



# District of Columbia Collateral Support Program (DCCSP)

## LOAN ENROLLMENT FORM AND ELIGIBILITY QUESTIONNAIRE

### LENDER INFORMATION

Bank Name:		EIN#:	
Contact Person:		Contact Title:	
Address:		Email Address:	
City:	State:	Zip:	Phone: <span style="float: right;">Fax:</span>

### BORROWER INFORMATION

Borrower Name:		EIN#:	
Contact Person and Title:		Contact Title:	
Address:		Email Address:	
City:	State:	Zip:	Ward: <span style="float: right;">Phone:</span>
NAICS Code:	Years in Business:	Year Incorporated:	
The Company is: <input type="checkbox"/> For-Profit <input type="checkbox"/> Nonprofit	Last Fiscal Year Revenues: \$	Current Revenues to Date: \$	
Legal Status of Company: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other			
Is the Borrower a minority-owned business?: Yes No If minority-owned, which category:			
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Other
Is the Borrower a veteran-owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the Borrower a woman-owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No	

List the Names of the Owners of the Business with 20% or more ownership interest	Ownership %
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

List the Names of Affiliate or Subsidiary companies of the Borrower	Ownership %
1. _____	_____
2. _____	_____





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**LOAN INFORMATION**

Expected Initial Disbursement Date:	Loan Type: <input type="checkbox"/> Line of Credit <input type="checkbox"/> Term Loan <input type="checkbox"/> 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. _____	_____
2. _____	_____
3. _____	_____
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 Capital**

Amount of Other Capital being Provided in Combination with this Application: \$ \_\_\_\_\_

Structure:  Equity  Debt  Hybrid

Current Employees (attach additional pages if necessary)

Current Employees	Ward or State	Salary
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K





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<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$100K
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Less than \$25K <input type="checkbox"/> \$25K to \$50K <input type="checkbox"/> \$50K to \$75K <input type="checkbox"/> \$75K to \$100K <input type="checkbox"/> > \$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 the next 2 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 the next 2 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 the next 2 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 the next 2 years:					

**Other Economic Benefits**

Projected increase in revenues to the business as a result of the Investment: \_\_\_\_\_

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 \_\_\_\_\_



## District of Columbia Collateral Support Program (DCCSP) LOAN ENROLLMENT FORM AND ELIGIBILITY QUESTIONNAIRE

**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

- a. **Capital at Risk:** Does the Lender have less than 20% of its own capital at risk?  
 Yes       No
- b. **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
- c. **Sex Offense:** Has a principal of the lender been convicted of a sex offense against a minor?  
 Yes       No

### 2. Eligible Borrower

- a. **Number of Employees:** Does Borrower, including its affiliates and subsidiaries, have more than 750 employees?  
 Yes       No
- b. **Jurisdiction and Jobs:** Is the Borrower unable to demonstrate a commitment to remaining in the District and creating and retaining jobs for District residents, according to the criteria described in the box below?  
 Yes       No

#### An Eligible Borrower under the SSBCI Programs must:

1. Be a non-public company that is registered in the District and is subject to tax under the laws of the District;
2. Have, or sign an agreement pledging that it will have within 6 months after funding:
  - a. Its principal office within the District, demonstrated by lease or deed; and
  - b. At least 75% of its employees, including those of its affiliates and subsidiaries, working in the District;
3. Provide, or sign an agreement pledging that it will provide within 6 months after funding, at least 25% of its W-2 employee positions to District residents.

- c. **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
- d. **Collateral Support Needed:** Does the Borrower need more than \$1,000,000 in collateral support?  
 Yes       No
- e. **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
- f. **Sex Offense:** Has a principal of the Borrower been convicted of a sex offense against a minor?  
 Yes       No



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### 3. Prohibited Borrower Activity

- a. **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
- b. **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
- c. **Pyramid Sales:** Is the Borrower an entity engaged in pyramid sales?  
 Yes  No
- d. **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
- e. **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

### 4. Conflicts of Interest

- a. **Borrower-Lender:** Is the Borrower an executive officer, director, or principal shareholder of the lender?  
 Yes  No
- b. **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
- c. **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

### 5. Impermissible Use of Funds

- a. **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.



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- b. Evangelizing, Proselytizing and Lobbying:** Will loan proceeds be used for evangelizing, proselytizing or lobbying activities?  
 Yes  No
- c. 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
- d. 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
- e. 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
- f. 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
- g. Unguaranteed portion of an SBA loan:** Will the enrolled loan include the unguaranteed portion of an SBA loan?  
 Yes  No
- h. 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

### 6. Refinancing

- a. 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.

- b. 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