

## **APPENDICES**

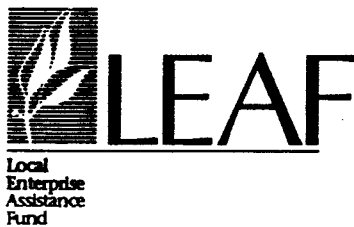
**Appendix I    A Treatment detailing the structure and content of the Guide**

**Appendix II    Summary of comments from one of the panel sessions regarding format  
and data elements**

**Appendix III   A Sample Guide Sheet**

# **APPENDIX I**

NEW ENGLAND  
FUNDING REFERENCE GUIDE



## **NEW ENGLAND FUNDING REFERENCE GUIDE**

### **PURPOSE:**

This guide provides a functional guide to various financial assistance programs operated by the various public and quasi-public entities based throughout New England for the benefit of minority /women entrepreneurs and small businesspeople.

### **STRUCTURE:**

This guide is separated into two major sections:

#### **Section 1**

This section is divided by type of business: Manufacturing; Retail; Distribution; and Service. Within each business segment, we identify various financing needs (e.g. Receivables loans, machinery loans, etc.).

To use the guide, turn to the business segment that is applicable to your business or proposed business. Within that business segment, you turn to the page that matches your financing need.

For example, you operate a janitorial and cleaning service and you need a new truck to expand your business. First, you would turn to the Service business segment. Within the Service business segment, you turn to the page entitled Vehicle Financing. There you will find a listing of all entities providing the desired financing for your type of business. You will be supplied with the page in Section 2 that contains a description of each entity listed.

#### **Section 2**

This section contains information on each New England entity responsible for the various financial assistance programs available for minority/women entrepreneurs and business people.

For every entity in question, you will find overall description of its operations and functions. In addition, you will find a description of each of the various specific financing/funding programs administered by the entity.

The various entities are included in alphabetical order.

# ***FUNDING REFERENCE GUIDE***

## **OUTLINE**

### **Section I                      Index by type of business and financing need**

#### **A.        MANUFACTURING BUSINESSES**

##### **Type of Financing Required**

1.     Accounts Receivable Financing
2.     Acquisition Financing
3.     Employee Training Funding
4.     Energy Costs Assistance
5.     Feasibility Study Funding
6.     Inventory Financing
7.     Leasehold Improvement/Fixture Financing
8.     Manufacturing Machinery
9.     Moving/Business Relocation Expense Funding
10.    Office Equipment Financing
11.    Real Estate (Land and/or Building) Financing
12.    Vehicle (car/van/truck) Financing

#### **B.        RETAIL BUSINESSES**

##### **Type of Financing Required**

1.     Accounts Receivable Financing
2.     Acquisition Financing
3.     Employee Training Funding
4.     Energy Costs Assistance
5.     Feasibility Study Funding
6.     Inventory Financing
7.     Leasehold Improvement/Fixture Financing
8.     Manufacturing Machinery
9.     Moving/Business Relocation Expense Funding
10.    Office Equipment Financing
11.    Real Estate (Land and/or Building) Financing
12.    Vehicle (car/van/truck) Financing

#### **C.        DISTRIBUTORS**

##### **Type of Financing Required**

1. Accounts Receivable Financing
2. Acquisition Financing
3. Employee Training Funding
4. Energy Costs Assistance
5. Feasibility Study Funding
6. Inventory Financing
7. Leasehold Improvement/Fixture Financing
8. Manufacturing Machinery
9. Moving/Business Relocation Expense Funding
10. Office Equipment Financing
11. Real Estate (Land and/or Building) Financing
12. Vehicle (car/van/truck) Financing

#### **D. SERVICE BUSINESSES**

##### **Type of Financing Required**

1. Accounts Receivable Financing
2. Acquisition Financing
3. Employee Training Funding
4. Energy Costs Assistance
5. Feasibility Study Funding
6. Inventory Financing
7. Leasehold Improvement/Fixture Financing
8. Manufacturing Machinery
9. Moving/Business Relocation Expense Funding
10. Office Equipment Financing
11. Real Estate (Land and/or Building) Financing
12. Vehicle (car/van/truck) Financing

#### **Section II            Program descriptions of each entry contained in the guide**

Currently, they are:

#### **CONNECTICUT**

Business Assistance Fund  
 Environmental Clean-Up Fund  
 Connecticut Works Fund Loan Guarantee Program  
 Connecticut Business Development Corporation  
 Environmental Assistance Fund  
 Growth Fund  
 Industrial Parks Program

Connecticut Innovations, Inc.  
Investment Finance  
Loan Guarantees  
Manufacturing Assistance Fund  
Naugatuck Valley Fund  
Connecticut Seed Ventures Fund

Very Small Business Loan Guarantee Program  
Small-Contractor Set-Aside Program  
Greater Hartford Business Development Center, Inc.

