**LENDER INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank Name: | | | EIN#: | |
| Contact Person: | | | Contact Title: | |
| Address: | | | Email Address: | |
| City: | State: | Zip: | Phone: | Fax: |

**BORROWER INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Borrower Name: | | | | | EIN#: | | | | | | |
| Contact Person and Title: | | | | | Contact Title: | | | | | | |
| Address: | | | | | Email Address: | | | | | | |
| City: | State: | Zip: | | | Ward: | | | Phone: | | | |
| NAICS Code: | | Years in Business: | | | | | Year Incorporated: | | | | |
| The Company is:  For-Profit  Nonprofit | | Last Fiscal Year Revenues: $ | | | | | Current Revenues to Date: $ | | | | |
| Legal Status of Company: Corporation Limited Liability Company General Partnership  Limited Partnership  Other | | | | | | | | | | | |
| Is the borrower a minority-owned business?:  Yes  No If minority-owned, which category: | | | | | | | | | | | |
| Black or African American | Hispanic | | Asian | Native American | | Hawaiian or Pacific Islander | | | | Other | |
| Is the borrower a veteran-owned business?  Yes  No | | | | | Is the borrower a woman-owned business?  Yes  No | | | | | | |
| **List the Names of the Owners of the Business with 20% or more ownership interest** | | | | | | | | | **Ownership %** | |
| 1. 1.\_ 2. 2.\_ 3. 3.\_ 4. 4.\_ 5. 5.\_ | | | | | | | | | \_  \_  \_  \_  \_ | |
| **List the Names of Affiliate or Subsidiary companies of the Borrower** | | | | | | | | | **Ownership %** | |
| 1.\_   1. 2.\_ | | | | | | | | | \_  \_ | |

**LOAN INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Initial Disbursement Date: | | | Loan Type:  Line of Credit  Term Loan  Other | | | | |
| Loan Amount: | | | Amount of Equity Contributed by the Borrower: | | | | |
| Length of Loan or Line of Credit:       mos. | | | Length of Amortization:       mos. | | | | |
| Interest Rate: | | | Debt Coverage Ratio: Historical \_     \_:1 , Projected \_     \_:1 | | | | |
| What is the Lender’s normal advance rate on this type of loan? \_     \_\_% | | | What is the Lender’s desired advance rate? \_     \_\_\_\_\_\_% | | | | |
| **Please Itemize the Borrower’s Use of Loan Proceeds** | | | | | **Dollar Amount** | |
| 1.\_   1. 2.\_ 2. 3.\_ 3. 4.\_ 4. 5.\_ | | | | | \_  \_  \_  \_  \_ | |
| **Please Describe the Borrower’s Collateral** | **Estimated Value ($)** | | | **Lender’s LTV (%)** | | **Lender Credit ($)** |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
| Why does the collateral shortfall exist? | | | | | | |
| What is the requested collateral amount from the DCCSP? | | | | | | |
| **Refinancing Existing Debt** | |  | | | | | |
| Will this loan or line of credit include a refinance of existing debt with the same Financial Institution?:  Yes  No  If yes, what is the amount of existing debt being refinanced: $\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Will this loan or line of credit include a refinance of existing debt with a different Financial Institution?:  Yes  No  If yes, what is the name of the Financial Institution: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_; and what is the amount of debt being refinanced: $\_     \_\_\_\_\_\_\_\_ | | | | | | |

**ECONOMIC IMPACT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Other Credit** | | | | | | | |
| Amount of Other Credit Facilities being Provided in Combination with this Application: $ | | | | | | | |
| Loan Type:  Line of Credit  Term Loan  Other | | | | | | | |
| **Current Employees (attach additional pages if necessary)** | | | | | | | |
| **Current Employees** | **Ward or State** | | **Salary** | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| Full TimePart Time |  | | Less than $25K $25K to $50K $50K to $75K $75K to $100K  > $100K | | | | |
| **Estimated Jobs To Be Retained or Created (D.C. Resident and Non-Resident)** | | | | | | | |
| **DC Resident Full Time Jobs** | | **Less than $25K** | | **$25K to $50K** | **$50K to $75K** | **$75K to $100K** | **More than $100K** |
| Number of Full-time D.C. resident jobs to be retained: | |  | |  |  |  |  |
| Number of Full-time D.C. resident jobs to be created in 1 year: | |  | |  |  |  |  |
| Number of Full-time D.C. resident jobs to be created in 3 years: | |  | |  |  |  |  |
| **DC Resident Part Time Jobs** | | **Less than $25K** | | **$25K to $50K** | **$50K to $75K** | **$75K to $100K** | **More than $100K** |
| Number of Part-time D.C. resident jobs to be retained: | |  | |  |  |  |  |
| Number of Part-time D.C. resident jobs to be created in 1 year: | |  | |  |  |  |  |
| Number of Part-time D.C. resident jobs to be created in 3 years: | |  | |  |  |  |  |
| **NON-DC Resident Full Time Jobs** | | **Less than $25K** | | **$25K to $50K** | **$50K to $75K** | **$75K to $100K** | **More than $100K** |
| Number of Full-time NON-D.C. resident jobs to be retained: | |  | |  |  |  |  |
| Number of Full-time NON-D.C. resident jobs to be created in 1 year: | |  | |  |  |  |  |
| Number of Full-time NON-D.C. resident jobs to be created in 3 years: | |  | |  |  |  |  |
| **NON-DC Resident Part Time Jobs** | | **Less than $25K** | | **$25K to $50K** | **$50K to $75K** | **$75K to $100K** | **More than $100K** |
| Number of Part-time NON-D.C. resident jobs to be retained: | |  | |  |  |  |  |
| Number of Part-time NON-D.C. resident jobs to be created in 1 year: | |  | |  |  |  |  |
| Number of Part-time NON-D.C. resident jobs to be created in 3 years: | |  | |  |  |  |  |
| **Other Economic Benefits** | | | | | | | |
| Projected increase in revenues to the business as a result of the Loan or Line of Credit: | | | | | | | |
| Other projected benefits to the District of Columbia: | | | | | | | |

