



**Minnesota Pollution Control Agency**  
 520 Lafayette Road North  
 St. Paul, MN 55155-4194

# EA Loan Application

## Environmental Assistance (EA) Loan Program

FY 2010 - 2011

Doc Type: Loan Application

**Instructions:** Please read the complete Request for Proposals (RFP) and other associated documents before submitting this application. The EA Loan Application should be submitted electronically to [Grants-Loans@pca.state.mn.us](mailto:Grants-Loans@pca.state.mn.us) as an e-mail attachment. All applications sent by e-mail will receive an e-mail confirmation of receipt from the Minnesota Pollution Control Agency (MPCA). If necessary, additional required documents that can not be attached as part of the e-mail should be sent to the attention of Sally Peterson, by either fax (651-215-0246) or mail (MPCA, 520 Lafayette Road North, St. Paul, MN 55155). Applications under this RFP are accepted on a continuous basis through **June 30, 2011**. Decisions will be made on an ongoing basis as applications are received. Awards are limited to the availability of program funds. **Incomplete applications will not be accepted for review.** If you have questions or difficulty in electronically submitting the documents, contact Mary Baker ([mary.baker@state.mn.us](mailto:mary.baker@state.mn.us) or 651-296-6300 or 1-800-657-3864).

### Section I. General Information

Owner/Applicant name: \_\_\_\_\_  
 Business/Political subdivision name: \_\_\_\_\_ County: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Mailing address (if different): \_\_\_\_\_  
 Contact name and title (if different from owner): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ MN House Dist: \_\_\_\_\_  
 Select applicant type:  MN small to medium sized business  MN political subdivision  Other  
 Primary product or service: \_\_\_\_\_ Number of years as this business: \_\_\_\_\_  
 Number of years at above address: \_\_\_\_\_ Number of full-time employees: \_\_\_\_\_ Total project cost: \$ \_\_\_\_\_  
 Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_ Requested loan repayment term: \_\_\_\_\_ yrs  
mm/dd/yy mm/dd/yy

#### Select loan type and amount requested

Participatory loan \$ \_\_\_\_\_  
 Direct loan \$ \_\_\_\_\_

#### Select project type

Pollution prevention  Source reduction  Recycling  
 Source-separated composting  Other

**Project title and concise project description** (purchase/install what equipment for what purpose and ending result):

#### Participatory loan applicants

(participating financial institution information and required documentation)

Financial institution name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ County: \_\_\_\_\_  
 Contact name and title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

	Attached	Mailed	Faxed
Copy of participating financial institution's file on applicant's loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter containing the financial institution's assessment of the risks associated with the loan and the creditworthiness of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Direct loan applicants

(provide the following required documentation)

Matching funds provided by applicant:  Yes  No If not, identify source: \_\_\_\_\_

	Attached	Mailed	Faxed
One or more years of tax returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up-to-date business financial statements including a net worth statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request for Credit Information form (see Section VI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase agreement/quote from vendor(s) verifying equipment to be purchased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional: Letter from a bank assessing risk and creditworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Compliance and assistance

1. Does the business have any outstanding judgments, federal or state tax liens against it?  Yes  No  
If the answer is **yes**, please explain: \_\_\_\_\_
2. In the past seven (7) years, has the business declared bankruptcy?  Yes  No  
If the answer is **yes**, please explain: \_\_\_\_\_
3. Is the applicant in compliance with Minnesota's tax and environmental regulatory requirements?  Yes  No  
If the answer is **no**, please explain: \_\_\_\_\_
4. Has the business pledged future income to anyone or any other financial institution for repayment of debts?  Yes  No  
If the answer is **yes**, please explain: \_\_\_\_\_
5. Has the applicant applied for or been awarded any other local, state, or federal grant, loan or other assistance for this project?  Yes  No  
If the answer is **yes**, identify all: \_\_\_\_\_
6. If the proposed project is in response to an environmental or waste and pollution prevention assessment conducted at the facility, please identify who conducted the assessment:  
 MN Technical Assistance Program (MnTAP)  Minnesota WasteWise  
 MN Retired Engineers Technical Assistance Program (ReTAP)  MN Pollution Control Agency (MPCA)  
 Private consultant (specify): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