## MAINE

Coastal Enterprises, Inc.  
Commercial Loan Insurance Program  
Export Financing Services  
Linked Investment Program for Agriculture and Small Business  
Non-Traditional Lenders' Loan Insurance Program  
Small Business Loan Insurance Program  
Veterans' Small Business Loan Insurance Program  
Working Capital Loan Insurance Program  
Economic Recovery Loan Program  
Smart-E and Smart Bond Programs  
Job Start Program (currently on hold)  
Occupational Safety Loan Program  
Overboard Discharge Replacement Program  
Potato Marketing Improvement Fund  
Underground Oil Storage Facility or Tank Replacement Program  
Waste Reduction or Recycling Loan Program  
Maine Seed Capital Tax Credit Program  
Maine Community Loan Fund

## MASSACHUSETTS

Working Capital/ICCD  
Western Massachusetts Enterprise Fund, The  
Advisory Services  
Economic Stimulus Fund  
MIFA/Amerifund Receivables Program  
Mortgage Insurance Program  
Current Refunding Program  
Economic Development Fund  
Massachusetts Export Finance Guarantee Fund  
Eximbank Working Capital Guarantee

Child Care Facilities Loan Fund  
Seafood Revolving Loan Fund  
Thrift Institutions Fund for Economic Development  
Taxable Industrial Development Bonds  
Tax-exempt Industrial Development Bonds  
Thrift Fund  
Massachusetts Capital Resource Company  
Massachusetts Community Capital Fund  
Community Development Program  
Venture Capital Fund  
Massachusetts Technology Development Corporation Financing  
Small Business Administration 504 Loans  
Targeted Revolving Loan Program  
Working Capital Loan Program  
Industrial Services Program  
Hilltown Enterprise Fund

## NEW HAMPSHIRE

Capital Networks  
Capital Access Program  
Guarantee Asset Program  
Industrial Development Revenue Bond Financing  
Guarantee of Loans to Small Business Program  
U.S. Department of Housing and Urban Development  
Appropriate Technology Demonstration Grants Program  
SBA 504 Loan Guarantees  
Farmers Home Administration  
New Hampshire Industrial Research Center  
Export Finance Program

## RHODE ISLAND

Elmwood Neighborhood Housing Services  
Tax-exempt and Taxable Industrial Revenue Bonds  
Insured Bond and Mortgage Program  
Small Business Loan Fund  
Business Development Company Financing  
SBA 504 Program  
SBA 7a Program



## **VERMONT**

**Burlington Revolving Loan Program**  
**Vermont Job Start**  
**Agricultural Finance Program**  
**Debt Stabilization Program**  
**Direct Loan Program - Subchapter 5**  
**Mortgage Insurance Program - Subchapter 2**  
**SBA 504 Certified Development Company Program**  
**Rural Economic Activity Loan (REAL) Program**  
**Northern Community Investment Corporation**

## **NEW ENGLAND AND NATIONWIDE**

**Energy-Related Inventions Program**  
**New England Trade Adjustment Assistance Center**  
**Cooperative Fund of New England**

## **Appendices**

**Introduction to Credit and Capitalization**

**Glossary of Financial Terms**

**List of Community Development Corporations in New England by state**

# **APPENDIX I I**

NEW ENGLAND  
FUNDING REFERENCE GUIDE

PARTICIPATION  
SUMMARY

APRIL 26, 1993



22 - Participating  
13 - Responded by Mail/Phone  
3 - Attended Panel Discussion  
4 - Intend to Respond by Mail  
2 - Declined to Respond

11 - Logo Design Format  
4 - Modern Design Format  
1 - Detective Design Format

Ms. Margaret Miley  
Coalition for a Better Acre, Inc.  
450 Merrimack Street  
Lowell, MA 01852  
508-452-7523

COMMENTS: Will mail comments. (4/26 Message)

Mr. David Knowles  
Executive Director  
Dorchester Bay Economic Development Corporation  
594 Columbia Road, Suite 302  
Dorchester, MA 02125  
617-825-4200

COMMENTS: Liked design format with logo.

