



# City of Boston

## Mayor Martin J. Walsh

### Office of Economic Development, Neighborhood Business Access Program

#### NEIGHBORHOOD BUSINESS ACCESS (NBA) LOAN APPLICATION

The Neighborhood Business Access (NBA) program provides both technical and financial assistance to new and expanding businesses throughout the City of Boston.

**Eligibility** – The Office of Economic Development's (OED) loan programs have specific eligibility criteria and requirements in order for potential borrowers to have access to the loan portion of the program. OED will consider the project with regards to ownership demographic, service provided, location, jobs created, public benefits, and repayment ability. This loan pool follows Community Development Block Grant (CDBG) requirements as described in the Overview.

**Legal Counsel** – Applicants may want or need legal counsel to handle transactions.

**Fees** – The Borrower will pay all reasonable costs and expenses incurred by OED in connection with the closing of the Loan, including legal fees associated with the transaction.

**Steps to follow** – Please complete the attached application for financing:

Section I, II and III: Please provide the information requested. "You" refers to the proprietor, general partner, or corporate officer signing this form.

Section IV: Please describe how you will be using these funds.

Section V: Please provide the information requested for the collateral you have.

**Attachments** – Please complete the attached forms

- W9
- Vendor Form
- Affidavit
- Property Affidavit

**Submit the original of this application and attachments to:**

John FitzGerald – Director of Business Capital and Finance  
Office of Economic Development  
One City Hall Sq., 6<sup>th</sup> Floor  
Boston, MA 02201

Office of Economic Development staff is available to answer questions you may have and to assist you in completing this application. If you have any questions, please call John FitzGerald at (617) 635-0035.

## **Loan Application**

### **I. Applicant Information About You**

**Name:**

**Address:**

**City & State:**

**Zip:**

**Telephone #:**

**Email:**

### **II. Information About Your Business**

**Name of Business:**

**Address:**

**City & State:**

**Zip:**

**Business #:**

**Cell #:**

**Email:**

**Type of Business:**

**Date Established:**

*Please check off Business structure*

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship

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Bank Where Your Business Has An Account:

Phone:

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Loan Officer:

### **III. Information About Management**

List the name of owners (having 20% or greater interest), officers, directors, and /or partners. Provide the percent ownership and the annual compensation. In the event that no owner has a 20% or greater percentage of ownership, please list all corporate officers, using an additional sheet if necessary.

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Name:	Title:
\$ _____	% _____
Annual Compensation:	% Ownership

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

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Name:	Title:
\$ _____	% _____
Annual Compensation:	% Ownership

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

### **IV. How You Plan To Use The Financing**

\$ \_\_\_\_\_

Amount for Equipment:

\$ \_\_\_\_\_

Amount for Working Capital:

\$ \_\_\_\_\_

Other:

Total Amount Requested: \$

Requested Term Years:

Breakdown of Description for Equipment or Working Capital:

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## **V. Summary of Business Assets**

	Present Market Value \$	Present Mortgage or Loan Balance	Cost Less Depreciation
A. Land and Building	\$	\$	\$
B. Inventory	\$	\$	\$
C. Accounts Receivable	\$	\$	\$
D. Machinery and Equipment	\$	\$	\$
E. Furniture and Fixtures	\$	\$	\$
F. Other	\$	\$	\$
TOTAL COLLATERAL	\$	\$	\$

## **VI. Source of Repayment and/or Collateral**

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## **VII. Employment (Please list current numbers in the below categories)**

☐ Boston Resident    ☐ Empowerment Zone Resident    ☐ Female

Min Starting Wage: \$\_\_\_\_\_ Future Job Openings:\_\_\_\_\_

Estimated job opening over next 12 months:\_\_\_\_\_

### ***Benefits offered:***

- ☐ Disability Insurance
- ☐ Health Insurance (\_\_\_\_% paid)
- ☐ Life Insurance
- ☐ Profit Sharing
- ☐ Retirement Plan
- ☐ Other
- ☐ Employee ownership

## **Checklist for Application Package**

The following items make up the rest of the information required for the Office of Economic Development (OED) application for Financing. All Exhibits must be signed and dated by the person signing this form. (Check off all items, if non-applicable with N/A)