The signatures below affirm that the Lender and Borrower certify that the information in this Loan Enrollment Form and Eligibility Questionnaire is true and accurate to the best of their knowledge and belief.

Lender’s Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_

Printed Name and Title \_

Borrower’s Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_

Printed Name and Title \_

***Directions***: Check the appropriate boxes according to Borrower’s application and supplemental information submitted in connection with application. One Questionnaire must be completed for each loan approval.

**Prohibited:** **If any of the answers to the questions in this Questionnaire is “YES,” and project does not meet an applicable exception listed below the question, the project or investment is not eligible to receive DCCSP funding.**

1. **Eligible Lender**
   1. **Capital at Risk:** Does the Lender have less than 20% of its own capital at risk?

Yes  No

* 1. **Privacy and Customer Identification:** Is the Lender in violation of the Right to Financial Privacy Act and/or 31 CFR 103.121 requiring the bank to maintain a customer identification program?

Yes  No

* 1. **Sex Offense:** Has a principal of the lender been convicted of a sex offense against a minor?

Yes  No

1. **Eligible Borrower**
   1. **Number of Employees:** Does Borrower, including its affiliates and subsidiaries, have more than 750 employees?

Yes  No

* 1. **Certified Business Enterprise (CBE):** Is the Borrower ineligible for CBE certification with the DC Department of Small and Local Business Development (DSLBD)? (Borrower must apply for CBE certification before requesting reservation of funds and must receive CBE certification before loan closing date.)

Yes  No

CBE certification requires that you be a local business enterprise as well as an SBE and/or DBE:

1. Local Business Enterprise requirements include:
   1. Principal office in DC
      1. Own or lease with a term of at least 12 months (includes site inspection)
      2. Must have more employees working in DC than other locations
      3. Signage and printed material must display the principal office location
   2. CEO and highest level manager working from principal office in DC
   3. 1 of the 4 following standards must be met:
      1. More than 50% of assets in DC
      2. More than 50% of employees are DC residents
      3. More than 50% of owners are DC residents
      4. More than 50% of sales are in DC
   4. Licensed in DC and subject to tax in DC
2. Small Business Enterprise - based on gross receipts for past 3 years and varies by type of business
3. Disadvantage Business Enterprise requirements include:
   1. More than 50% owned by socially and economically disadvantaged individuals
   2. Applicant must have less than 1 million net worth
   3. **Total Amount of Enrolled Loans:** Will the loan amount requested make the Borrower, or any common enterprise in which the Borrower has ownership, have more than $5,000,000 dollars enrolled in programs supported by the State Small Business Credit Initiative?

Yes  No

* 1. **Collateral Support Needed:** Does the Borrower need more than $1,000,000 in collateral support?

Yes  No

* 1. **Personal Guarantees:** Are there any individuals with 20% or more ownership interest in the Borrower who will not be providing a personal guaranty?

Yes  No

* 1. **Sex Offense:** Has a principal of the Borrower been convicted of a sex offense against a minor?

Yes  No

1. **Prohibited Borrower Activity**
   1. **Speculative Activities:** Is the Borrower an entity whose main activity is speculative, deriving profits from fluctuations in prices (such as oil wildcatting and commodities futures trading)?

Yes  No

* 1. **Lending Activities:** Does the Borrower earn more than 50% of its annual net revenues from lending activity? (non-banks or non-bank holding companies certified as community development financial institutions are still eligible even if more than 50% of revenues are from lending activity)

Yes  No

* 1. **Pyramid Sales:** Is the Borrower an entity engaged in pyramid sales?

