



Small Business Environmental Loan Program Application

Arkansas Department of Environmental Quality
Office of Enterprise Services
Business Assistance Program
5301 Northshore Drive
North Little Rock, AR 72118-5317
(501) 682-0820
(501) 682-0880 fax



Revised June 2017

Loan Eligibility

Eligible Businesses:

- ¾ Must be an Arkansas business;
- ¾ Must employ one hundred (100) or fewer individuals; and
- ¾ Must provide proof of profitable operation and a demonstrated ability to repay the loan.

Eligible Activities:

- ¾ **Mandated Environmental Control Projects** – Projects designed to meet required State or Federal environmental regulations;
- ¾ **Pollution Prevention Projects** – Projects designed to reduce or eliminate the generation of pollution or waste at the source; or
- ¾ **Waste Reduction Projects** – Projects designed to handle or process waste materials in such a way that ultimately reduces the total quantity of waste disposed.

Amounts and Rates:

- ¾ **Pollution Control Loans** – Available for up to \$45,000.00 @ 80% of the current Prime Interest Rate, with loan terms up to 10 years.
- ¾ **Pollution Prevention Loans** – Available for up to \$45,000.00 @ 80% of the current Prime Interest Rate, with loan terms up to 10 years.
- ¾ **Waste Reduction Loans** – Available for up to \$45,000.00 @ 80% of the current Prime Interest Rate, with loan terms up to 10 years.

*There is a lifetime maximum of \$65,000.00 available to each business.

LINE-BY-LINE INSTRUCTIONS FOR LOAN APPLICATION

1.0 COMPANY IDENTIFICATION

- 1.1 Identify the applicant name and the facility/business entity applying for the loan. Include any legal designation associated with the business (Inc., LLC, etc.)
- 1.2 List any names under which the business previously operated. Include any legal designations associated with previous business names.
- 1.3 Name the primary contact that will be available to answer questions regarding this loan application. Please include a phone number where they can be reached.
- 1.4 Identify the owner's home mailing address.
- 1.5 Complete all elements of the facility/business site mailing address, including telephone numbers, fax number, e-mail, etc. This is the location where loan proceeds will be used.

2.0 CHARACTERISTICS OF COMPANY

- 2.1 Describe the business activities performed by the applicant at the location where the loan proceeds will be used. Please include details, such as: if retail or wholesale business occurs, what products are produced at the site, what general industrial and/or manufacturing processes are used at this site, etc.
- 2.2 List the business' Federal Employer Identification Number.
- 2.3 If known, list the 6-digit North American Industry Classification System (NAICS) Number that best describes the applicant business.
- 2.4 Identify the date that the business was established.
- 2.5 Identify how many employees currently work for the business, including all locations at which the business operates. Include all full-time, part-time, contract employees, and affiliates associated with the business.
- 2.6 If required, identify if the business is registered to do business in Arkansas.

3.0 ENVIRONMENTAL PERMITTING

- 3.1 Identify if the business holds current environmental permits issued by the State of Arkansas.
- 3.2 Identify the media in which the applicant holds environmental permits and the permit identification number.

4.0 BUSINESS PROFITABILITY

- 4.1 Check the appropriate box to identify the type of business organization under which the applicant business operates.

To verify profitability for the purpose of the loan, attach to the loan application a copy of the applicable tax document for each of the last three tax years. For Sole Proprietorship, a signed copy of the first two pages of Form 1040 is required. Tax documents submitted as part of this loan application will remain confidential, and will be used only to verify profitability to determine the business' loan eligibility.

Additional documentation is required for loans exceeding \$15,000. Please complete the Personal Financial Statement on pages 15-16.

5.0 CHARACTERISTICS OF LOAN REQUEST

- 5.1 Identify the type of activity for which the loan is being requested. Only one type of loan may be requested on a single loan application. Only one loan is available for any single eligible activity.
- 5.2 Briefly describe the type of project that will be funded by the loan. Give details on equipment that will need to be purchased, services required, any other information that will aid in understanding and evaluating the loan application.
- 5.3 Describe how the loan will benefit the applicant business. Identify the pollutants that will be affected, the processes that will be affected, any known business & environmental effects from the loan-supported activities.

6.0 PROJECT COSTS

To the nearest whole dollar, identify the total cost associated with the project for which the loan proceeds will be used. The total project cost may significantly exceed the amount of the loan. For example, a \$50,000 pollution prevention project may be supported by a \$10,000 loan through this program (with the \$40,000 balance coming from other sources).

