

BATAVIA DEVELOPMENT CORPORATION LOAN APPLICATION PRE-SCREENING

Applicant: _____

Date: _____

Reviewer: _____

The City of Batavia has contracted with the Batavia Development Corporation (BDC) to administer the City’s small business lending program. As such, the BDC Small Business Workgroup will work with loan applicants and assist the BDC pre-screen and review application materials and other information prior to the loan applicant presenting to the BDC Board of Directors. The BDC Small Business Workgroup cannot accept or deny a loan application but can assist applicants to be better prepared to meet with the full board. Below is a rating scale that members of the BDC Small Business Workgroup will use to help applicants. The pre-screening forms will be consolidated and distributed to the applicant, the BDC Director and the BDC Board. Scoring Criteria has been provided for application evaluation. In general, application review criteria will consider quality of the application, jobs created/retained, financial stability and viability of the business proposal and impact to the City of Batavia overall.

APPLICATION SCORING CRITERIA	Max Points	App Points
<i>Business Information</i>		<i>up to 45</i>
Applicant provided a clear business description and plan	5	___
Feasibility/stability/growth potential of business	10	___
Retention/creation of jobs (1 point per FTE)	5	___
Proposed use of loan/grant appears reasonable/necessary	10	___
Location of the business is appropriate for the services provided	10	___
Responds to market demand for goods or services in the community	5	___
<i>Applicant</i>		<i>up to 40</i>
Owner/staff has experience in the business activity described	10	___
Owner will provide jobs to low-moderate income, is low-moderate income or state-certified Minority/Woman Owned Business Enterprise	5	___
Financial commitment of the applicant, more than 10% equity	5	___
Credit Score is rated above 650, considered “Good” by most standards	5	___
Applicant’s professionalism and commitment to the business suggests high likelihood of success	15	___
<i>City Priorities</i>		<i>up to 15</i>
Business located in the Batavia Opportunity Area	5	___
Restaurant, food processing, entertainment, apparel or home furnishings target business	10	___
MAXIMUM		100 points
___ TOTAL		

Has the business proposal achieved a 70 or better pre-screening score? YES or NO

If YES, and the applicant feels they are prepared, the BDC Director will be schedule the applicant to present at the next BDC Board meeting.

If NO, the applicant is strongly encouraged to work on their business plan, identified weaknesses and take corrective actions. They are also strongly encouraged to visit again with the BDC Small Business workgroup.

*An applicant can request that their loan application be reviewed by the full BDC board if they so choose at any time. The BDC Small Business Workgroup does not have the power to approve or deny a loan application.