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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Small Business Environmental Improvement Loan program application for creditDoc Type: Loan Application |

## Instructions:Return this completed form to this secure inbox smallbizfunding.pca@state.mn.us. **Applications must be emailed electronically as an attachment.** If you have questions about Parts 1 thru 5, please contact Carlee Kjeldahl at carlee.kjeldahl@state.mn.us or at 651-757-2171. If you have questions about Attachment A, please contact Kurt Soular at kurtis.soular@state.mn.us or at 651-757-2748. If you have questions about Attachment B, please contact your enforcement case lead.

Eligibility:In order to be eligible under the Small Business Environmental Improvement Loan program, an applicant must meet the following criteria, please **check all** to determine eligibility:

[ ]  be a small business corporation, sole proprietorship, partnership, or association

[ ]  have less than 100 full-time equivalent employees

[ ]  have an after-tax profit of less than $500,000

[ ]  be a potential emitter of pollutants to the air, ground, or water

[ ]  need capital for equipment purchases that meet or exceed environmental regulations or need capital for site investigation and cleanup

[ ]  not currently involved in an open enforcement action with the Minnesota Pollution Control Agency (MPCA); or

[ ]  if currently involved in an open enforcement action with the MPCA, you are required to fill out Attachment B

Part 1: General business information

|  |  |
| --- | --- |
| Business name: |       |
| Business address: |       |
| City: |       | State: |       | Zip code: |       |
| County: |       | Phone: |       | Email: |       |

**Type of business applying for the Small Business Environmental Improvement Loan?** (check one below):

[ ]  C-Corporation [ ]  S-Corporation [ ]  Partnership [ ]  Sole Proprietorship [ ]  Association

**Is the above business independently owned and operated?** [ ]  Yes [ ]  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of years as this business: |     | Current number of employees: |       | Number of years located at the above address: |     |

**Is your business in full compliance with all environmental regulations?** [ ]  Yes [ ]  No

|  |
| --- |
| **Describe the products or services your business provides:** |
|       |

**If applicable, complete the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Federal identification number: |       | State identification number: |       |

**Business owner’s information (all applicants must complete)**

|  |  |  |  |
| --- | --- | --- | --- |
| Owner’s name: |       | Title: |       |
| Owner’s address: |       |
| City: |       | State: |       | Zip code: |       |
| County: |       | Phone: |       | Email: |       |

**If business has more than one owner:**

|  |  |  |  |
| --- | --- | --- | --- |
| Owner’s name: |       | Title: |       |
| Owner’s address: |       |
| City: |       | State: |       | Zip code: |       |
| County: |       | Phone: |       | Email: |       |

Part 2: Project description and loan request

|  |
| --- |
| **Provide a description of the project including environmental benefits to be realized:** |
|       |

**Provide a breakdown of project costs (include taxes where appropriate):**

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment | $       | Describe: |       |
| Installation | $       | Describe: |       |
| Investigation | $       | Describe: |       |
| Clean up | $       | Describe: |       |
| Other | $       | Describe: |       |
| **Total cost** | **$** |  |  |
|  |
| **Dollar amount of loan requested:** | $       | **Length of repayment term requested:** |       |
| *($1,000 minimum - $75,000 maximum)* |  |  | *(7-year maximum)* |
| **What type of collateral is available to secure the loan:** |       |

**Describe the environmental benefits of the project. Quantify annual reductions in gallons/tons/pounds or other unit of measure** (attach additional sheets if necessary):

|  |
| --- |
|       |

**Describe any economic benefits to your business. Examples could include cost savings, reduced permit or regulatory obligations, etc** (attach additional sheets if necessary):

|  |
| --- |
|       |

Part 3: Financial information

|  |  |
| --- | --- |
| **Estimated annual after-tax income of business** (for past 12 months): | $       |
| **Other income to be used for repayment of this loan\*** (describe in detail below): | $       |
|       |
| **Does the business have any outstanding judgments, federal or state tax liens against it?** | [ ]  Yes [ ]  No |
| If yes, please explain: |       |
| **In the past seven years, has the business declared bankruptcy?** | [ ]  Yes [ ]  No |
| If yes, please explain: |       |

|  |  |
| --- | --- |
| **Has the business pledged future income to anyone or any other financial institution for repayment of debts?** | [ ]  Yes [ ]  No |
| If yes, please explain: |       |

Business financial statements: Updated business financial statements (balance sheet, income statement, cash flow statement, etc.) that have been prepared using generally accepted accounting practices must be substituted for this section of the application.

|  |  |
| --- | --- |
| **Are you submitting updated financial statements with this application?** | [ ]  Yes [ ]  No |

**If no, complete in detail the chart below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assets** | (rounded to nearest $) | **Liabilities** | (rounded to nearest $) |
| Cash (on hand and in banks) |       | Accounts Payable |       |
| Savings accounts (list) |       | Notes payable to financial institutions (list) |       |
| IRA or other retirement accounts |       | Notes payable to others |       |
| Stocks |       | Installment loan accounts  |       |
| Bonds |       | Unpaid taxes, liens, judgments |       |
| Real-estate values (list) |       | Real-estate loans (list in order of assets) |       |
| Business assets (present values) For example: accounts receivable, equipment, vehicles, etc.  |       | Loans on business assets (list asset name and debt amount owed)  |       |
| **Total assets** |  | Other business liabilities (list below)  |       |
|  | **Total labilities** |  |
| **Net Worth (total assets - total liabilities)** |  |

