

Department of Commerce, Community, and Economic Development
Small Business Economic Development Revolving Loan Fund

discrimination under the program by which the Borrower receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

2. Comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where:
 - A. The primary purpose of the financial assistance is to provide employment;
or
 - B. discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the loan-aided activities.
3. Comply with Section 112 of Public Law 92-65 and Title III of Public Law 94-135 whereby the Borrower assures that no person in the United States shall be, on the basis of sex or of age, discriminated against in connection with loan-aided activities.
4. Comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the implementing regulations of the Department of Commerce, Community and Economic Development in 15 CFR 8b, prohibiting discrimination against and providing fair and equitable treatment of the handicapped under programs or activities receiving federal financial assistance; and such other civil rights legislation as is applicable.
5. Comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-284, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
6. Comply through the Lender with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 USC 469a-1 et seq.) By:
 - A. Consulting with the State's Historic Preservation Officer on the conduct investigation, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by activity, and notifying the Lender of the existence of any such properties; and by
 - B. Complying with all requirements by the Lender to avoid or mitigate adverse effects.

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15. Comply with:
- A. The Clean Air Act, as amended (42 U.S.C. 7401 et seq.);
 - B. The Federal Water Pollution Control Act, as amended (33 U.S.C. 1251, et seq.);
 - C. The Coastal Zone Management Act of 1972, P.L. 92-583, as amended (16 U.S.C. 1451, et seq.);
 - D. Executive Order 11988, Floodplain Management (May 24, 1977), and regulations and guidelines issued by the Economic Development Administration;
 - E. Executive Order 11990, protection of Wetlands (May 24, 1977);
 - F. The Endangered Species Act of 1973 P.O. 93-205, as amended (16 U.S.C. 1531, et seq.);
 - G. The Safe Drinking Water Act, P.O. 93-523, as amended (42 U.S.C. 300f-300j-9);
 - H. The Wild and Scenic Rivers Act, as amended (16 U.S.C. 1271, et seq.);
 - I. The Resource Conservation and Recovery Act of 1976, P.L. 94-580, as amended (42 U.S.C. 6901);
 - J. The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), P.O. 96-510, as amended by Superfund Amendments and Reauthorization Act of 1986 (SARA) (42 U.S.C. 6091, et seq.) [As deemed necessary, the Recipient shall require compliance with EDA policy and procedures regarding the identification of hazardous and toxic waste on real property affected by RLF activities in accordance with EDA Directive 17.01, promulgated to reduce liabilities for environmental cleanup under CERCLA and SARA. This will require a certification to demonstrate a “due diligence” examination of project site(s) and for any environmental contamination that may affect real property for which EDA might be placed in the chain of title, or that is affected by EDA assisted construction activities.]; and
 - K. Coastal Barriers Resources Act P.O. 97-348 (16 U.S.C. 3501, et seq.).

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CHECK-OFF LIST

The following information is **required** in order to process your application. Please use the list to make sure all information is submitted. Retain a copy of this application for your records. The department may require additional information or documentation as it deems necessary in order to verify eligibility or other requirements of the program.

1	Application for Small Business Economic Development Loan: Be sure the form has been completed and signed. If a partnership or corporation, each individual owning 20% or more must submit an application (Page 7).
2	Non-refundable Application Fee: You must include a check or money order for \$250.
3	Letter of Intent: (Page 8)
4	Environmental Impact Assessments: (Pages 9 & 10)
5	Project Funding Summary: (Page 11)
6	Business Profile: (Page 12)
7	Individual Financial Statement: Required from all individual applicants. If the applicant is a corporation, required from all individuals owning 20% or more of any outstanding shares. If applicant is a partnership or other association, required from all individuals in the organization. Must indicate financial condition of the individual as of no more than 90 days prior to receipt of application (Pages 13 & 14).
8	Business Financial Statement: Must indicate financial condition of business as of no more than 90 days prior to receipt of application (Pages 15 & 16).
9	Collateral: (Page 17).
10	Actual Statement of Profit & Loss: (Page 18).
11	Projected Statement of Profit & Loss: (Pages 19 & 20).
12	Copy of government issued identification: Provide a copy of each applicant's valid government issued identification at or before loan closing.
13	Authorization to Obtain Credit and/or Release Information: (Page 21).
14	Oath: (Page 22).
15	Federal Tax Returns: Include complete, signed copies of your federal income tax returns for the last three years. You must also submit the business' last three year's tax returns. Corporations must submit complete copies of their last three year's federal income tax returns, as well as returns for individuals owning 20% or more of the corporation.
16	Original Earnest Money Agreement, Contractor's Bid, Purchase Agreement, or Other documentation to verify the use of the loan proceeds.
17	Turndown Letters: Attach: a) turndown letters from other lenders, listing the terms and reasons for denial; or b) a list of lenders that were contacted, the amount of financing requested and the reason for denial.
18	Business Plan or Business Resume: Brief narrative on your business experience and history.
19	Current Bank Statement: Provide Copies of current bank statements verifying Cash Accounts as shown on Financial Statements.