Mr. Steven Antinelli  
Executive Director  
Green Island/Vernon Hill Community Development Corporation  
3 Lafayette Plaza  
Worcester, MA 01608  
508-752-2391

COMMENTS: Liked design format with logo, color would be good. The content was concise and easy to read with bold headings.

Mr. Monte Pearson  
Executive Director  
Heritage Common Community Development Corporation  
232 Lowell Street  
Lawrence, MA 01841  
508-685-3115

COMMENTS: Liked modern design with BIG BOXES next to headings. They pull attention directly to those headings and categorize information on the page. For a New England wide publication I think that it is important to have the Geographic Area heading right up front so as not to waste time wading through information then find out that it is the wrong geographic area.

Ms. Katheryne Woo  
Hilltown Community Development Corporation  
P.O. Box 17  
Chesterfield, MA 01012  
413-296-4536

COMMENTS: Like modern design because it was clear and attractive.

Mr. Gordon N. Gottsche  
Executive Director  
Just a Start Corporation  
P.O. Box 410310  
Cambridge, MA 02141-0003  
617-494-0444

COMMENTS: Liked detective design best, very creative! Mention indication of range of rates. Compare to banks (below?). Any hidden cost? Why a good deal? If listing CDC's in an appendix be upfront about technical assistance, any servicing or monitoring.

Ms. Lisa Heller  
Executive Director  
Madison Park Development Corporation  
122 Dewitt Drive  
Roxbury, MA 02119  
617-445-1061

COMMENTS: Liked modern design. Thought that contact name with number and comment about funding organization was helpful. Didn't get detective design.

Mr. Steven Teasdale  
Executive Director  
Main South Community Development Corporation  
1020 Main Street  
Worcester, MA 01608  
508-752-6181

COMMENTS: Will mail comments. (4/26 Message)

Mr. Peter Hall  
Executive Director  
North Adams Community Development Corporation  
85 Main Street, Suite 228  
North Adams, MA 01247  
413-664-6369

COMMENTS: Liked logo design. Clear on who the funding organization is, straight forward, easy to read. Overall content is well organized and more indepth than other guides. Especially liked the application process information with time requirements and contact person. Covered the basics and more. The detective design was distracting and hard to read. No comment on modern design.

Ms. Evelyn Friedman-Vargas  
Executive Director  
Nuestra Comunidad Development Corporation  
391 Dudley Street  
Roxbury, MA 02119  
617-427-3599

COMMENTS: Will mail comments. (4/26 Message)

Mr. Bob Biagi  
Executive Director  
Nueva Esperanza, Inc.  
401 Main Street  
Holyoke, MA 01040  
413-533-9442

COMMENTS: Declined to Respond.

Ms. Joanne Foster  
Executive Director  
Oak Hill Community Development Corporation  
226 Grafton Street  
Worcester, MA 01604  
508-754-2858

COMMENTS: Will mail comments. (4/26 Message)

Ms. Hariett Lebow  
Executive Director  
Oak Hill Community Development Corporation  
226 Grafton Street  
Worcester, MA 01604  
508-754-2858

COMMENTS: Liked logo design. Graphics were distracting on the other two designs.

Mr. Charles J. Buffone  
Chairman, Board of Directors  
Oak Hill Community Development Corporation  
226 Grafton Street  
Worcester, MA 01604  
508-754-2858

COMMENTS: Declined to Respond.

Mr. Kenneth E. Walto  
Pittsfield Economic Revitalization Corporation  
City Hall, Room 205  
Pittsfield, MA 01201  
413-499-9368

COMMENTS: Liked logo design.

Mr. Richard Shortt  
South Boston Community Housing, Inc.  
72 A Street  
South Boston, MA 02127  
617-268-9610

COMMENTS: Attended panel discussion. Liked logo design, cleaner the better. The other ones were distractive. Information is thorough, especially liked Application Process and Loan Size. It would be useful to non-financial users to have a glossary. Also suggested putting an Appendix in the back of the guide listing CDC's that could be liasons. Create directory listing by state, rural, city (breakdown to area).