_____A personal history statement (resume) for each person e.g. owners, partners, major stockholders (over 20%) and resumes for all key management personnel	_____A list detailing the planned uses of loan proceeds as well as a list including all other funding sources (e.g. paid in capital and/or bank or other financing).
_____A personal balance sheet for each stockholder (with 20% or greater ownership) partner, officer and owner who is providing a personal guarantee	_____If you are buying machinery or equipment with the financing include a list of equipment, its cost and estimated useful life.
_____Are you or your business involved in any pending lawsuits? If yes, provide the details.	_____Have your or any officers of your company ever been involved in bankruptcy or insolvency proceedings? If yes, please provide the details.
_____Please provide a brief analysis of present and future competition in the market.	_____If your business has any subsidiaries or affiliates, please provide their names and its relationship to your company, along with a current balance sheet and operating statement for each.
_____Items (a), (b) and (c) for each of the last three years, if available.	
_____ (a) balance sheets	
_____ (b) Profit and Loss statements	
_____ (c) Corporate and Personal Tax Returns for anyone providing a personal guarantee	
_____ (d) Projected Balance Sheet for the First Year	

_____ (e) Current listing of accounts receivable and payable: and age	
_____ (f) Profit and Loss projections for three years including monthly breakdown of the for the first year	
_____ (g) Articles of Incorporation (if applicable);	
_____ (h) D/BA Certificate	
_____ (i) Information on all outstanding debt of the business	
_____ (j) A copy of your current lease	

**CERTIFICATION**

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in the Office of Economic Development loan application for Financing and any Exhibits or Attachments hereto is true and complete and accurately describes the proposed project, and agrees to promptly inform them of any changes in the proposed project which may occur. It is understood that, while the Office of Economic Development will use its best efforts to assist the Company to obtain financing, the Office of Economic Development does not guarantee in any manner that the Company will obtain financing. The undersigned hereby agrees to hold the Office of Economic Development harmless from any and all loss, which may arise in connection with the Company's inability to obtain such financing.

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Signature:

Title:

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Company:

Date:

## **Application Credit Check Authorization**

I/we \_\_\_\_ hereby authorize the Office of Economic Development to check my/our credit and employment history and to provide information to others about your credit experience with the Office of Economic Development.

_____ Signature of Applicant	_____ Social Security	_____ Date of Birth Date
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Current and Previous Address:

_____ Street Zip Code	_____ City	_____ State
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_____ Street Zip Code	_____ City	_____ State
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_____ Street Zip Code	_____ City	_____ State
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**Each owner and/or guarantor must complete this form, one person to a form.**





# City of Boston

## Mayor Martin J. Walsh

### Office of Economic Development, Neighborhood Business Access Program

#### NEIGHBORHOOD BUSINESS ACCESS (NBA) LOAN OVERVIEW

#### **PROGRAM OVERVIEW**

The Office of Economic Development's Business Capital and Finance Unit provides loans through the US Department of Housing and Urban Development's (HUD) Community Development Block money (CDBG) and Section 108 loan programs. The key components of this unit are to support economic development through job creation and to revitalize neighborhood commercial districts and properties. This unit will focus on supporting those demographics who historically have more difficulty accessing capital, and the growing sectors of business that have the most potential for job creation to low and moderate income households. These loans are meant to prevent displacement amongst existing businesses, subsidize economic development in new identified growth areas, and concentrate on businesses with social cause profitability potential. The loans disbursed from this Unit will assist businesses with rehabbing existing buildings, new construction, equipment, startup costs, expansion, and working capital.

#### **PROGRAM COMPONENTS**

The program has five components related to the creation and retention of new jobs and the improvement, revitalization, and financial investment in targeted low and moderate-income neighborhoods, underserved demographics, and other business districts, through the investment in new and existing business commercial expansion and upgrades.

- 1) To provide financial resources and quality service to entrepreneurs, local businesses, private developers, and the non-profit sector to support business growth, job creation, and economic revitalization throughout the City of Boston.
- 2) To provide one-on-one guidance and technical and financial resources in a timely and responsive fashion for establishing, expanding, maintaining, and strengthening Boston's business and commercial districts.
- 3) To work closely with the public, private, and nonprofit sectors and other City departments to strategically apply financial resources and incentives to develop economically viable commercial enterprises.

4) To develop and implement strategic business attraction and retention activities by promoting Boston and its neighborhoods as desirable business locations.

5) To build capacity in community based organizations through loans for economic development initiatives and commercial projects.

