



East Providence Special Waterfront
Development District



Small Business Administration

GREEN BUSINESS LOAN PROGRAM

Application & Information

WATERFRONT DISTRICT/SBA GREEN LOAN PROGRAM

Waterfront District Green Loan Program Policies:

- Provides low-interest loans for either commercial or industrial businesses to finance the acquisition, construction and improvements of land or buildings; and for the purchase of capital equipment.
- Fills a gap in the amount needed by businesses and the amount available through conventional loan programs
- Is available to businesses currently located in or relocating to East Providence
- Provides funding from \$10,000 to \$99,000, at a variable rate adjusted annually
- Will have an interest rate of 20% below prime with the prime rate established at the date of closing (with a floor of 3%) and adjusted annually on the anniversary of the date of closing
- Stipulates a maximum payback term of 7 years
- Will have an annual service fee on 1% of the loan balance

Evaluation Standards:

- Information provided in the application and financial statement containing financial feasibility and probability of repayment;
- The benefit of the project to the environmental quality of life in East Providence and the impact of the project on strengthening and growing the economy of the City.
- The ability to leverage other funds for energy efficiency.

Allowable activities:

- Energy-efficient appliances
- Increased efficiency, HVAC, heat pumps, geothermal energy
- Energy-efficient doors, windows, skylights
- Increased insulation
- Wind and solar power
- Energy-efficient power and light bulbs
- Retro-fitting for sustainable utilities
- Energy-efficient renovations
- Attainment of LEED certification
- Fabrication of energy-saving products

Ineligible activities:

- Speculative activities
- Loans for investment in interest accounts or other investment mechanisms
- Refinancing existing debt
- Interest payment on existing loans
- Refinancing of existing loans
- Purchase of real estate
- Loan requests for working capital or to cover the purchase of inventory, either wholesale or retail

Ineligible applicants:

- Consumer and marketing cooperatives
- Businesses dealing in the creation, origination, expression or distribution of ideas, values, thoughts or opinions.
- Non-profit organizations
- Uses prohibited by the City in the Waterfront District

Fees and Expenses:

- There is a \$200 non-refundable application fee due at the time of application
- A loan administration fee of 1% of the initial loan amount will be charges to cover the cost of processing the loan
- If the loan application under consideration is approved by the loan committee established by the Commission, the application fee will be applied entirely toward the administration fee
- All loan closing costs will be paid by the borrowers at the time of closing

Collateral/Security:

Collateral (or security) will be determined on a case-by-case basis. Personal guarantees of the principal owners of the small business concern will be required.

SBA Loan recipients *must* comply with all City codes, licensing requirements, and regulations!



SBA Green Business Loan Application

East Providence Waterfront Commission
City Hall – 145 Taunton Avenue
East Providence, RI 02914
(401) 435-7530
Fax: (401) 435-7611

For office
use only:

Application

APPLICATION FEE

A non-refundable application fee of \$200 must accompany the application at the time of submission.

PROCESSING FEE

One percent (1%) of loan amount, if the loan is approved, will be charged to the Applicant.

ADMINISTRATIVE FEES

The Waterfront Commission will charge an annual fee of .5% of the SBA principal loan balance outstanding, payable on the anniversary date of the loan closing.

Completed applications should be submitted to:

EAST PROVIDENCE WATERFRONT DISTRICT COMMISSION
c/o the Department of Planning and Development
City Hall
145 Taunton Avenue
East Providence, RI 02914

Further information and application preparation assistance may be requested by calling 401/435-7534 or jmoran “at” cityofeastprov.com.

TERMS & CONDITIONS OF APPLICATION

Any information given to the Waterfront Commission will be CONFIDENTIAL.

1. The Waterfront Commission will make every effort to maintain the secrecy of confidential trade secrets and financial information now and hereafter submitted in connection with this application. Consideration of the loan request will take place, however, at a public meeting subject to RI Open Meeting Law requirements.
2. The Waterfront Commission shall not be liable for expenses incurred by the applicant in preparation and submission of any request for financial assistance.
3. The applicant will be responsible for any or all legal expenses incurred by EDC, whether or not the loan is made.
4. Request for financial assistance will be approved or rejected at the discretion of the Waterfront Commission and the City of East Providence. The approval will be conditioned on the negotiation of an appropriate legal agreement between the applicant and the City of East Providence and may be conditioned on the availability of funds.

5. The Commission's commitment to offer a loan shall be valid for sixty (60) days unless otherwise extended with the concurrence of both parties.
6. The application gives assurance of compliance with the Title IV of the Civil Rights Act of 1964, as amended. The Act prohibits discrimination on grounds of race, sex, color, religion, marital status, handicap, age or national origin.
7. The applicant agrees that full payment of any loan from the Waterfront Commission will be due if said firm receiving the loan relocates at a subsequent date outside the City of East Providence.

