

 **DONALD R. GREBIEN SANDRA CANO**

 MAYOR DIRECTOR OF COMMERCE

**PAWTUCKET BUSINESS DEVELOPMENT CORPORATION**

**LOAN PROGRAM**

**PROCEDURES FOR REQUESTING A LOAN**

## Businesses seeking financial assistance from Pawtucket’s Business Development Corporation

## should supply the following applicable information and documentation at the time of application:

**A completed loan application form.**

The following items should accompany the completed application, unless otherwise noted:

Exhibit 1. A brief (one to two page) description of the business, owners experience, history of the business and type of product or service offered, etc. Include a statement on the expected benefits the company will receive from the loan. Provide a description of the educational, technical and business background of all the people in the management of the company. Copy of Franchise Agreement (if applicable).

Exhibit 2. Copy of Business Plan.

Exhibit 3. A statement detailing the exact project costs and the sources of funds for the project. Identify the sources of equity to be invested in the project. Describe in detail the use of all the funds involved in the project, i.e. working capital, inventory, equipment, leasehold improvements or other. Provide a list of all machinery and equipment to be purchased with the loan proceeds.

Exhibit 4. A current balance sheet, operating statement, cash flow statement and a chart of accounts receivable and accounts payable ageing. Statement should be current to within 90 days. Provide a schedule of current debts including original date and amount, outstanding balance, interest rate, monthly payment, maturity date, security and status.

Exhibit 5. Submit financial statements, including profit and loss balance sheets, or copies of tax returns for the business for the past three (3) years (if available).

Exhibit 6. Prepare a projection of earnings on a quarterly basis for the next two (2) years of operations demonstrating the ability to repay the proposed loan plus all other obligations.

Exhibit 7. Submit a list of collateral to be offered as security for the loan.

Exhibit 8. Resumes of owners, principals and key management personal.

Exhibit 9. Provide evidence of legal entity, i.e. DBA certificate, partnership agreement, or articles of incorporation. A current certificate of Good Standing for a Corporation or DBA certificate from the Rhode Island Secretary of State’s office.

Exhibit 10. Personal Financial Statements for all owners with a ten percent (10%) or more ownership interest.

Exhibit 11. Resolution from the Board of Directors authorizing the business to borrow.

Exhibit 12. If any officers of the company have been involved in bankruptcy or insolvency proceedings, provide details. If any officer or the business is involved in any pending lawsuits, provide details.

Exhibit 13. Copy of existing or proposed lease or purchase agreement or other financing arrangements.

Exhibit 14. A brief statement concerning the purpose of the loan and its potential economic development impact. Discuss increased employment, type of jobs, any training programs or special benefits, employee mobility opportunities and any impact in terms of economic revitalization to the area.

Exhibit 15. If the project involves real estate acquisition or improvement, provide and independent appraisal on an as completed basis by a certified appraiser.

Exhibit 16. Active Duns number, if your business does not have a Dun & Bradstreet Number, please review the attached instruction on obtaining one. This is a free service and is required by HUD.

Exhibit 17. Any marketing information or materials the business currently uses.

Exhibit 18. If existing business, please verify that all Pawtucket based taxes are up to date.



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**PAWTUCKET BUSINESS DEVELOPMENT CORPORATION LOAN APPLICATION**

**Pawtucket Business Development Corporation**

 **Department of Planning & Redevelopment, 137 Roosevelt Avenue, Pawtucket, RI 02860**

 Business Owner(s):

Business Name(s): \_

Trade Name(s): \_

Principal Place of Business (Address):

City: State: Zip: \_

Business Phone: Cell Phone: \_

Fax: E-mail:

 Minority Business Enterprise (MBE)\_\_\_\_ Women Business Enterprise (WBE) \_\_\_\_ U.S. Veteran\_\_\_

**Business Structure (check one)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Corporation |  | Limited Partnership |
|  | Sole Proprietorship |  | Limited Liability Co. |
|  | General Partnership |  | Other |

**Date Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Taxpayer ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Employees: FT\_\_\_\_\_\_\_\_\_\_PT\_\_\_\_\_\_\_\_\_\_ DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Loan Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Loan Request: $ \_ Term Request: \_**

|  |  |
| --- | --- |
| **Project Funding Sources** ($) | **Uses of Loan Proceeds** ($) |
| PBDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Land & Bldg.: \_\_\_\_\_\_\_\_\_\_\_ | Mach. & Equip.: \_\_\_\_\_\_\_\_\_\_ |
| Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Renovations/Fit-up: \_\_\_\_\_\_\_\_ | Permanent Working |
| Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Architectural/ | Capital:  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  Engineering: \_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Other:  |

 **Description of Business (include products and/or services, competition, industry conditions):**

**Schedule of Collateral**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Land and Bldg. | Machine &Equipment | Furniture &Fixtures | AccountsReceivable | Inventory | PersonalResidence | Other |
| Purchase Price |  |  |  |  |  |  |  |
| Date Purchased  |  |  |  |  |  |  |  |
| Present Market Value |  |  |  |  |  |  |  |
| Present LoanBalance |  |  |  |  |  |  |  |

**Management**

List the names of all owners (having 10% or greater interest), officers, directors and/or partners. Provide the percent of ownership and annual compensation.