## **BASIC CDBG ELIGIBILITY REQUIREMENTS**

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) to municipalities to enable them to provide grants and loans to support a wide range of economic development activities.

In general, businesses receiving CDBG funds must either create new permanent jobs for low and moderate income persons or provide goods or services to the residents of a low and moderate income area. At least 51% of the jobs created must be held by or made available to workers from low or moderate income households. A low and moderate income area is a predominantly residential area in which at least 51% of the households have low or moderate incomes. In addition, each assisted business must meet certain public benefit thresholds.

The business would have to add at least one Full Time Equivalent (FTE) permanent job for every \$35,000 it receives in CDBG funds or it must serve a neighborhood area with at least one low/mod resident for every \$350 the business received. If the funds are used to build or make improvements to a non-residential building, the construction workers must be paid at Federal prevailing wage levels.

Our program staff will work with your business to figure out the best way to meet these HUD CDBG requirements.

## **GENERAL LOAN POLICY**

- All loans will require guarantees of owners holding more than a 20% ownership interest or from supporters of the business willing to provide such guarantees. Supporters may be individuals or organizations.
- All loans will be collateralized
- All loans will be “but for” gap filler loans
- All applicants will be required to seek alternative sources of primary financing
- All applicants must be creating or preserving jobs for folks from a low to moderate income household or area.

## **TYPES OF LOAN PRODUCTS**

Loans will be distributed from one source, which will be referred to as the Neighborhood Business Access (NBA) program, with the intent of following all eligibility rules set forth in this document.

\*Micro-loans will be broken out into a sub-category within the NBA program because they will have separate terms and criteria that differ from the general NBA loan terms and criteria.

As businesses apply, depending on their ownership demographic, service provided, location, and/or jobs created, money can be drawn from this source to give more flexibility to what we can fund and ensure that needed business sectors are funded in the locations that they are best positioned to flourish. Of course, this money can also fund any and all small businesses throughout the City provided they fulfill the Federal guidelines set forth under the Community Development Block Grant (CDBG) funding.

## **TERMS AND CRITERIA**

### **Neighborhood Business Access Loans**

This program provides loans from \$10,000 up to \$100,000 that are available to new and existing businesses throughout the City. All of the funds would be in the form of loans, generally @ 5% over 7 years, with the possibility of a balloon at the end. All of the recipients need to be creating jobs. No payments or interest for the first year of the loan. All loans will be collateralized by the business assets and guaranteed by any owner controlling over 20% of the business. There can be discussion on the terms of the loan based on whether a business can show exceptional potential in job creation for low to moderate income households and provide an underrepresented service in an underserved area.

#### ○ Usage

- a. Working Capital, build out, equipment, remodeling
- b. Startup, opening, or expanding of business within the City of Boston limits

#### ○ Viability

- a. Evidence of outside investor or financial institution backing
- b. Proof of efforts to obtain financing besides the City's commitment
- c. Significant equity contribution may offset investor or financial institution commitment
- d. Management team has experience and is acceptable to OED
- e. Well-developed business plan and financial projections

#### ○ Collateral

- a. All business assets
- b. Personal Guarantees

#### ○ Equity

- a. Owner(s) has made a significant equity contribution, per City's decision
- b. Owner(s) needs to be dependent on business success for their income

- c. Owner(s) is willing to invest or pledge all their assets to the success of the business
- o Job Creation
  - a. Looking to create or retain jobs

### Micro Loans

This program provides loans from \$3,000 up to \$10,000 that are available to primarily new or recently formed businesses. All of the funds would be in the form of loans, generally @ 6% over 7 years, with the possibility of a balloon at the end. All of the recipients need to be creating jobs. No payments or interest for the first year of the loan. There can be discussion on the terms of the loan based on the potential of a business to show exceptional potential in job creation for low to moderate income households and provide an underrepresented service in an underserved area. It is unlikely that any of the borrowers will have any funding in place from a traditional lender. Focus will be on perceived growth sectors, but can include equipment purchases for more advanced small businesses.

