

## **Binghamton Local Development Corporation**

City Hall, 4<sup>th</sup> Floor  
38 Hawley Street  
Binghamton, NY 13901-3776

(607) 772-7161

## **Energy Efficiency and Green Jobs Loan Fund**

*The BLDC is encourages sustainable development practices defined as development which meets the needs of the present at the same time as safeguarding and improving economic, social and environmental resources and the ability of future generations to meet their own needs.*

R 09-27-2013

*This organization is an equal opportunity provider, and employer.*

**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
Energy Efficiency and Green Jobs Loan Fund

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## BINGHAMTON LOCAL DEVELOPMENT CORPORATION

Energy Efficiency and Green Jobs Loan Fund

*The following list will guide you as you complete your Energy Efficiency and Green Jobs Loan Fund Application package. This checklist must be reviewed with the BLDC Financial Analyst at the time that the application is submitted with the required Application Fee of \$50.00.*

Name of Borrowing Entity \_\_\_\_\_

\_\_\_\_\_ Exhibit 1 **Completed Application:** Checklist, Authorization to Investigate Credit History, Borrower Statement, Project Scope Statement, Job Creation Projections, Personal History Statement, Personal Financial Statement, Short Environmental Assessment Form, Signature Page.

### Borrower Information

\_\_\_\_\_ Exhibit 2 Copies of **Individual Federal Tax Returns** for the three (3) most recent years for all principles having 5% or more ownership.

\_\_\_\_\_ Exhibit 3 Copy of a **valid photo ID** for every principle having 5% or more ownership.

\_\_\_\_\_ Exhibit 4 Copies of **Articles of Incorporation, Certificate of Good Standing, Organization Agreement, Bylaws and DBA** if applicable; include % of ownership.

*For an existing business, for the three most recent years provide:*

\_\_\_\_\_ Exhibit 5 Complete copies of **Borrowing Entity (Partnership, Corporation, LLC) Federal Income Tax Returns.**

\_\_\_\_\_ Exhibit 6 Fiscal year end financial statements prepared by a Certified Public Accountant in accordance with GAAP, including, **profit and loss statements, balance sheets and cash flow.**

\_\_\_\_\_ Exhibit 7 A breakdown as a listing of any and all **current outstanding debt** held by your business(s) and corporation(s) including: installment loans, officer and shareholder loans, notes and mortgages payable, capitalized leases showing to whom payable, original amount, present balance, interest rate, maturity date, monthly payments, security, and whether current or delinquent. In addition, list outstanding loan balances or revolving lines of credit.

### Project Information

\_\_\_\_\_ Exhibit 8 A **business plan** for a business in existence for less than one year.

\_\_\_\_\_ Exhibit 9 A detailed **narrative description** of the project scope explaining sources & uses of funds (see "Project Scope Statement).

\_\_\_\_\_ Exhibit 10 Provide a detailed description of **collateral**, listing estimated value, source, and date of valuation.

\_\_\_\_\_ Exhibit 11 If applicable, a **Commitment Letter** from the participating financial institution(s) stating the terms and conditions of its participation and the reason why it will not finance the entire project.

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\_\_\_\_\_ Exhibit 12 Provide a **pro forma projection of monthly cash flow** for the borrower. These projections should account for the repayment of debt service. Describe the assumptions on which projections are based.

*If project involves machinery and equipment purchase, please provide:*

\_\_\_\_\_ Description of machinery and equipment to be financed. Provide serial number, use in company operation, its useful life, and value.

\_\_\_\_\_ Supply make and model number, and supplier's estimate for transportation and installation costs, including soft costs.

\_\_\_\_\_ For used equipment, provide in addition to the above, a purchase agreement and appraisal including the value based on the quick liquidation of the machinery and a value based on the fair market value.