- 6.1 Identify the cost of acquiring land to complete the project.
- 6.2 Identify the cost of constructing, updating, remodeling or repairing facilities directly related to the project.
- 6.3 Identify the cost of acquiring machinery or equipment directly related to the project.
- 6.4 Identify the cost of expendable materials related to the project.
- 6.5 Identify the cost of operating expenses associated with the project, above and beyond ordinary operating expenses for the business.
- 6.6 Identify the cost(s) associated with “proofing” or testing alternative processes associated with the project.
- 6.7 Identify the cost of professional fees paid as part of the project. Such fees may include consulting fees and professional fees or services.
- 6.8 Identify other project costs not already identified in the previous listing. Such costs may include financing costs and other contingency costs.
- 6.9 Identify the total cost of the project (including all the previously-identified costs).
- 6.10 Identify the total loan amount being requested in support of the project.
- 6.11 If the total project cost exceeds the maximum loan amount, list other sources of obtaining funds.
- 6.12 Identify, in months, the loan term requested (up to 120 months).

7.0 SUPPORTING DOCUMENTATION FOR COST ESTIMATE

- 7.1 Include copies of any contractor bids, cost estimates, price lists, vendor quotes, engineering estimates or other documentation as appropriate that support the cost estimate in the preceding items.

Only components of work that are related to environmental requirements or are projected to prevent/reduce pollution are eligible for loan funding.

Work to be funded by this loan should not begin until the loan application is approved.

8.0 PROJECT SCHEDULE

- 8.1 Identify the date on which the project is expected to begin.
- 8.2 Estimate the project completion date. After the project is completed, a representative of ADEQ will verify that the project has been completed.

9.0 OFFICERS, OWNERS, OR PARTNERS

- 9.1 Identify the President (or primary operator) of the applicant business. Include a mailing address at which the President may be reached.
- 9.2 Identify Partner(s) and/or Owner(s) of more than 10% of the applicant business, including a mailing address for each. Attach additional sheets as necessary.

10.0 AFFILIATES OF APPLICANT

- 10.1 Identify business affiliate(s) of the applicant business, including a mailing address for each. Attach additional sheets as necessary.
- 10.2 Describe the nature of the affiliation between each affiliate and the applicant business.

11.0 AUTHORIZED TO SIGN FINANCIAL OBLIGATIONS AND CONTRACTS

- 11.1 Identify the person authorized to enter into financial obligations and contracts, including this loan application, on behalf of the business.
- 11.2 Identify the official title or operational capacity of the authorized signator.
- 11.3 List the telephone number of the authorized signator.

12.0 AUTHORIZED SIGNATURE AND CERTIFICATION

- 12.1 Print or type the name of the business signator who may knowledgeably certify that the statements made in this application and associated attachments are true and accurate.
- 12.2 Identify the business title or official capacity of the certifying signator.
- 12.3 Include an original signature of the certifying signator.
- 12.4 Identify the date on which the application is signed and certified.

CREDIT REPORT REQUEST

Complete and sign the attached Credit Report Request. A credit report will be obtained on the individual authorized to sign financial obligations and contracts. This report will be kept on file and will not affect the applicants' eligibility.

REQUEST FOR TAX FORMS

Complete the attached IRS Form W-9. If you are a sole proprietor, enter your name, business name and Social Security Number. If your business is classified as a corporation, enter the contact name, the name of the business and the business Taxpayer Identification Number.

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Complete the attached Contract and Grant Disclosure and Certification Form if the loan you are applying for exceeds \$10,000.00. This form is required for disclosure to state government associations, but will not affect the applicant's eligibility.

SUBMITTING PAPERWORK

Please return the completed application with required attachments, along with the Credit Report Request, W-9, and Grant Disclosure and Certification Form to:

**Arkansas Department of Environmental Quality
ATTN: Business Assistance Program
5301 Northshore Drive
North Little Rock, Arkansas 72118-5317**

LOAN APPLICATION

Small Business Environmental Loan Program

1.0 COMPANY IDENTIFICATION

1.1 Name of Applicant and Facility

1.2 Previous Name of Facility

1.3 Contact Name and Phone Number

1.4 Home Mailing Address

1.5 Facility Site Mailing Address

County _____

Business Phone _____

Home Phone _____

Fax _____

E-Mail _____

For Office Use Only:		Loan Amount \$ _____
Reviewed By _____	LAT _____	Term of Loan _____
Receipt Date _____	Long _____	Rate 1 _____ Rate 2 _____
Loan # _____	Tax ID _____	Start Date _____
AFIN # _____		Comp Date _____