Name: Title:

Address:

Annual Compensation: Percent of Ownership:

Name: Title:

Address:

Annual Compensation: Percent of Ownership:

Name: Title:

Address:

Annual Compensation: Percent of Ownership:

**Financial Summary**

Does business or business owner owe any outstanding property taxes, fees or liens to the City of

Pawtucket? If yes, please explain:

 Is business or business owner involved in any pending lawsuits? If yes, please explain:

 Has business or business owner ever been involved in bankruptcy or insolvency proceedings?

 If yes, please explain:

 Please state reason(s) why this project is not feasible without the PBDC loan participation:

# Job Creation and Retention

## Number of New Permanent Full Time Jobs to be Created: \_\_\_\_

## Number of New Permanent Part Time Jobs to be Created: \_\_\_\_\_

## Number of Existing Full Time Jobs to be Retained: \_\_\_\_\_

## Number of Existing Part Time Jobs to be Retained: \_\_\_\_\_

**Jobs Creation Table**

|  |  |  |
| --- | --- | --- |
|  **JOB TITLE / Full time (FT) or Part Time (PT)** | **NUMBER OF JOBS** | **ANNUAL WAGE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Does your company have a training program for the new positions?
2. Does your company use state or local agencies for identifying

and/or training new employees?

If no is indicated for lines 3 and/or 4 above, please describe how your company will make new positions available to low to moderate-income residents of the City of Pawtucket:

### **Certification, Credit Authorization and Confidentiality of Records**

To the best of my knowledge, the above information is accurate, and I (we) understand that any false or misleading information. I (we) provide may lead to my (our) disqualification from this program. I (we) authorize the City of Pawtucket and/or Pawtucket Business Development Corporation to make whatever credit inquiries it deems necessary to verify the accuracy of the information provided in connection with the review of this credit application.

I (we) hereby request that information provided by me (us) and developed by the City of Pawtucket and/or the Pawtucket Business Development Corporation, or its staff or agents, with respect to this application for financial assistance be designated confidential and not open for public inspection.

Certain records of the Pawtucket Business Development Corporation are designated CONFIDENTIAL AND WILL NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION. This includes the disclosure of tax or financial information, our assessment of credit worthiness or financial condition, records obtained by the Pawtucket Business Development Corporation in connection with the monitoring or servicing of an existing project, proprietary information and information regarding the financial status of the application.

Signature of Applicant: Date: \_

 Title, Company Name (if appropriate) \_\_ \_\_

 Signature of Co-Applicant: Date:

 Title, Company Name (if appropriate)

 **AUTHORIZATION, RELEASE AND SHARING OF INFORMATION**

#### The undersigned applicant herein agrees and consents that, to induce Pawtucket Business Development Corporation to explore, process and assist applicant in securing financing as requested, the Pawtucket Business Development Corporation may exchange, share and, in a prudent, legal and acceptable format, release to other financial institutions, other alternative lenders and financial service providers, including accountants, attorneys, consultants, insurance agents, realtors, etc., any financial and/or other data submitted by applicant as deemed necessary. The information may be released or discussed by phone, electronic medium, fax, etc.

Furthermore, the undersigned acknowledges that he/she read and understands the above statement and voluntary consents to the release of information on an ongoing basis throughout the underwriting process, unless this authorization is revoked by the undersigned. Such revocation may be exercised by the undersigned at any time except after the information has already been released by Pawtucket Business Development Corporation.

The undersigned herein releases Pawtucket Business Development Corporation, its Board of Directors, any employee, independent contractor, consultant and staff and holds harmless from all legal responsibility or liability that might arise from this disclosure.

 Business Name

 Signature Title Signature Title

**Obtaining a DUNS Number**

**A Guide for Federal Grant and Cooperative Agreement Applicants**

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: [http://www.omb.gov/grants/grants\_docs).](http://www.whitehouse.gov/omb/grants/grants_docs.html) The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants

and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

**Data Universal Number System (DUNS) Number**

• The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).

• The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.

• In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

**Obtaining a DUNS Number**

• You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.

• *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.

• *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number,

**1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

• *If you know you do not have a DUNS number.* Call D&B using the toll-free number,

**1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

**Managing Your DUNS Number**

• D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.

• D&B recommends that organizations with multiple DUNS numbers have a single point

of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.

• As a result of obtaining a DUNS number you have the option to be included on D&B’s marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed rom D&B’s marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

**To Obtain Your DUNS Number**

**•** Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

**1-866-705-5711**

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

• The process to request number takes about 5-10 minutes.

• A DUNS number will be assigned at the conclusion of the call.

• You will need to provide the following information:

• Legal Name

• Headquarters name and address for your organization

• Doing business as (DBA) or other name by which your organization is commonly known or recognized

• Physical Address, City, State and Zip Code

• Mailing Address (is separate from Headquarters and/or physical address)

• Telephone Number

• Contact Name and Title

• Number of Employees at your physical location