**The BLDC may require additional information to complete the analysis of your application.**

BLDC funds CANNOT be used for:

- \*Refinancing
- \*Payment for purchases made prior to project approval
- \*Speculative buildings or projects
- \*Projects where appropriate financing from other sources is available
- \*Not-for-profit entities
- \*Strictly residential development - mixed use may be considered

*The BLDC complies with all the requirements imposed by Title IV of the Civil Rights Act of 1964 (Public Law 88-352); Title VII of the Civil Rights Act of 1968 (Public Law 90-284)' Section 109 of Housing and Community Development Act of 1974; Section 3 of the Housing and Urban Development Act of 1968; Executive Order 11246; Executive Order 11063, and any HUD regulations issued to implement there Authorities and the regulations related to Equal Opportunity (24 CFR, Part 570-601).*

BLDC staff signature and date:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

The BLDC will provide special accommodations for persons with disabilities, for example, accessible by wheelchairs or access to TDD or relay service for persons with hearing impairment. The NYS relay TDD number is 711.

**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
Energy Efficiency and Green Jobs Loan Fund

**- AUTHORIZATION TO INVESTIGATE CREDIT HISTORY -**

The undersigned authorizes the Binghamton Local Development Corporation (BLDC) to obtain all consumer and business information, including confirmation of bank accounts and credit reports, and authorizes all reporting agencies to furnish such information to the BLDC regarding this loan application. The undersigned agrees that the BLDC application and all information obtained by the BLDC shall remain the property of the BLDC, whether or not the loan is granted. The undersigned has read the loan program description, eligibility criteria, and administrative guidelines, and agree to comply with the requirements and regulations set forth by the United States Department of Housing and Urban Development (HUD) and the BLDC. The undersigned acknowledges that the final terms of the loan, if approved, will be based on the loan documents themselves, as approved by the BLDC's counsel.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
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**- BORROWER STATEMENT -**

**Borrowing Entity:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Contact name(s): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Tax ID No: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

EIN: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Fiscal Year End: \_\_\_\_\_

Name and Address of Current Bank of Business Account:

\_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Owner E-Mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Time as Owner: \_\_\_\_\_

Name and Address of Current Bank of Personal Account:

\_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Owner E-Mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Time as Owner: \_\_\_\_\_

Name and Address of Current Bank of Personal Account:

\_\_\_\_\_

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**- PROJECT SCOPE STATEMENT -**

*Attach a narrative description of the project - Exhibit 9*

Sources and Uses of Loan Proceeds

<b>Financing Sources</b>	
Private Lender	\$
Other Lender	\$
Personal Equity	\$
BLDC	\$
SBA	\$

<b>Uses of Funds</b>	
<u>Small Businesses</u>	
Interior Improvements:	
Heating	\$
Electrical Work	\$
Plumbing	\$
Interior Insulation	\$
Window Replacement	\$
Other	\$
<b>TOTAL</b>	\$
<u>BPI Certified Contractors</u>	
Business Equipment	\$
Working Capital	\$
Miscellaneous Expenses:	\$
Soft Costs	\$
Other	\$
<b>TOTAL</b>	\$

Structure of Financing

	<b>Private Lender</b>	<b>Other Lender</b>
Term (years)		
Amortization		
Interest Rate		
Monthly Payment		

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## BINGHAMTON LOCAL DEVELOPMENT CORPORATION

Green Jobs Revolving Fund Loan Application

### - JOB CREATION PROJECTIONS -

Federal funds from the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program support the BLDC. For every \$35,000.00 loaned out, HUD requires that the project create one full-time equivalent job (35 hour work week). Of the total jobs created, at least 51% must be made to persons whose income is considered “low to moderate” when hired. HUD publishes these guidelines on an annual basis; the current standard appears below. *A borrowing business will be required to submit documentation of persons hired, position, and household income to the BLDC.* The borrowing business must meet their required job creation within the three-year period following the closing of their loan.

