OneRD Guarantee Loan Initiative

Sample Approval Request

Non-Regulated Lending Entity Including Entities

Servicing Tribal Trust Lands

*Please submit the following information for Agency review per lender eligibility requirements outlined in 7 CFR 5001.130 (c) and (d). If approved, lenders may originate and service guaranteed loans for a period of up to five years, expiring on January 31 of the fifth year after the date of Agency approval. To maintain status, a request for renewal must be submitted to the Agency 60 calendar days prior to the expiration of the existing lender’s agreement. Non-regulated lenders serving only borrowers located on Tribal Trust Lands must submit information outlined in 7 CFR 5001.130 (a) and (d). This specific sample document is not required, but it contains all of the information necessary for a request. It may be used to help ensure all information is submitted to the Agency.*

*This version of the document is not required, however completing it will help RD expedite the processing of your submission.*

*Submission Instruction: Complete the highlighted cells and save the document in word format. Email your word document to* [*OneRDlenderapproval@usda.gov*](mailto:OneRDlenderapproval@usda.gov) *. For IT security purposes, we must confirm your identity before we invite you to electronically send in your full approval request package. Once we confirm your identity a reply email will be sent to your Contact Email with additional instructions to upload your approval request package. If you have questions about these instructions please submit them to* [*OneRDlenderapproval@usda.gov*](mailto:OneRDlenderapproval@usda.gov)

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| --- | --- | --- | --- |
| Entity Name: | [Entity\_Name] | Tax ID: | [Tax\_ID] |

|  |  |  |  |
| --- | --- | --- | --- |
| Headquarter Address: | [HQ Address] | [HQ\_State] | [HQ\_Zip] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Entity Contact Name: | [Contact\_Name] | Contact Phone: | [Contact\_Phone] | Contact Email | [Contact\_Email] |

|  |  |
| --- | --- |
| Entity intends to serve only borrowers located on Tribal Trust Lands: | - |

|  |  |
| --- | --- |
| Proposed Lending Area(s) per Authority: | [Lending\_Areas] |

Organizational Structure *(clearly define multiple-entity organizational and control structure with a listing of each entity controlled, including any Community Development entities as applicable that may request loans under New Markets Tax Credits provisions)*:

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| --- |
| [Organization\_Structure] |

***For your reference, these are the documents that will need to be provided with your full approval request package.***

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| Audited financial statements for the most recent fiscal year, which must include sub-entity as applicable. *(Must evidence required balance sheet equity and adequate resources to successfully meet responsibilities.)* |
| Auditor’s most recent management letter and management’s response. |
| Interim financial statement dated within 90 days of the written request. |
| A copy of any license, charter, State statute, or other third-party evidence of legal authority to engage in the proposed loan making and servicing activities. *(If state does not require licensing, provide an attorney’s opinion of such and that the lending entity has the legal authority to engage in said activities* |
| Bylaws |

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| Staff organizational chart, including names and titles for senior staff. |
| Loan classification scale including loan classification criteria |
| Information on lending experience, including:   * Length of time in the lending business. * Range and volume of lending and servicing activities for the last 5 years, including a list of industries financed. *(Agency requires at least 5 commercial loans annually totaling at least $1 million for each of the last 3 years)* |
| Status of loan portfolio, which includes sub-entities, including   * A summary of loans in portfolio by current loan classification code. * A list of any loans restructured or charged off in the previous 5 years. * Calculated delinquency rate. *(based on average delinquency of all commercial loans. Cannot exceed 6%)* * Calculated loss rate. *(based on the original principal loan amount. Cannot exceed 3%)* |
| Lending experience of management and loan officers. |
| Largest sources of funds for the last 5 years and source of funds for the proposed guaranteed loans. |
| Office locations(s) and proposed lending area(s).   * An estimate of the number, size and type of applications that will develop over the next 6 months * Proposed interest rate structure and loan fees, including any origination, preparation and servicing fees. |
| Description of programs, financial, and non-financial products and services. |
| Lending policies including underwriting standards, credit analysis policies and procedures, and problem credit management policies and procedures |
| A third-party external loan origination, lending portfolio and management review acceptable to the Agency conducted in previous 2 years; or a copy of a credit examination less than 2 years old criterion such as CAMELS |
| Lender Certification |