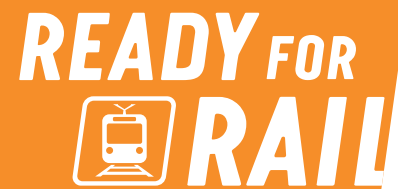


CENTRAL CORRIDOR READY FOR RAIL SMALL BUSINESS FORGIVABLE LOAN PROGRAM

City of Saint Paul Housing and Redevelopment Authority in partnership with the City of Minneapolis, Metropolitan Council & Central Corridor Funders Collaborative



Purpose:

To provide a modest safety net for businesses that show a loss in sales due to the construction of the Central Corridor Light Rail Transit Line. The forgivable loan may be used for basic business expenses, including payroll, inventory, rent/mortgage, utilities, taxes, marketing, and insurance.

Who qualifies?

For-profit small businesses with no more than \$2 million in annual gross sales that:

- Are independently owned (with four or fewer locations)
- Are located on the Central Corridor Light Rail Line (or within one block of the construction zone)
- Have been at their current Central Corridor location for one year or more
- Are focused on retail services (selling products or services directly to the consumer, including restaurants)
- Have experienced a decline in revenue due to the construction of the Central Corridor Light Rail Line

Forgivable loan amount:

Up to \$20,000. Loan amounts will depend on demand and demonstrated loss of revenue.

Structure and terms:

Distributions will be structured as 0% loans that will be forgiven at the rate of 20% for each year the business stays on the Central Corridor Light Rail Line (Loan is 100% forgiven after five years). Loans will be five-year repayable obligations for the business owner if forgiveness terms are not met. The loan balance will be payable upon the sale of the business or its relocation from Central Corridor.

When to apply:

Forgivable loan applications may be submitted 60 days or more after construction has started in your immediate area.

See page 2 for application and contact information.



How to apply:

In Saint Paul

- Download application at <http://bit.ly/CCLRTLoan>
- Complete the application, provide all the requested documents and forward your full application by mail or deliver to Neighborhood Development Center at 663 University Avenue, Suite 200, Saint Paul, MN 55104
- Contact Neighborhood Development Center (NDC)
 - Phone: 651-379-8118
 - Email: R4Rforgivableloanprogram@ndc-mn.org
 - Web: www.ndc-mn.org/ReadyForRailForgivableLoan
- Attend an information session at the Central Corridor Resource Center at 1080 University Avenue, Saint Paul, MN (parking available in lot), as follows:
 - Thursday, June 30 – 6 pm to 8 pm
 - Tuesday, July 5 – 8 am to 10 am
 - Thursday, July 7 – 6 pm to 8 pm
 - Tuesday, July 12 – 8 am to 10 am
 - Thursday, July 14 – 6 pm to 8 pm
 - Tuesday, July 19 – 8 am to 10 am
 - Thursday, July 21 – 6 pm to 8 pm

In Minneapolis

- Download application at <http://bit.ly/CCLRTLoan>
- Complete the application, provide all the requested documents and drop off full application to Metropolitan Consortium of Community Developers (MCCD) at 3137 Chicago Avenue, Minneapolis, MN 55407
- Contact Metropolitan Consortium of Community Developers (MCCD)
 - Phone: 612-789-8448
 - Email: forgivableloanprogram@mccdmn.org
 - Web: www.mccdmn.org

Ready for Rail Business support and services:

Prepare your business now, before construction starts. For those businesses along the Central Corridor Light Rail Line between Hamline and Rice Street, small business preparation resources and support are available. This assistance is designed to help you:

- Know the details of construction plans and how to maintain access to your business
- Get the most benefit from your financial record keeping and reports – once completed the records can be used to establish the financial impact of construction on your business
- Select free training and services that help you manage your business
- Set a goal and plan for saving money before construction starts

For more information about the business support and resources available visit: www.readyforrail.net

Call the construction hotline with construction related comments or to report an incident: [651-602-1404](tel:651-602-1404)



CENTRAL CORRIDOR READY FOR RAIL SMALL BUSINESS LOAN PROGRAM

THE CITY OF SAINT PAUL HOUSING AND REDEVELOPMENT AUTHORITY in partnership with The City of Minneapolis, The Metropolitan Council, and The Central Corridor Funders Collaborative

LOAN APPLICATION FORM

I. Applicant Information

Applicant's Name: _____

Name of Business: _____

Business Address: _____

Email Address: _____

Business Owner (1)

Home Address: _____

Home Phone #: _____ Business Phone # _____

Federal I.D. # _____ Social Security # _____

Percent of Ownership of the business: _____

Percent of Ownership of the property, if applicable: _____

Business Owner (2)

Home Address: _____

Home Phone #: _____ Business Phone # _____

Federal I.D. # _____ Social Security # _____

Percent of Ownership of the business: _____

Percent of Ownership of the property, if applicable: _____

If there are additional business owners, please attach a separate sheet with the above information.