	NUMBER OF PERSONS IN HOUSEHOLD							
L/M	1	2	3	4	5	6	7	8+
<b>INCOME LIMIT</b>	<b>\$30,300</b>	<b>\$34,650</b>	<b>\$38,950</b>	<b>\$43,300</b>	<b>\$46,750</b>	<b>\$50,250</b>	<b>\$53,700</b>	<b>\$57,150</b>

Please provide hiring projections below. Do NOT consider the number of employees hired on a cumulative basis. For example, one clerical employee already is an employee, but two are projected to be hired, both in YEAR 2. A number one would be placed in the column under current employees, a zero in projected jobs for YEAR 1, a two in projected jobs for YEAR 2, and a zero in projected jobs for YEAR 3.

JOB CREATION	Current # & type of full time jobs and/or FT Equivalentents		Projected # of new permanent, full time and/or FTE jobs by type of type of occupation to result for project during a three (3) year period.					
OCCUPATION BY CATEGORY	Current # employees by occupation		Projected employees by occupation					
			YEAR 1		YEAR 2		YEAR 3	
	# Empl.	L/M*	# Empl.	L/M*	# Empl.	L/M*	# Empl.	L/M*
Officials/Managers								
Professionals								
Technicians								
Sales								
Office/Clerical								
Craft Workers skilled								
Operatives Semi-skilled								
Laborers unskilled								
Service Workers								
<b>TOTAL</b>								

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**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**

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**- PERSONAL HISTORY STATEMENT -**

All principles having 5% ownership or more or any other person providing a guaranty for the loan must complete this form.

1. Personal Statement of: (first, middle initial, last name):

\_\_\_\_\_

2. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

4. Present residence address: \_\_\_\_\_

\_\_\_\_\_ # years at this address \_\_\_\_\_

5.

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_

6. Business Telephone Number: (\_\_\_\_) \_\_\_\_\_

7. E-mail (optional) \_\_\_\_\_

8. Immediate past residence address: \_\_\_\_\_

\_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_

9. Current Employer: \_\_\_\_\_

Address \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Yearly Salary: \_\_\_\_\_

10. Are you a U.S. Citizen? \_\_\_\_\_ Yes, Naturalization Date (if applicable) \_\_\_\_\_

\_\_\_\_\_ No, Alien Registration #: \_\_\_\_\_

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**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
Green Jobs Revolving Fund Loan Application

**Personal History Statement, continued**

11. The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

**Ethnicity:**  
Hispanic or Latino \_\_\_\_\_  
Not Hispanic or Latino \_\_\_\_\_

**Race: (Mark one or more)**  
White \_\_\_\_\_ Black or African American \_\_\_\_\_  
American Indian/Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_  
Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

12. Have you ever been involved in bankruptcy or insolvency proceedings?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, briefly describe details. \_\_\_\_\_

13. Are there or have there ever been any legal claims and judgments against you?

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes, briefly describe details.

\_\_\_\_\_  
\_\_\_\_\_

**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
Green Jobs Revolving Fund Loan Application

**Personal History Statement, continued**

14. Are you presently on parole or probation? \_\_\_\_\_No \_\_\_\_\_Yes

If yes, furnish details in a separate exhibit.

List name(s) under which held, if applicable.

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15. Have you ever been convicted with any criminal offense other than a minor motor vehicle violation? \_\_\_\_\_No \_\_\_\_\_Yes

If yes, furnish details in a separate exhibit.

List name(s) under which charged, if applicable.

A conviction will not necessarily disqualify you. Incorrect answers that constitute fraud are disqualifying.

**BINGHAMTON LOCAL DEVELOPMENT CORPORATION**  
Green Jobs Revolving Fund Loan Application

**- PERSONAL FINANCIAL STATEMENT -**

All principles having 5% ownership or more or any other person providing a guaranty for the loan must complete this form.