Mr. Syvalia Hyman, III  
President  
United South End/Lower Roxbury CDC  
Community Development Corporation  
434 Massachusetts Avenue #404  
Boston, MA 02118  
617-266-5451

COMMENTS: Attended panel discussion. Liked logo design. If there is a CDC Appendix be careful not to direct people to places that they can not get assistance. Clearly state whether TA is available - Don't waste everybody's time! Make note that legal expenses must be paid as part of fee. Breakout Fees and Charges: Financing Fees, Commitment Fees etc. Match funds to appropriate businesses to prevent mis-matching.

Ms. Janet Taylor  
Taylor Memorials  
163 Wahconah Street  
Pittsfield, MA 01201  
413-443-4117

COMMENTS: Liked logo design best, more business like and professional. Modern design might be rated more highly if color is used for both the stock and the ink. Found the one with the feet to be distracting and not with any real purpose. The amount of money available is substantial and should indicate the substance of the Trust Fund and the validity of the program.

Mr. Chris Sikes  
Neighborhood of Affordable Housing  
28 Paris Street  
East Boston, MA 02128  
617-567-5882

COMMENTS: Liked logo design. Didn't like the design with the steps.



Mr. Gus Santos  
Moon-Raker Marine Transport  
88 Purchase Street, Bay #1  
New Bedford, MA 02740  
508-996-4010

COMMENTS: Liked the logo and modern design but didn't like the steps. It would be good to know what percent of collateral and what businesses would be ineligible. The application process is good, but thought that total time to process loan would be helpful. The information is well organized and easy to flip through to find out which ones are good.

Ms. Beverly Lucas  
Headlines  
20 Park Plaza, Suite 1120  
Boston, MA 02116  
617-426-5959

COMMENTS: Attended panel discussion. Liked logo design. Easy to read, purpose was very specific. Since I really have no business background, it would be helpful to have a glossary to understand terminology.

Mr. Ken Prinston  
Duplitron  
244 Liberty Street  
Brookton, MA 02401  
508-583-2600

COMMENTS: Liked modern design.

# **APPENDIX I I I**



50 Congress Street  
Boston, MA 02109  
(617) 227-0404  
(FAX) 742-6242

■ **CONTACT:** Michael Wilson, Program Manager

■ **GEOGRAPHIC AREA:** Massachusetts

■ **ELIGIBLE TYPE OF ORGANIZATION:**

Corporations, Non-Profit Corporations, Partnerships  
and Proprietorships

■ **ELIGIBLE BUSINESS SIZE:**

	Employees	Sales
Minimum:	N/A	N/A
Maximum:	N/A	\$10,000,000

■ **PURPOSE OF LOAN:**

Real Estate Acquisition, Equipment Acquisition,  
Working Capital, Bridge Financing, Product Development  
and Construction Financing

■ **INELIGIBLE PURPOSES:**

Start-up Financing, Venture Capital, Refinancing,  
and Troubled Loans

■ **LOAN SIZE:**

Minimum: \$ 100,000  
Average: \$ 500,000  
Maximum: \$1,000,000 (Subject to Override)

■ **LENGTH OF LOAN:**

Minimum: One (1) Year  
Average: Ten (10) Years  
Maximum: Thirty (30) Years

1% of the loan requested, which can be payable from  
the proceeds of the loan and \$500 non-refundable application  
deposit, that will be credited towards legal fees

■ **TYPES OF LOANS AVAILABLE:**

Secured

■ **PRINCIPAL OWNER(S)' PERSONAL GUARANTY:**

In most cases borrower is personally responsible

■ **ACCEPTABLE COLLATERAL:**

Real Estate, Equipment, Machinery, Accounts Receivable  
and Inventory

■ **OTHER REQUIREMENTS:**

The Thrift Fund will provide no more than half of the  
total loan amount necessary when involved in participation  
programs

■ **PRINCIPAL GOAL/MISSION:**

Create & Retain Jobs in Massachusetts

■ **APPLICATION PROCESS:**

- (1) Contact a participating Bank or Service Agent with a  
loan request
- (2) Provide required information to Bank
- (3) Obtain a commitment for financing from the Bank  
contingent upon additional financing from the Thrift Fund  
Time Required: Six (6) weeks after Bank receives information
- (4) Ask Bank to submit request to Thrift Fund  
Time Required: Three Weeks to complete submission process
- (5) Thrift Fund will provide a commitment  
Time Required: One month to obtain Board Approval
- (6) Close Loan with Bank & Thrift Fund  
Time Required: Varies with preparation of loan documents