Borrowing Entity (Select One)

_____ S Corporation _____ C Corporation _____ Partnership

_____ LLC _____ Sole Proprietorship _____ Other: _____

Do you own or lease the space where your business is located:

_____ Own _____ Lease: If lease, what is the term of your lease? _____

Business Square Footage: _____

Present Zoning: _____

Circle: City of Minneapolis or City of Saint Paul
Ward: _____ Ward _____ and District _____

Is your Business Registered/Incorporated with the Secretary of State? Y _____ N _____

If yes, What is your Business's Registered Name? _____

Is your Business registration active? Y _____ N _____

If yes, please provide the Expiration Date: _____

Race: (Please Circle One) Asian, Asian & White; Pacific Islander; Black/African American; Black/African American & White; American Indian/Alaska native; American Indian & Black; American Indian & White; Hispanic; White; Other; Not Known

Are you a minority owned business enterprise: Circle: Yes or No

Are you a woman owned business enterprise: Circle: Yes or No

Are you a small business enterprise; Circle: Yes or No

Please Circle if you are: Handicapped and/or Elderly

Brief Description, Type and History of Business: (Products, hours, clients, etc)

Date and Year Business Opened: _____

Date Business Opened at this location: _____

Previous Location of Business: _____

Number of Years at Previous Location: _____

Is this business a franchise? Yes _____ No _____

If, yes, please include a copy of your Franchise agreement and your Franchisor's FTC Disclosure Statement

II. Use of Loan Funds

These loan funds are designed for qualified small businesses along the Central Corridor Light Rail Transit line in Saint Paul and Minneapolis that are directly affected by the Central Corridor LRT construction. The funds provide a modest “safety net” for businesses that have prepared for the construction and still show a significant loss of gross sales.

Please describe the specific use of this working capital loan:

IV. Job Retention/Creation:

Current Number of Employees: _____
Number of Jobs to be Maintained: _____
Type of Jobs Maintained: _____
Average Wage of Jobs Maintained: \$/hour _____

Number of Jobs to be Created: _____
If New Jobs Created, By When _____
Types of Jobs to be Created: _____
Title: _____ Title: _____
Average Wage of New Jobs : _____ (\$/hour) _____

VI. Compliance

Because these loan funds are not from a federal origin, are for working capital only, (not construction) and will not exceed \$20,000, the City of Saint Paul’s and the City of Minneapolis compliance thresholds do not apply.

VII. Applicant’s Bank Information:

Name and Branch of
Bank: _____
Bank Address: _____
Loan Officer: _____ Phone # _____

VIII. Financial Information: Please provide the following information with this loan application:

- Attend a meeting with your loan administrator’s small business consultant or attend a “Ready4Rail” Forgivable Loan Workshop
- At least three previous years tax returns (or as long as the business has been operational if less than three years), and other documents such as financial records (e.g. year end balance sheets and income statements if reasonably available) and interim monthly financial statements from the beginning of CCLRT

construction demonstrating the period of loss, to show loss of revenue related to construction

- Monthly income statements demonstrating decline of revenue to be as a result of the Central Corridor construction
 - Schedule of existing debt (See Attachment 1)
 - Business owners with 20% or more ownership please bring personal financial statement (s) (See Attachment 4) or a substantially similar document completed to the best of your ability for review by the loan administrator. This document will not be retained or copied and therefore will not be part of your loan file.
 - Credit Release Authorization, if applicable (See Attachment 2)
 - Certify on page 6 lease terms, if applicable
 - Which of the following insurance do you have:
Property _____ Hazard_____ Liability _____ Workers Comp_____
- Please be prepared to provide proof of current hazard and liability insurance at the time of closing
- Certify on page 6 you were current with sales tax, other taxes, rent/mortgage, utility, and employee payments when CCLRT construction began in your immediate area. If you have any outstanding delinquent obligations (such as tax liens, judgments or child support), please provide an explanation of the payment plan for these obligations, including the amount outstanding and who is owed. Please provide a copy of the plan and proof that you are making payments as agreed.
 - Certify on page 6 use of working capital loan will be used for basic business expenses at your Central Corridor location, including taxes, rent/mortgage, utility payments, insurance, marketing, payroll and other day to day business expenses

IX. Where did you hear about this program?

X. Acknowledgements and Understandings

1. The applicant understands that acceptance of this application in no way implies that the HRA will approve the application and that the application is not a commitment to provide financing by the HRA.
2. All information in this application and the Exhibits are true and complete to the best of the applicant's knowledge and are submitted to the HRA so HRA can decide whether to grant a loan or participate with a lending institution in a loan to the applicant.
3. Reserved - N/A for this application.
4. As consideration for any Management, Technical and Business Development assistance that may be provided, the applicant waives all claims against HRA and its consultants.
5. If the applicant makes a statement that the applicant knows to be false or if you over-value a security in order to help obtain a loan the HRA reserves the right to terminate any commitment to provide financing or to call any loan(s) made to the applicant.

