_\_\_\_

Brief description of collateral to be used as security for loan: \_\_\_\_\_

Name and address of financial institutions that reviewed and denied loan request (if applicable): \_\_\_\_\_

I hereby make application for a loan from the WVRRLF and authorize the West Virginia Department of Agriculture access to the information contained in this application up to and including credit reports and business references.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Co-Applicant (if applicable)

\_\_\_\_\_  
 Date

**Return to:** Norman Bailey, W.Va. Rural Rehabilitation Loan Fund, W.Va. Department of Agriculture,  
 1900 Kanawha Boulevard, E., Charleston, WV 25305-0170.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, handicap or age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income is derived from any public assistance program or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with the law concerning this is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

# West Virginia Department of Agriculture West Virginia Rural Rehabilitation Loan Fund

## POLICY STATEMENT

It is the purpose of the West Virginia Rural Rehabilitation Loan Fund (WVRRLF) to consider participation with other lenders where appropriate to blend financial packages, whether private sector or any of a number of governmental agencies, for loans to agricultural or agricultural-related enterprises when applicant is denied loan by conventional lenders. The purpose of such loans is to aid the retention, expansion, or development of new or existing agricultural enterprises involving, but not limited to, the production, processing, packing, hauling, wholesaling or retailing of agricultural commodities or cottage industries for WV residents and WV enterprises operating in the state of WV.

Loans may be considered for individuals, partnerships or corporations. Loans to individuals may be secured by collateral as approved by WVRRLF Committee and/or personal guarantees. Loans to partnerships must be personally guaranteed by each partner. Should one partner become unable to meet his/her obligations, the remaining partner(s) shall become wholly responsible for full payment of the loan. Loans to corporations shall be secured by the personal guarantee of each member of the Board of Directors making each fully responsible for the loan. Additionally, loans may require letters of credit, credit insurance, or other collateral as approved by WVRRLF Committee.

Loan applicants will be responsible for paying any fees associated with processing the loan, such as, but not limited to, recording fees, title reports, surveys, appraisals and credit checks.

Loans may be made for real estate, livestock, machinery, equipment, supplies or materials necessary for the business, and special purpose structures required for the production or processing of agricultural commodities and products, or for the development of cottage industries.

The maximum amount which can be loaned to any one borrower (individual/corporation/partnership) is \$250,000, except in extraordinary agricultural development opportunities. The Commissioner must rule on the merits of such requests. Interest rates are set using the Wall Street Journal prime rate or London Interbank Offered Rate (LIBOR) as a guide. Interest rates shall be fixed for the term of the loan. Loans should be of no more than 20 years duration.

Loans may also be made for smaller amounts (Micro Loans) for the purpose of promoting and providing funding for material or livestock purchases for youth activities and small agribusinesses. These loans shall be limited to \$1,000 and will have a term of not more than one year with an interest rate not lower than 3 percent.

Those interested in participating in the WVRRLF will make application on the prescribed form stating the amount of the loan requested, its purpose, desired term of the loan and desired repayment schedule (i.e monthly, quarterly, etc.). A letter of application explaining the project in detail must be accompanied by the prospective borrower's current financial statement, business plan, and marketing plan if applicable. The financial statement may be submitted on forms provided by the joint lending agency or borrower's principal bank. At least one banking reference must be included. Applicant gives authorization to the WVRRLF to review credit history and access information contained in the application by signing application.

Applications will be reviewed by a committee of five members. Committee members shall be appointed by the Commissioner of Agriculture and shall have no direct interest, nor shall any member of their immediate family have any interest, in the proposed enterprise. The Committee shall forward to the Commissioner applications it recommends for approval.

This policy is effective from the date signed by the West Virginia Commissioner of Agriculture and will remain in effect until further notice.



2/15/17

Date

**Kent A. Leonhardt, Agriculture Commissioner and  
Trustee of the West Virginia Rural Rehabilitation Loan Fund**

Disclaimer: Trustee has the right to change the terms or conditions of this policy at his discretion.

## WVDA — West Virginia Rural Rehabilitation Loan Fund

1. Have you conducted business under another name, farm name or business name during the last ten (10) years? If so, please indicate names and status of each.

2. Applicant over the age of 21?  Yes  No      Co-Applicant over the age of 21?  Yes  No

3. Citizenship – Are you and/or the co-applicant a citizen of the United States? ..... Yes  No

4. Receivership Bankruptcy – Has the applicant, co-applicant, or any member of the proposed entity ever been in receivership, been discharged in bankruptcy, or filed a petition for reorganization in bankruptcy? ..... Yes  No  
If "yes" give names, dates and details. Use item 16 if necessary.