<b>ASSETS</b>	<b>Dollars</b>	<b>LIABILITIES</b>	<b>Dollars</b>
Cash, Checking, Savings, CDs (see Schedule A)		Notes payable to banks and others (see Schedule H)	
US Gov't & marketable securities (see Schedule B)		Due to brokers	
Non-marketable securities (see Schedule C)		Amounts payable to others- secured	
Securities held by broker in margin accounts		Amounts payable to others- unsecured	
Restricted control or margin account stocks		Accounts & bills due	
Real estate owned (see Schedule D)		Unpaid income tax	
Accounts, loans, & notes receivable		Other unpaid taxes & interest	
Automobiles		Real estate mortgages payable (see Schedules D & H)	
Cash surrender value-life insurance (see Schedule E)			
Vested interest in deferred compensation/ profit-sharing plans (see Schedule F)			
Business Ventures (see Schedule G)			
Other Assets/personal property itemize (see Schedule G if applicable)			
		<b>Total Liabilities</b>	
		<b>Net Worth</b>	
<b>Total Assets</b>		<b>Total Liabilities &amp; Net Worth</b>	

Please list any Assets or Liabilities that are held jointly with another party:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

# BINGHAMTON LOCAL DEVELOPMENT CORPORATION

Green Jobs Revolving Fund Loan Application

## Personal Financial Statement, continued

### SCHEDULE A - CASH, CHECKING AND SAVINGS ACCOUNTS, CERTIFICATES OF DEPOSIT, MONEY MARKET FUNDS, ETC.

Name of Financial Institution	Type of Account	Owner	(J)	If Pledged, to Whom?	Balance

### SCHEDULE B - U.S. GOVERNMENT & MARKETABLE SECURITIES (Use additional sheet if necessary)

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged, or held by others?	Market Value	Exchanges Where Traded

### SCHEDULE C - NON-MARKETABLE SECURITIES (Use additional sheet if necessary)

Number of Shares	Description	In Name of	Are these Registered, Pledged, or Held by Others?	Value	Method of Valuation

### SCHEDULE D - INVESTMENTS IN REAL ESTATE (Use additional sheet if necessary)

Description/Location of Real Estate Investment	(J)	Date of Original Investment/Amount	% Owned by You	Market Value of Your % of Investment	Present Balance	Monthly Payment	Mortgage Maturity Date	Mortgage Owed To

### SCHEDULE E - LIFE INSURANCE CARRIED INCLUDING GROUP INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount	Policy Loans	Cash Surrender Value

### SCHEDULE F - VESTED INTEREST IN DEFERRED COMPENSATION/PROFIT SHARING PLANS

% Vested	Company Name	Account Number	Manner of Payout (Annuity, Lump Sum, etc)	Distribution Date	Beneficiary	Amount

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# BINGHAMTON LOCAL DEVELOPMENT CORPORATION

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## Personal Financial Statement, continued

### SCHEDULE G - BUSINESS VENTURES (Use additional sheets if necessary)

List Name and Address of Any Business Venture in Which You Are a Principal or a Partner	Your position/title in the business	Line of Business	Years in Business	Total Assets listed in Section 3	Your % of Ownership	Net Worth of Business	Present Net Value of Your Investment

### SCHEDULE H - LOANS OWING BANKS, BROKERS, FINANCE COMPANIES, AND OTHERS (MASTERCARD, VISA, ETC.)

Owing to (Acct. No.)	(J)	Date of Original Borrowing/Amount	Present Balance	Due	Monthly Payment	Date of Final Payment	Secured by

In addition to these financial statements, please provide a three-to-five-year financial projection. These projections should include a balance sheet, cash flow statement, and income statement. All projections should be prepared on a month-to-month and annual basis. All financial projections should be presented in a business plan format.

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**SIGNATURE PAGE -**

I declare that the statements made in this application - including attachments - are true, correct, and complete to the best of my knowledge. False statements shall be sufficient cause for dismissal of this application.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Company \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Company \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Company \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Company \_\_\_\_\_ Title \_\_\_\_\_

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