2.0 CHARACTERISTICS OF COMPANY

2.1 Nature of Business (Describe)

2.2 Federal Employer Identification Number

2.3 North American Industry Classification System (NAICS) Number

2.4 Date Business Established (Month and Year)

2.5 Total Number of Employees on Date of this Application
(Include full-time, part-time, contract employment and affiliates)

2.6 If required, is your business registered to do business in the State of Arkansas?

- Yes No

3.0 ENVIRONMENTAL PERMITTING

3.1 Does the Applicant hold current environmental permits issued by the State of Arkansas?

- Yes No

3.2 If yes, designate all applicable permit categories and permit numbers.

Mining # _____ Underground Storage Tank # _____

Air # _____ Hazardous Waste # _____

Solid Waste # _____

Water # _____ Other (identify) # _____

4.0 BUSINESS PROFITABILITY

4.1 Loan eligibility requires proof of profitable business operations and an ability to repay the loan. An applicant’s federal tax returns for the last three years must be submitted as proof of profitability for the program.

Please attach a copy of the following income tax documents based on your applicable business organization for the last three federal tax years.

Business Organization	Federal Tax Return Document
... Sole Proprietorship	Form 1040 (pp. 1-2) and Schedule “C”
... Partnership	Form 1065
... “C” Corporation	Form 1120
... “S” Corporation	Form 1120B
... Other (Identify) _____	

Loans exceeding \$15,000 require extra documentation for additional proof of profitable business operations. Please complete the Personal Financial Statement on pages 17-18.

5.0 CHARACTERISTICS OF LOAN REQUEST

5.1 Type of Loan Application: (check single applicable category)

- ... Mandated Environmental Control
- ... Pollution Prevention
- ... Waste Reduction

5.2 Describe the loan project.

5.3 How will a loan benefit your company? Describe environmental benefits and effects.

6.0 PROJECT COST
(Round to the nearest whole dollar)

6.1 Land Acquisition \$ _____

6.2 Facility Construction or Modification \$ _____

6.3 Acquisition of Machinery or Equipment \$ _____

6.4 Material Inventory Purchase \$ _____

6.5 Operating Expense \$ _____

6.6 Proofing Expense (Process Charge) \$ _____

6.7 Professional Fees (Surveying, Appraisal, Architectural, or Engineering) \$ _____

6.8 Other Costs \$ _____

6.9 TOTAL PROJECT COST \$ _____

6.10 TOTAL LOAN AMOUNT REQUESTED \$ _____

6.11 Identify other sources of funding that will enable you to complete this project:

6.12 Loan Term Requested (months) _____

7.0 SUPPORTING DOCUMENTATION FOR COST ESTIMATE

7.1 Attach a formal cost estimate that identifies the scope of the work to be completed under the project and supported by this loan. The cost estimate may be in the form of a consultant or contractor’s proposal, a quote from an equipment vendor, or the cost estimate may be prepared by the applicant business to describe the scope of the work components of the project and should propose a time line for completion of the project. See attached loan application instructions for further details.

Note: The scope of work will be verified through inspection of the applicant business by ADEQ Business Assistance personnel before a loan can be made.

8.0 PROJECT SCHEDULE

8.1 Scheduled Project Start Date _____

8.2 Estimated Project Completion Date _____

9.0 OFFICERS, OWNERS, OR PARTNERS OF BUSINESS

9.1 President (if applicable) _____
Mailing address _____

9.2 Partner or Owner (if applicable) _____
Mailing Address _____

Partner or Owner (if applicable) _____
Mailing address _____

10.0 AFFILIATES OF APPLICANT

10.1 Affiliate (if applicable) _____
Mailing Address _____

10.2 Nature of Affiliation _____

11.0 AUTHORIZED TO SIGN FINANCIAL OBLIGATIONS AND CONTRACTS

11.1 Name _____

11.2 Official Capacity or Title _____

11.3 Telephone Number _____

12.0 AUTHORIZED SIGNATURE AND CERTIFICATION

I certify that the above and the statements contained in any attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan. I understand that FALSE statements may result in forfeiture of benefits and possible prosecution.