## Section II. Project Description

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*Due to limited program funding, the MPCA's goal is to always fund those priority applicants and projects identified in the RFP. It is the goal of this program to award loans to projects that are focused on positive environmental benefits. For this reason, each application will be closely evaluated for the type and degree of environmental benefit expected. Proposed loan projects that cannot be principally characterized as FY10-11 RFP priority projects are eligible, but will be entertained only if funds remain available after consideration of all pending priority eligible projects. As funds are repaid, additional loans may be awarded for proposed projects that will serve to improve the environmental and economic quality of Minnesota.*

**Describe the opportunity, problem, issue, or need the project will address.** (Include a discussion of the technical and financial feasibility of the proposed project. Provide a narrative describing what equipment will be purchased to address what activity. If applicable, briefly describe the economic and social benefits to be achieved by the project.):

## Section III. Project Budget

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Eligible loan costs are limited to the capital costs associated with researching, developing, or implementing environmental assistance projects or practices in Minnesota. Capital costs are limited to the costs of acquisition of machinery and equipment, including freight and installation, and related leasehold improvements. Costs related to freight and installation shall be limited to no more than 20 percent of total project costs.

Please provide an itemized description of the project costs and correlate these itemized costs to a work plan and implementation schedule. Also, specify any collateral being used to secure the EA loan.



**Table 2 Anticipated energy conservation or fuel type substitution**

Annual consumption <b>before</b> project		kwh/yr
Est. annual consumption <b>after</b> project		kwh/yr
Estimated economic savings	\$	

**Table 3 Anticipated water conservation**

Annual consumption <b>before</b> project		gallons
Est. annual consumption <b>after</b> project		gallons
Estimated economic savings	\$	

**Table 4 Anticipated chemicals or materials reduced**

Description (i.e. Perchloroethylene, plating chemicals, etc.)	Annual amount purchased before project	Estimated annual amount purchased after project	Estimated annual economic savings after project
a.			
b.			
c.			

**Section V. Qualifications**

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**Summarize applicant’s applicable qualifications to conduct this project:**

## Section VI. Request for Credit Information (Direct Loan Applicants)

To be submitted by Direct Loan Applicants only. To be submitted for **each** financial institution where accounts are held. Please make copies of this sheet as necessary. Return all copies with application.

### Part I

#### Direct Loan Applicant

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip code: \_\_\_\_\_

#### Financial Institution

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip code: \_\_\_\_\_

List account numbers applicant has with this Financial Institution: \_\_\_\_\_

*I hereby request the following information as to the status of the account between us.*

Signature: \_\_\_\_\_  
 (Applicant) (Date)

Signature: \_\_\_\_\_  
 (2<sup>nd</sup> Applicant if applicable) (Date)

### Section below to be completed by financial institution.

### Part II

#### Applicant Financial Position (Loans outstanding to applicant)

Principal balance	Accrued interest	Security installment Amount	Interest rate	Final due date (mm/dd/yy)	Delinquent Amount

Total outstanding balance of accounts and/or loans: \$ \_\_\_\_\_

Number of years experience with your organization: \_\_\_\_\_

Collection experience:  Prompt  Satisfactory  Slow

Does the security agreement contain a future advance clause?  Yes  No

*If applicable:*

Savings account number: \_\_\_\_\_ Account balance \$ \_\_\_\_\_

Checking account number: \_\_\_\_\_ Account balance \$ \_\_\_\_\_

IRA/CD/Money market account number: \_\_\_\_\_ Account balance \$ \_\_\_\_\_

### Part III

#### Lenders comments:

#### Financial Institution

Lender's signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Questions:** If you have questions on this form, please contact Vickie Blomgren, MPCA Fiscal Services, at [vickie.blomgren@state.mn.us](mailto:vickie.blomgren@state.mn.us) or phone 651-757-2236 or 800-657-3843.