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APPLICATION FOR SMALL BUSINESS ECONOMIC DEVELOPMENT LOAN					
Please check one:					Today's Date:
<input type="checkbox"/> Individual	<input type="checkbox"/> Business	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation		
Applicant Business Name:			NAICS (From Business License):		
Mailing Address (Street/PO Box, City, State, Zip Code)			SSN/EIN:		
			Business Telephone Number:		
Applicant Name (Last, First, M.I.)			Applicant's Telephone Number		
Mailing Address (Street/PO Box, City, State, Zip Code)			<input type="checkbox"/> Married (Including separated)		
			<input type="checkbox"/> Not Married (Single, divorced or widowed)		
			Social Security Number:		
Date of Birth	Place of Birth: (City & State)		Number of Dependents (Excluding applicant)		
Applicant's Employer:	Occupation/Position:		Employer's Telephone Number:		
How long at present position?		Years	Months	Gross Monthly Salary (before deductions): \$	
Spouse/Co-Applicant Name: (Last, First, M.I.)			Social Security Number		
Mailing Address (Street/PO Box, City, State, Zip Code)			Date of Birth		
			Employer's Telephone Number:		
Spouse/Co-Applicant's Employer		Occupation/Position:		Gross Monthly Salary (Before deductions): \$	
How Long at Present Position?		Years	Months		
Nearest relative not living with you/Contact Person Name: (Last, First, M.I.)			Telephone Number:		
Mailing Address (Street/PO Box, City, State, Zip Code)					

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PROJECT ENVIRONMENTAL QUESTIONNAIRE

Please complete the following questionnaire regarding the project you are seeking to finance. The questionnaire must be completed in its entirety and additional information may be requested once the answers are reviewed. The application will not be processed unless all questions are answered.

1. Are there properties listed on, or nominated to, or eligible for nomination to the National Register of Historic places on the project site, or in the vicinity of the proposed activity? Yes No

2. If yes, does the proposed action have an effect on the properties? Yes No
 If yes, briefly describe effect and how determination was made:

3. Have activities on the proposed project site, past or present, whether conducted by current owner or previous owner, ever included the following: gas station, car washes, vehicle maintenance or repair, auto dealer, auto body shop, wrecking or salvage yard, chemical manufacturing or storage, metal plating, electronic component manufacturing, machine shops, dry cleaning, tanning, coal, gas, tar, asphalt, electrical substations, sand or gravel pits, farming, landfills, or junkyards. Yes No

4. Identify and attach copies of all environmental or land use licenses, permits, approvals, certifications, notices, or filings that are required by any governmental agency for applicant's business.

5. Does business operations involve the generation, treatment, storage, or disposal of any hazardous wastes or substances? Yes No

If yes, please explain:

6. Are any hazardous substances or wastes transported to, from, or stored at the proposed site?

If yes, please explain:

7. Has an environmental site audit, history, review, or other assessment ever been performed at the proposed site? If yes, attach copies if available. Yes No

8. Are there or were there ever any above ground or underground oil or chemical tanks on the proposed site? If yes, indicate the number, type and location in separate attachment. Yes No

9. Does the proposed site contain any wastewater treatment lagoons or lagoons for the storage or treatment of any Hazardous waste? Yes No

If yes, describe age, capacity, nature of lagoons, and attach certifications:

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10. Has there ever been a release or the potential for release of oil or any other hazardous wastes at the proposed project site? Yes No

If yes, please identify locations, dates, and briefly explain:

11. Does the proposed project site contain any asbestos? Yes No

If yes, please identify the location:

12. Does the proposed project site contain, or is adjacent to any wetlands? Yes No

If yes, please identify locations:

13. Will there be any air pollution or hazardous emissions into the atmosphere? Yes No

If yes, list type of emission and location:

14. Has the applicant or proposed project site ever been subject to any government enforcement or compliance action or proceeding related to any environmental or land use laws or regulations? Yes No

If yes, please explain:

15. Is the applicant or guarantor aware of any environmental problems or potential environmental problems at any Location involved in the project to be financed? Yes No

If yes, explain in detail:

16. Is the applicant aware of any significant environmental impact that might occur from the activities of the proposed project? Yes No

If yes, please explain:

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PROJECT FUNDING SUMMARY			
SOURCE OF FUNDS: List below the source of all funds that will be invested in the project for which you are requesting financing. The total will be the total project cost.			
Small Business Economic Loan			\$
Cash to be invested by applicant (cannot include monies invested prior to submission of loan application)			\$
Loan from Banks:	Name of Bank:		\$
	Name of Bank:		\$
Loans from other sources:	Name:		\$
	Name:		\$
Grants: (Describe)			\$
			\$
Loans from other Government sources (Describe):			\$
			\$
Other (Describe):			\$
Total Project Cost			\$
USE OF LOAN PROCEEDS: Describe below how the loan proceeds will be used. Attach copies of earnest money agreements, contractor's bids, contracts, invoices or other documentation to verify these uses. Total must equal loan amount requested. If your loan is approved, you will need to provide documentation to verify the total project cost.			
Use:			Amount
			\$
			\$
			\$
Total Loan Requested			\$
USE OF FUNDS FROM OTHER SOURCES: Describe below how you will use funds from other sources to complete your project. Attach copies of earnest money agreements, contractor's bids, contracts, invoices or other documentation to verify these uses. The total of these funds and the loan proceeds listed above must equal the Total Project Cost listed under sources of funds.			
Use:			Amount
			\$
			\$
			\$
			\$
Total Use of Funds From Other Sources			\$