6. If applicable, the applicant authorizes disclosure of all information submitted in connection with this application to the financial institution agreeing to participate with the HRA's loan.
7. The applicant understands and agrees that all information submitted with this application is subject to terms and conditions of the Minnesota Government Data Practices Act (see Tennesen Warning below).
8. The applicant in consideration for assistance from HRA hereby agrees that it will comply with all federal, state and local laws and regulations enforced to the extent that they are applicable to such assistance, including conditions set forth in this application.

Note: The City of Saint Paul's Housing and Redevelopment Authority is managing this Central Corridor Small Business Loan Fund in partnership with the City of Minneapolis and is working with the Metropolitan Consortium of Community Developers and the Neighborhood Development Center to administer the program.

Tennesen Warning:

As an applicant for financial assistance from the City of Saint Paul and its Housing and Redevelopment Authority ("City"), you are being asked to provide information which will be used in consideration of your application. The purpose and intended use of this request is to obtain information to permit the City to evaluate your eligibility and need for the financial assistance available from the City. You are being requested to sign the loan application and submit information and documents to be considered for a loan. You are not legally required to provide any information requested by the City. However, if the requested information is not furnished, your application will not be processed and a loan will not be considered.

The data you are being asked to provide is defined under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Under the Data Practices Act, some of this data is classified as public data, the remaining information classified as private or confidential. Private and confidential data is available only to you, loan administrators and their credit committee, city employees and officials with a bona fide need to know such information to process and make a decision on the approval of your application. Public data is available to anyone requesting it and consists of all data furnished in the application process that is not designated private or confidential. If a loan is approved, most of the information supplied by you may become public and may be conveyed to third parties.

I have read and understand the above information regarding my rights as a subject of government data.

Applicant Name (Please Print)

Date

Applicant Signature

Required Certifications

By executing this document, I am certifying that the following statements are true:

- The information I have provided in the attached application for a loan from the Ready for Rail Forgivable Loan Program is true and accurate;
- My business has been located on the Central Corridor Light Rail line for more than 12 months prior to the submission of this application;
- My business is independently owned with four or fewer locations;
- Proceeds from this loan will be used for basic business expenses;
- At the start of construction of the Central Corridor Light Rail Line, my business was current, or in good standing by virtue of compliance with a mutually agreed to payment plan, on all obligations to pay taxes (including sales, payroll and property taxes), rent, utilities, and payroll;
- If applicable, at the start of construction of the Central Corridor Light Rail Line, I was current, or in good standing by virtue of compliance with a mutually agreed to payment plan, on personal tax obligations and child support payments;
- My current business lease is subject to the following terms:
 - Sq. Ft. Leased: _____
 - Start date: _____
 - End date: _____
 - Renewal Options: _____

 - OR I own the property where my business is located and do not have a lease:

Applicant Name

Business Name

Signature

Date

Attachment 1

DEBT SCHEDULE

PLEASE LIST ALL EXISTING BUSINESS DEBTS

Date: _____ *

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly payment	Assets Secured	Current or Delinquent

TOTAL PRESENT BALANCE** _____

TOTAL MONTHLY PAYMENT _____

* Should be the same date as current financial statement. **Total must agree with balance shown on current financial statement.

**Attachment 2
Credit Release Authorization**

To Whom It May Concern:

The undersigned applicant(s) has applied for a business loan with the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota. You are hereby authorized to release any information required by the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota and/or its assigns, to complete the processing of the loan request. Necessary credit information may include credit reports for the undersigned owners/guarantors, commercial banking history and deposit information, information on the business accounts payable, and mortgage payment records and balances.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned) may be deemed to be the equivalent of the original and may be used as duplicate original.

Thank you,

Applicant	Date	Social Security #
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Applicant	Date	Social Security #
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Home Address:

Business Address:

Attachment 3 Data Uses Inclusion Requirements

Why we are asking for this information? To assess the credit risk and the public purpose benefit of the business financing proposal.

How do we plan to use this information? This information will be used to prepare a financing request, analyzing the strengths and weaknesses of the business financing proposal. For example, what is the historical performance of the business? Was it profitable, and were business trends positive or negative? Did the business experience substantial revenue declines as a result of the Central Corridor LRT construction? What is the credit history of the borrower or guarantor? What are the future trends of the business? Can the business afford the proposed financing? The financing request will be reviewed by the Loan Administrator and their Credit Committee and staff and will make a recommendation to the HRA as to whether or not financing should be approved for the proposed project.