- a. Have you, the co-applicant, or any member of the proposed entity previously obtained a loan or guarantee from WVRRLF? .....  Yes  No
- b. If "yes", was the loan paid in full? .....  Yes  No
- c. If "no", please give explanation and loan status.
- d. Have you, co-applicant or any member of the proposed entity ever been turned down for a loan from the WVRRLF? If yes, list reasons given.

5. Management – (Corporations, Cooperatives, Partnerships and Joint Operators Only) Enter names, addresses and Social Security numbers of all owners, partners, key officers, directors, or stockholders and their annual compensation, including salaries, fees, withdrawals, etc.

Name (a)	Position or Title (b)	Annual Compensation \$ (c)	% Ownership (d)	Outside Net Worth \$ (e)	Other Income \$ (f)	Insurance Carried For Benefit of Applicant (g)

6. The Business or Residence is  Miles	Direction	From (Town)	On Road/Route
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It adjoins the property of

7. Are you operating a business now? ... <input type="checkbox"/> Yes <input type="checkbox"/> No	8a. Number of years experience in this business?
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8. Do you own the business? .....  Yes  No

9. If you rent or plan to rent property for the described business on the application, please complete the following: (Use Item 18 if necessary.)

Landlord Name	Address	Acres Rented	Terms and Length of Lease (e.g. cash/share and amount)	Written Lease Yes/No

10. Name and address of bank with which you have a  checking or savings account;  loan account.

	Applicant(s) Number of Years with Employer	Applicant(s) Income Last Year (if any)
11. Name and address of applicant's employer(s)		
12. Name and address of Co-Applicant's employer(s)		

<p>13. Applicant's total cash income last year:</p> <p>Personal _____</p> <p>Business _____</p> <p>Other _____</p> <p>Total: \$ _____</p>	<p>Co-Applicant's total cash income last year:</p> <p>Personal _____</p> <p>Business _____</p> <p>Other _____</p> <p>Total: \$ _____</p>	<p>14. Total cash expenses last year (Applicant and Co-Applicant):</p> <p>Personal..... \$ _____</p> <p>Business ..... _____</p> <p>Total Expenses \$ _____</p>
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15. Loan funds will be used for the following purposes in the following amounts:

Amount of loan requested \$ \_\_\_\_\_

(a) Purchase Real Estate _____	(d) Purchase Equipment _____
(b) Real Estate Development _____	(e) Purchase Livestock _____
(c) Construction of Buildings _____	(f) Other _____

16. Additional space for answers: (Write the number to which each answer applies. If you need more space, use sheets of paper the same size as this page. On each sheet write applicant's name.)

This information to be used in conjunction with business plan and business and personal financial statements.

16. Financial Statement as of Date of Application (Show property owned and debts owed by Applicant and Co-Applicant)

List All Property Owned		List All Debts Owed			
CURRENT ASSETS	\$ Value	CURRENT LIABILITIES			
		Accounts and Notes Payable (List Creditors)	Due Date	\$ Amount	Outstanding Balance
Cash: Savings: (\$ ) Checking: (\$ )					
Other Invest.: (Time Cert. \$ ) (Other \$ )					
Accounts and Notes Receivable					
Inventory					
		Loans:			
		Long-Term Liabilities			
		Accrued Interest on:			
		Accounts and Notes Payable			
Equipment Owned		Long-Term Liabilities			
		Income Tax			
		Personal and Property Taxes			
		Other (judgments, liens, etc.)			
		Rent/Lease Payments			
Leases					
Other					
Real Estate Owned					
OTHER ASSETS	\$ Value	OTHER LIABILITIES		\$ Amount	
Real Estate					
Car, Recreational Vehicles, etc.					
Household goods					
Stocks, Bonds and Other					
Other Business					
TOTAL ASSETS:		TOTAL LIABILITIES:			
		TOTAL NET WORTH:			

17. I am unable to provide the funds for the needed items on my own account. I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith to obtain a loan from the WVRRLF, Kent Leonhardt, Commissioner of Agriculture and Trustee. I understand that the approval period will not begin until a complete application has been filed, and all additional information requested by the Committee has been filed.

Warning: Section 1001 of Title 18, United States Code Provides: "Whoever, in any matter within the jurisdiction of any Department or Agency of the United States knowingly and willfully falsifies, conceals or covers up ... a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both."

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Co-Applicant Date

The applicant is responsible for all costs associated with preparation of title reports, surveys, appraisals, recordings fees, credit checks and any other miscellaneous fees which may be associated with the loan or its closing.