Part 4: Additional information

**Check when complete:**

|  |
| --- |
| [ ]  Please include a quote or proposal dated within the past 90 days for all equipment and/or services to be purchased with the requested loan funds. The quote/proposal must include the name, address, phone number, and signature of the vendor/servitor. |
| [ ]  Please include federal and state tax returns filed by the business for the past three years. If the business is not incorporated, please attach the appropriate and complete individual’s returns for the past three years. |

Part 5: Certification of loan application

*I/We certify the above and the statements contained in the above application and attachments are true and accurate to the best of my knowledge as of the stated dates(s). These statements are made for the purpose of obtaining a loan from the Minnesota Pollution Control Agency (MPCA). I /We authorize the MPCA (or the MPCA’s agent) to make inquiries as necessary to verify the accuracy of the statements made and to determine my credit worthiness. If the applicant is a corporation, two corporate officers’ signatures are required for consideration of this application.*

***By signing my name below,*** *I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.*

|  |  |  |
| --- | --- | --- |
| **Applicant**(Must be a Corporate Officer if Applicant is a Corporation) |  | **Applicant**(Must be a Corporate Officer if Applicant is a Corporation) |
| Signature: |       |  | Signature: |       |
|  | *(This document has been electronically signed.)* |  |  | *(This document has been electronically signed.)* |
| Organization: |       |  | Organization: |       |
| Date (mm/dd/yyyy): |       |  | Date (mm/dd/yyyy): |       |

Attachment A: Request for credit information

**Tennessen Notice:** Pursuant to Minn. Stat. § 13.37, some of the information that you are being asked to provide on this form is classified as private data on individuals (account numbers). You are being asked to provide this information to assist the Minnesota Pollution Control Agency (MPCA) in determining your eligibility as a Small Business Environmental Improvement Loan Program candidate. You are not legally required to provide the requested information. If you supply the requested information, it will be used by the MPCA to assess your eligibility as a loan candidate. If you do not provide the requested data, this may affect the MPCA’s ability to determine your financial eligibility as a loan candidate. The not public information you provide will only be available to those personnel within the MPCA and the appropriate financial institution whose work assignments reasonable require access and to those entities/persons otherwise authorized by court or law.

**Section A is to be completed by the business for *each* financial institution where accounts are held. Please make copies of these sheets as necessary. Return all copies with application.**

1. **Business applicant information**

|  |  |  |
| --- | --- | --- |
| **Business information** |  | **Financial institution information** |
| Name: |       |  | Name: |       |
| Address: |       |  | Address: |       |
| City: |       |  | City: |       |
| State & Zip code: |       |  | State & Zip code: |       |

|  |  |
| --- | --- |
| List account numbers business has with this financial institution: |       |

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

***By signing my name below,*** *I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.*

|  |  |  |
| --- | --- | --- |
| **Applicant**(Must be a Corporate Officer if Applicant is a Corporation) |  | **Applicant**(Must be a Corporate Officer if Applicant is a Corporation) |
| Signature: |       |  | Signature: |       |
|  | *(This document has been electronically signed.)* |  |  | *(This document has been electronically signed.)* |
| Organization: |       |  | Organization: |       |
| Date (mm/dd/yyyy): |       |  | Date (mm/dd/yyyy): |       |

**Sections B and C are to be completed by financial institution. Please make copies of these sheets as necessary. Return all copies with application.**

1. **Applicant financial position**

Loans outstanding to applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Principal balance** | **Accrued 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 you organization: |       |
| Collection experience (check one): [ ]  Prompt [ ]  Satisfactory [ ]  Slow |
| Does the security agreement contain a future advance clause: [ ]  Yes [ ]  No |

***If applicable:***

|  |  |  |
| --- | --- | --- |
| **Account** | **Account number** | **Account balance** |
| Savings |       | $       |
| IRA/CD/Money Market |       | $       |
| Checking |       | $       |

1. **Lender’s information**

***Comments:***

|  |
| --- |
|       |

**Lender’s signature:**

***By signing my name below,*** *I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Title: |       |
|  | *(This document has been electronically signed.)* | Date (mm/dd/yyyy): |       |

Attachment B: Enhanced corrective action(s) compliance plan for those loans associated with an enforcement case

**Background:** Attachment B is to be filled out by loan applicants associated with an enforcement case. Please check with your enforcement case lead for eligibility prior to submitting this application.

**Instructions:** Answer the following requested information and return as Attachment B to the loan application. Furthermore, send a copy of **Attachment B only** to your case lead for completeness review.

**Required information:** The following information is required for consideration:

1. Provide a timeline to complete activities, including projected start date after approval, project benchmarks, etc.
2. What environmental concerns are being abated or addressed?
3. Provide a plan detailing proposal to complete the required corrective action(s).
4. Provide a detailed list of facilities that are approved to accept your waste (if applicable).
5. Provide any approvals that you have received for disposal and management of materials/waste.
6. Provide the projected land use of the site.
7. Other factors you would like the MPCA to considered.

**Please note:** You are not eligible for reimbursement for the following items:

1. Personal time or employees’ time.
2. Personal or business vehicle usage.
3. Personal or business equipment usage.
4. Personal or business fuel usage.
5. Federal, state, or local permit and license fees or application cost.
6. Use of loan funds to pay for any enforcement penalties or fines.