I have read and accept the conditions of the application form and affix my signature on this _____ day of _____.

Signed: _____

Title: _____

I. Applicant Business

Name and Title: _____
Name of Business: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Date Business Established: _____
Number of Employees: _____
Type of Business: _____
Sales Volume Latest Year: _____
Profit (Loss) Last Year: _____
Bank where your Business has an Account: _____

II. Management: List the names of all owners (having 10% or greater interest, officers, directors and/or partners. Provide the percent of ownership and the annual compensation.

Name _____
Title _____
Address _____
Annual Compensation \$ _____
Percent of Ownership _____
Name _____
Title _____
Address _____
Annual Compensation \$ _____
Percent of Ownership _____
Name _____
Title _____
Address _____
Annual Compensation \$ _____
Percent of Ownership _____

III. Product/Services

Describe:

IV. Project Impact

Describe:

Time needed to complete project: _____

V. Distribution of Total Project Costs/ Financing

Real Estate \$ _____

Applicant/Business \$ _____

L/H Improvements \$ _____

Bank \$ _____

Machinery/Equipment \$ _____

SBA/IRB \$ _____

Other (explain) \$ _____

Total Project Cost \$ _____

Total Project Financing \$ _____

Amount Requested from WC \$ _____

I. Other Capital Resources

Name and address of other organizations which at any time have funded this project:

Name _____

Address _____

Source of Your Share of the Project Funds:

____ Sales of Present Line ____ Venture Capital

____ Bank ____ Loans ____ Other

Source of Working Capital after Project is Complete: _____

Agreement: The applicant agrees that full payment of any loan from the EDC will be due if said firm receiving the loan relocates at a subsequent date outside the City of East Providence. A have read and accept the conditions of the application form and affix my signature on this ____ day of _____ 20__

Signed: _____

IV. Personal Financial Statement

Section 1. Individual Information	Section 2. Other Party Information
Name:	Name:
Residence Address:	Residence Address:
City, State, ZIP:	City, State, ZIP:
Position or Occupation:	Position or Occupation:
Business Name:	Business Name:
Business Address:	Business Address:
City, State, Zip:	City, State, Zip:
Res. Phone: Bus. Phone: email:	Res. Phone: Bus. Phone: email:

Section 3. Statement of Financial Condition as of _____, 20__

Assets (Do not include assets of doubtful value)	In Dollars (omit cents)	Liabilities	In Dollars (omit cents)
Cash on hand and in banks		Notes Payable to banks – secured	
US Government & Marketable Securities (See Schedule A)		Notes Payable to banks - unsecured	
Non-marketable Securities (See Schedule B)		Due to brokers	
Securities held by brokers in margin accounts		Amounts payable to others – secured	
Restricted or Controlled stocks		Amounts payable to others - unsecured	
Partial Interest in Real Estate Equities- See Schedule C		Accounts and bills due	
Real Estate Owned – See Schedule D		Other unpaid interest and taxes	
Loans Receivable		Real Estate Mortgages payable – See Schedule D	
Automobiles and other personal property			
Cash Value: Life Insurance – see Schedule E		Other debts – itemize:	
Other Assets – itemize:			
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	

Sources of Income For Year Ended _____, 20__		
Personal Information		
Salary, bonuses and commissions	\$	Do you have a will? _____ If so, name of executor
Dividends	\$	
Real Estate Income	\$	Are you a partner or officer in any other venture? If so, describe.
Other Income	\$	
(Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation)		Are you obligated to pay alimony, child support or separate maintenance payments? _____ If so, describe.
Are any assets pledged other than as described on schedules? _____ If yes, describe.		TOTAL \$
CONTINGENT LIABILITIES		Income tax settled through (date)
As endorser, co-maker or guarantor?	\$	Are you a defendant in any suits or legal actions?
On lease or contracts?	\$	
Legal Claims	\$	Personal Bank Accounts carried at:
Other Special Debt	\$	
Amount of contested income tax liens	\$	Have you ever been declared bankrupt? ____ If so, describe.

