|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | EA Loan Application  **Attachment A**  Environmental Assistance (EA) Loan Program  *Doc Type: Loan Application* |

**Instructions:** Please read the complete Request for Proposals (RFP) and other associated documents before submitting this application. Refer to Part IV.2 of the RFP for instructions on the submittal process.

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/yyyy* | | | | | | |  | | | | | *mm/dd/yyyy* | | |  | | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Select loan type and amount requested** | |  | **Select project type** | |
| Participatory loan | $ |  | Green chemistry  Pollution prevention  Recycling | |
| Direct loan | $ |  | Source reduction  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 |  |  |  |
| Letter containing the financial institution’s assessment of the risks associated with the loan and the creditworthiness of the applicant. |  |  |  |

**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 |  |  |  |
| Up-to-date business financial statements including a net worth statement |  |  |  |
| Request for Credit Information form (see Section VI) |  |  |  |
| Purchase agreement/quote from vendor(s) verifying equipment to be purchased |  |  |  |
| Optional: Letter from a bank assessing risk and creditworthiness |  |  |  |

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 Retiree Environmental Technical Assistance Program (RETAP) | | | | | Minnesota Pollution Control Agency (MPCA) |
|  | Private consultant (specify): | |  | | | |
|  | Other (specify): |  | | | | |

Section II. Project description

*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 RFP priority projects are eligible, but will be considered 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

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Eligible cost** | **Non-eligible costs** | **Total cost** | **Source of funding** |
| **Non-Capital costs** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Subtotal** |  |  |  |  |
| **Capital costs** |  |  |  |  |  |
| Machinery/Equipment |  |  |  |  |  |
| Machinery/Equipment |  |  |  |  |  |
| Machinery/Equipment |  |  |  |  |  |
| Machinery/Equipment |  |  |  |  |  |
| Machinery/Equipment |  |  |  |  |  |
|  | Freight |  |  |  |  |
|  | Installation |  |  |  |  |
|  | Taxes |  |  |  |  |
|  | **Subtotal** |  |  |  |  |
|  | **Total costs** |  |  |  |  |

Section IV. Anticipated project outcomes and measurements

|  |
| --- |
| **A. Describe how the project's impacts will be quantified and evaluated, including the criteria for a successful project:** |
|  |

**B. Outcomes at a glance** (complete all applicable tables)

**Table 1 Anticipated pollution prevention/source reduction**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Annual waste  stream quantity** **before project** | **Estimated annual waste quantity to be prevented/reduced** | **Estimated annual waste stream quantity after project** | **Estimated economic savings** |
| Hazardous waste (lbs/yr) |  |  |  |  |
| Solid waste (cu. yards) |  |  |  |  |
| Liquid industrial waste (gals) |  |  |  |  |
| Recycling (lbs/yr) |  |  |  |  |
| Source-Separated Composting (lbs/yr) |  |  |  |  |
| Other |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Annual consumption **before** project |  | kwh/yr |
| Est. annual consumption **after** project |  | kwh/yr |
| Estimated economic savings | $ |  |

**Table 3 Anticipated water conservation**

|  |  |  |
| --- | --- | --- |
| Annual consumption **before** project |  | gallons |
| Est. annual consumption **after** project |  | gallons |
| Estimated economic savings | $ |  |

**Table 4 Anticipated chemicals or materials reduced**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** (i.e. Perchoroethylene, 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

|  |
| --- |
| **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** | | | | |  | | **Financial Institution** | | | | | |
| Name: | |  | | |  | | Name: | | |  | | |
| Address: | |  | | |  | | Address: | | |  | | |
| City: |  | | | |  | | City: | |  | | | |
| State: |  | | Zip code: |  |  | | 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: |  | | |  | Signature: |  | |
|  | | *(Applicant)* | *(Date mm/dd/yyyy)* |  |  | *(2nd Applicant if applicable)* | *(Date mm/dd/yyyy)* |

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

## Part II

**Applicant financial position** (Loans outstanding to applicant)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Principal balance** | **Accured interest** | **Security installment Amount** | **Interest rate** | **Final due date** (mm/dd/yyyy) | **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 (mm/dd/yyyy): | | |  | | |
|  | Phone: | |  | | Fax: |  |

**Questions:** If you have questions on this form, please contact Kurt Soular, MPCA Fiscal Services, at [kurtis.soular@state.mn.us](mailto:kurtis.soular@state.mn.us) or phone 651-757-2748 or 800-657-3843.