With whom may we share this information? Before a financing request is approved, the information may only be reviewed by the Loan Administrator, their Credit Committee and staff and the City of Saint Paul's Planning and Economic Development staff and is not considered part of the public record. *Once a project has been approved by the HRA, all information except tax returns are considered to be part of the public record, according to the Data Practices Act, Minn. Stat. §13.62.*

If you do not provide this information. While you are not legally required to provide this information, and may refuse to do so, failure to provide this information may cause a denial of the requested financing.

**Attachment 4
Personal Financial Statement**

**City of Saint Paul
Department of Planning and Economic Development (PED)
Housing and Redevelopment Authority (HRA)
Personal Financial Statement**

You may apply for an extension of credit individually or jointly with another applicant. This statement and any applicable supporting schedules may be completed jointly by co-applicants if their assets and liabilities can be meaningfully and fairly presented on a combined basis, otherwise separate statements and schedules must be provided. For the purpose of obtaining credit from time to time with the following statement and information are furnished as a complete, true and accurate statement of the financial condition of the undersigned on _____, 20_____.

APPLICANT	CO-APPLICANT
Name	Name
Street Address	Street Address
City/State/Zip	City/State/Zip
Date of Birth	Date of Birth
Social Security Number	Social Security Number
Telephone	Telephone
Employer	Employer
Position/Title	Position/Title
Dependents/Include Self	Dependents/Include Self
Marital Status*	Marital Status*
*Please furnish this information only if your spouse will use or be contractually liable for this account.	

ASSETS				LIABILITIES			
Cash (Schedule 1)				Short Term Notes Due Financial Institutions (Schedule 6)			
Securities (Schedule 2)				Short Term Notes Due to Others (Schedule 6)			
Life Insurance Cash Value (Schedule 3)				Credit Accounts and Bills Due (Schedule 7)			
Mortgages and Contracts Held by you (Schedule 4)				Insurance Loans (Schedule 3)			
Homestead (Schedule 5)				Installment Loans and Contracts (Schedule 6)			
Other Real Estate (Schedule 5)				Mortgages on Home (Schedule 5)			
Profit Sharing (Net of Loans)				Mortgages on Other Real Estate (Schedule 5)			
Pension & Retirement Accounts, Include IRA Accounts				Taxes			
Automobiles (Describe)				Other Liabilities (Describe)			
Personal Property							
Other Assets (Describe)							
				Total \$			
Total \$				(Total Assets Less Total Liabilities) Net Worth			

ANNUAL INCOME*	APPLICANT	CO-APPLICANT	PLEASE ANSWER EACH QUESTION YES OR NO	APP	CO-APP
Salary			Are you a Co-Maker, Endorser, or Guarantor of any other person's debt?		
Bonuses/Commissions			Are you a defendant in any suit or legal action?		
Dividends/Interest			Have you ever gone through bankruptcy or had a judgment against you?		
Net Real Estate Rent			Have you made a will?		
Other (List*)					
Total			*Income from alimony, child support, or maintenance payments need not be entered unless you want it considered as a basis for repayment.		

SCHEDULE 1 / CASH ON HAND AND IN BANKS

Name of Bank or Financial Institution	Type of Account	Account Balance		
Total \$				

SCHEDULE 2 / SECURITIES OWNED

Par Value or Number of Shares	Description	Registered in Name(s) of	Listed or Unlisted	Current Market Value		
Total \$						

SCHEDULE 3 / LIFE INSURANCE

Insurance Company	Insured	Beneficiary	Face Value of Policy	Cash Value of Policy			Loans		
Total \$									

SCHEDULE 4 / RECEIVABLES DUE TO ME ON MORTGAGES AND CONTRACTS I OWN

Name of Debtor	Description of Property	First Lien or Second Lien	Date of Maturity	Repayment Terms	Balance Due		
				Per			
				Per			
				Per			
				Per			
				Per			
				Per			
				Per			
Total \$							

SCHEDULE 5 / REAL ESTATE OWNED

Description of Property	Year Acquired	Purchase Price	Insured Value	Mortgage Balance	Date of Maturity	Repayment Terms	Current Market Value		
						Per			
						Per			
						Per			
						Per			
						Per			
						Per			
Total \$									

SCHEDULE 6 / SHORT TERM NOTES AND LOANS DUE

Name of Creditor	Collateral	Date of Maturity	Repayment Terms	Balance Due		
			Per			
			Per			
			Per			
			Per			
			Per			
			Per			
Total \$						

SCHEDULE 7 / CREDIT ACCOUNTS AND BILLS DUE

Name of Company	Repayment Terms	Balance Due		
	Per			
	Per			
	Per			
	Per			
	Per			
	Per			
Total \$				