SCHEDULE A – U.S. GOVERNMENT & MARKET SECURITIES

Number of Shares or Face Value (Bonds)	Description	In Name of	Are these pledged?	Market Value

SCHEDULE B – NON-MARKETABLE SECURITIES

Number of Shares or Face Value (Bonds)	Description	In Name of	Are these pledged?	Market Value

SCHEDULE C – PARTIAL INTEREST IN REAL ESTATE EQUITIES

Address & Type of Property	Title in Name of	% of Ownership	Date Acquired	Cost	Market Value	Mortgage Maturity	Mortgage Amount

SCHEDULE D – REAL ESTATE OWNED

Address & Type of Property:	Title in Name of:	Date Acquired:	Cost:	Market Value:	Mortgage Maturity:	Mortgage Amount:

SCHEDULE E – LIFE INSURANCE CARRIED, INCLUDING NSLI AND GROUP INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary	Face Amount	Policy Loans	Cash Surrender Value

SCHEDULE F – BANKS OR FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED

Name and address of lender	Credit in the name of	Secured or unsecured	Original date	High credit	Current Balance

THE INFORMATION CONTAINED IN THIS STATEMENT IS PROVIDED FOR THE PURPOSE OF OBTAINING, OR MAINTAINING CREDIT WITH YOU ON BEHALF OF THE UNDERSIGNED, OR PERSONS, FIRMS OR CORPORATIONS IN WHOSE BEHALF THE UNDERSIGNED MAY EITHER SEVERALLY OR JOINTLY WITH OTHERS, EXECUTE A GUARANTY IN YOUR FAVOR.

EACH UNDERSIGNED UNDERSTANDS THAT YOU ARE RELYING ON THE INFORMATION PROVIDED HEREIN (INCLUDING THE DESIGNATION MADE AS TO OWNERSHIP OF PROPERTY) IN DECIDING TO GRANT OR CONTINUE CREDIT. EACH UNDERSIGNED REPRESENTS AND WARRANTS THAT THE INFORMATION PROVIDED IS TRUE AND COMPLETE AND THAT YOU MAY CONSIDER THIS STATEMENT AS CONTINUING TO BE TRUE AND CORRECT UNTIL A WRITTEN NOTICE OF A CHANGE IS GIVEN TO YOU BY THE UNDERSIGNED.

YOU ARE AUTHORIZED TO MAKE ALL INQUIRIES YOU DEEM NECESSARY TO VERIFY THE ACCURACY OF THE STATEMENTS MADE HEREIN AND TO DETERMINE MY/OUR CREDITWORTHINESS. YOU ARE AUTHORIZED TO ANSWER QUESTIONS ABOUT YOUR CREDIT EXPERIENCE WITH ME/US.

SIGNATURE (INDIVIDUAL): _____

SOCIAL SECURITY NUMBER/DOB: _____

DATE SIGNED: _____, 20____

SIGNATURE (SECOND PARTY, IF NEEDED): _____

SOCIAL SECURITY NUMBER/DOB: _____

DATE SIGNED: _____, 20____

*****ALL INFORMATION MUST BE PROVIDED*****

II. Benefit Criteria

A. Job Creation and Retention

- 1. Number of New Permanent Jobs to be created: _____

- 2. Number of Existing Jobs to be retained: _____

- 3. New Employment and Information:

Job Title	# of New Positions	Annual Wage

B. Property Tax Information

Current annual property tax payment to the City of East Providence: \$ _____

Projected annual tax payment to the City at completion of the project: \$ _____

Increase in property tax: \$ _____

C. Other Benefit Criteria

Please describe other benefits for the residents of the City of East Providence that will accrue as a result of the assistance requested.

III. Required Information/Attachments

The following information, as appropriate, will be required from each applicant before a review can be conducted. The checklist may be modified from time to time, depending upon the nature of the request. Please submit each exhibit as indicated:

- Request for Financial Assistance Form
- History and description of the business
- Statement detailing the exact uses of the loan proceeds
- Résumés and current personal financial statement of all officers and/or directors and owner of 10% or more of the business's stock
- Balance sheet and profit and loss statement for the previous three to five years
- Current balance sheet and a current operating statement (not over 90 days old)
- Pro-forma balance sheet and projected operating statements for two years
- Monthly cash flow for the first twelve months of operation or three months beyond the breakeven point
- The names of affiliates and/or subsidiary firms. Include the latest available financial information.
- List the original date and amount, present balance owned, interest rate, monthly payment, maturity and security for each loan or debt that your business currently has. Please indicate whether the loan is current or delinquent.
- If the business is a franchise, include a copy of the franchise agreement.
- Copy of existing or proposed lease or purchase agreement or other financing arrangements.
- List of collateral to be offered as security.
- Description and appraisals of the property being acquired. A purchase and sale agreement for the property.
- Preliminary plans and specifications and estimates of costs covering new construction, and/or machines and equipment.
- Letter from the participating bank and/or other funding sources describing the loan commitment, the amount of loan, the rate of interest, and the term of the loan.
- Benefit Criteria: Using the attached form, describe the anticipated benefits of the project for the City of East Providence.