Yes  No

* 1. **Illegal Activities:** Is the Borrower an entity engaged in illegal activities according to federal or other applicable law (including production, servicing, or distribution of legal products used for illegal purposes)?

Yes  No

* 1. **Gambling:** Is the Borrower engaged in gambling enterprises? (a borrower that earns less than 33% of its annual net revenue from lottery sales is still eligible)

Yes  No

1. **Conflicts of Interest**
   1. **Borrower-Lender:** Is the Borrower an executive officer, director, or principal shareholder of the lender?

Yes  No

* 1. **Borrower’s Immediate Family-Lender:** Is the Borrower a member of the immediate family of an executive officer, director, principal shareholder of the lender?

Yes  No

* 1. **Borrower’s Related Interest-Lender:** Is the Borrower a related interest of any such executive officer, director, principal shareholder, or member of the immediate family?

Yes  No

1. **Impermissible Use of Funds**
   1. **Passive Investments:** Will the loan proceeds be used for acquiring or holding passive investments such as commercial real estate or purchasing securities? (SSBCI considers loan or investment proceeds to be used for “passive real estate investment” purposes when the proceeds from the loan or investment are used by an eligible small business to invest in real or personal property acquired and held primarily for sale, lease, or investment.)

Yes  No

**If yes, the Program has an exception to the passive real estate investment rule if 100% of the property is being leased to one or more eligible businesses and one of the following is applicable:**

**The loan proceeds are for acquiring or renovating of an existing building and the Borrower will occupy at least 51% of the rentable space within 12 months while leasing up to 49% of the rentable space\* to third parties.\*\***

**The loan proceeds are for construction of a new building and the Borrower will occupy at least 60% of the rentable space following construction while leasing up to 40% of the rentable space to third parties.**

**The Borrower is a holding company that will use the loan proceeds for acquisition and renovation of an existing building and will lease at least 51% of the rentable space to an operating company that is an eligible business and lease up to 49% to an unaffiliated company\*\* (holding company and operating company must have a lease with a term at least equal to the loan term).**

**The Borrower is a holding company that will use the loan proceeds for construction of a new building and will lease at least 60% of the space to an operating company that is an eligible business and lease up to 40% to an unaffiliated company (holding company and operating company must have a lease with a term at least equal to the loan term).**

***\*rentable space is all square footage used for business operations including common areas but excluding vertical penetrations (stairways, elevators, etc.)***

***\*\*Under no circumstances can loan proceeds be used to improve or renovate any of the rentable space that is leased to a third party or an unaffiliated company.***

* 1. **Evangelizing, Proselytizing and Lobbying:** Will loan proceeds be used for evangelizing, proselytizing or lobbying activities?

Yes  No

* 1. **Repayment of delinquent income taxes:** Will loan proceeds be used to repay delinquent federal or state income taxes? ( if the borrower has a payment plan in place with the relevant taxing authority this use may still be permissible)

Yes  No

* 1. **Repayment of taxes held in trust or escrow:** Will loan proceeds be used to repay taxes held in trust or escrow (e.g. payroll or sales taxes)?

Yes  No

* 1. **Reimbursement of funds owed to an owner:** Will loan proceeds be used to reimburse funds owed to any owner of the borrowing entity? This includes any equity injection or injection of capital for business continuance.

Yes  No

* 1. **Purchase of ownership interest of an owner:** Will loan proceeds be used to purchase any portion of the ownership interest of any owner of a business? (an acquisition of stock or other goodwill is prohibited, however, an asset purchase from an existing business is permitted)

Yes  No

* 1. **Unguaranteed portion of an SBA loan:** Will the enrolled loan include the unguaranteed portion of an SBA loan?

Yes  No

* 1. **Use of Proceeds outside of D.C.:** Will the loan proceeds be used outside the geographic boundaries of the District of Columbia? (this use may still be permissible if loan proceeds will be used to pay the salaries of District residents)

Yes  No

1. **Refinancing**
   1. **Same Lender:** Is the loan a refinancing of a loan previously made by the same Lender or an affiliate of the same Lender?

Yes  No

***If yes, it may still be eligible if the loan meets the following standards***:

• The new loan includes the advance of new monies to a small business borrower (excluding closing costs);

• The new credit supported with SSBCI funding is based on a new underwriting of the business’s ability to repay and a new approval by the lender;

• Proceeds from the new credit may only be used to satisfy the outstanding balance of a loan that has already matured or otherwise termed and the prior debt was used for an eligible business purpose; and

• The new credit has not been extended for the sole purpose of refinancing existing debt owed to that same financial institution lender.

* 1. **Ineligible debt:** Is the loan being made to place under the protection of the CSP debt from the same lender that is not covered under the CSP?

Yes  No