13.1 Name _____

13.2 Title _____

13.3 Signature _____

13.4 Date Signed _____

CREDIT REPORT REQUEST

I/We _____,
give my/our permission to release my/our current credit report to the Arkansas
Department of Environmental Quality, Business Assistance Program (BAP) in relation to
my loan application.

I/We authorize the BAP to request and obtain a copy of the report from the Arkansas
Capital Corporation (ACC).

I/We hereby authorize the release, to ACC, of any and all credit information required by
our loan application. I/We further authorize ACC to release such information to the BAP,
for any purpose related to our loan application.

I/We further represent and warrant that the loan I am requesting is for business
purposes.

Applicant Name

Applicant's Social Security Number

Spouse's Name

Spouse's Social Security Number

Mailing Address

Signature

Spouse's Signature

Date

Date

ECOA NOTICE

The Federal Equal Credit Opportunity Act (ECOA) prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning the Creditor is the U. S. Small Business Administration, Washington, DC 20416.

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SOCIAL SECURITY NUMBER: _____ FEDERAL ID NUMBER: _____ SUBCONTRACTOR: Yes No
 TAXPAYER ID #: ---- OR ----

TAXPAYER ID NAME: _____ IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: --- COUNTRY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

F o r I n d i v i d u a l s *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

F o r a n E n t i t y (B u s i n e s s) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

P E R S O N A L F I N A N C I A L S T A T E M E N T

As of _____, 20____

(Same date as interim financial statement)

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest & each general partner, or (3) each stockholder owning 20% or more of voting stock & each corporate officer & director, or (4) any other person/entity providing a guaranty on the loan.

Assets

Cash on hand and in Banks _____

Savings Accounts _____

IRA or Other retirement Account _____

Accounts and Notes Receivable _____

Life Insurance-Cash Surrender _____

Value Only (complete section 8) _____

Stocks and Bonds _____

(Description in section 3) _____

Real Estate _____

(Description in section 4) _____

Automobile – Present Value _____

Other Personal Property _____

(Description in section 5) _____

Other Assets _____

(Description in section 5) _____

Total Assets _____

Liabilities

Accounts Payable _____

Notes Payable to Banks and others _____
(describe in sections 2)

Installment Account (Auto) _____

Mo. Payments _____

Installment Account (Other) _____

Mo. Payments _____

Loans on Life Insurance _____

Mortgages on Real Estate _____

(Description in section 4) _____

Unpaid Taxes _____

(Description in section 6) _____

Other Liabilities _____

(Description in section 7) _____

Total Liabilities _____

Net Worth _____

Section 1 - Sources of Income

Salary _____

Net Investment Income _____

Real Estate Income _____

*Other Income (describe below)** _____

Description - Other income _____

Contingent Liabilities

As Endorser or Co-Maker _____

Legal Claims & Judgments _____

Provision for Fed. Income tax _____

Other Special Debt _____

**Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.*

Section 2 - Notes Payable to Banks & Others (Use attachments if necessary)

<i>Name & Address Of Note holder</i>	<i>Original Balance</i>	<i>Current Balance</i>	<i>Payment Amount</i>	<i>Frequency (Monthly, etc.)</i>	<i>How Secured or Endorsed Type of Collateral</i>
--	-----------------------------	----------------------------	---------------------------	--------------------------------------	---

PERSONAL FINANCIAL STATEMENT (CONTINUED)

Section 3: Stocks & Bonds (Use attachments if necessary)

Number of Shares	Name of Security	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Section 4 Real Estate Owned (Use Attachments if necessary)

	Property A	Property B	Property C
Type of Property	_____	_____	_____
Name and Address of Property	_____	_____	_____
Date Purchased	_____	_____	_____
Original Cost	_____	_____	_____
Present Market Value	_____	_____	_____
Name and Address of Mortgage Holder	_____	_____	_____
Mortgage Account Number	_____	_____	_____
Mortgage Balance	_____	_____	_____
Amount of Payment per Month/Year	_____	_____	_____
Status of Mortgage	_____	_____	_____

Section 5 Other Personal Property and Other Assets (Describe. If any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 6 Unpaid Taxes (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7 Other Liabilities (Describe in detail.)

Section 8 Life Insurance Held (Give Face amount, cash surrender value of policies, & name of insurance company and beneficiaries.)

I authorize ADEQ to make inquiries as necessary to verify the accuracy of the statements made to determine my credit worthiness. I certify the above and the statements are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature _____ Date _____ SS# _____
 Signature _____ Date _____ SS# _____