- o Usage
  - a. Working Capital, equipment
  - b. Startup or opening of business within the City of Boston limits
  - c. Business may be home based
- o Viability
  - a. Business plan (simple)
  - b. Basic projections indicating ability to repay
- o Collateral
  - a. All business assets
  - b. Personal Guarantees
- o Equity
  - a. Owner(s) is fully committed
  - b. Owner(s) needs to be dependent on this venture for their income
  - c. Owner(s) have made as large an equity investment as they can
- o Job Creation
  - a. Looking to create jobs

**AFFIDAVIT OF ELIGIBILITY FORM (DND AND COB  
FORM)**

## Affidavit of Eligibility

The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve (12) months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston.

For purposes of this Affidavit, "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

This statement is made under the pains and penalties of perjury this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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APPLICANT

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CO-APPLICANT (IF APPLICABLE)







# Request for Taxpayer Identification Number and Certification

Completed form should be given to the requesting department or the department you are currently doing business with.

**Name** ( List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See **Specific Instruction** on page 2)

**Business name**, if different from above. (See **Specific Instruction** on page 2)

Check the appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ►

**Legal Address:** number, street, and apt. or suite no.

**Remittance Address:** if different from legal address number, street, and apt. or suite no.

**City, state and ZIP code**

**City, state and ZIP code**

Phone # ( )

Fax # ( )

Email address:

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

**Social security number**

□□□-□□-□□□□

OR

**Employer identification number**

□□-□□□□□□

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

**Vendors:**

**Dunn and Bradstreet Universal Numbering System (DUNS)**

**DUNS**

□□□□□□□□

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am an U.S. person (including an U.S. resident alien).
- I am currently a Commonwealth of Massachusetts's state employee: (check one): No ☐ Yes ☐ If yes, **in compliance with** the State Ethics Commission **requirements**.

**Certification instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Sign Here**

**Authorized Signature ►**

**Date ►**

## Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding

**If you are a foreign person, use the appropriate Form W-8.** See **Pub 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**What is backup withholding?** Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or

**5.** You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

### Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an **LLC** that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments.

The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

### Part II - Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

#### Dunn and Bradstreet Universal Numbering System (DUNS) number requirement –

The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at [www.ccr.gov](http://www.ccr.gov). Any entity that does not have a DUNS number can apply for one on-line at [www.DNB.com](http://www.DNB.com) under the DNB D-U-N Number Tab.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold a designated percentage, currently 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> The minor <sup>2</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee <sup>1</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**If you have questions on completing this form, please contact the Office of the State Comptroller. (617) 973-2468.**

**Upon completion of this form, please send it to the Commonwealth of Massachusetts Department you are doing business with.**

# **COB Property Affidavit (Loops Form with policy & instructions)**

## City of Boston (COB) – Property Affidavit Form

**Instructions:** List all City of Boston properties currently owned, or previously foreclosed upon for failure to pay real estate taxes or other indebtedness, by the applicant or by any other legal entity in which the applicant has had or now has an ownership or beneficial interest. If there are any past due amounts owed to the Department of Neighborhood Development, the Inspectional Services Department, the Treasury Department and/or the Boston Water and Sewer Commission, such **must be paid in full** before: (1) a vote request can be presented to the City of Boston Public Facilities Commission concerning the sale of property to the applicant or any other business entity in which the applicant has an ownership or beneficial interest; OR (2) the commitment of funding to the applicant or any other business entity in which the applicant has an ownership or beneficial interest. Public Facilities Commission votes are not to be requested until the Property Affidavit has been approved and the Legal Unit has signed the Property Clearance Form.

Upon approval, the Property Affidavit will be valid for ninety (90) calendar days from the date it is signed by the Applicant.

For any additional properties that do not fit on this form, attach a spreadsheet. Do not use another property affidavit form. Only one signature page is to be submitted. All entries made on this form must be typed in the form fields provided below.

**Applicant:**

List Addresses of Boston Properties Owned:	PARCEL ID NUMBER
Boston Properties Previously Foreclosed Upon by COB:	PARCEL ID NUMBER

I declare under pains and penalties of perjury that the foregoing representations are true, accurate, complete and correct in all respects.

Print Name and Title

Authorized Representative's Signature

Date \_\_\_\_\_

Applicant Contact (If different from above)

Telephone Number

OFFICIAL USE ONLY (Fax the completed form to DND at 635-0262.)

Delinquency Reported: (If Yes (Y) state the amount owed)

**Boston Water & Sewer Commission**

Y\$ N ☐

Signature and Date:

Notes:

Department of Neighborhood Development

Y\$ ☐ N ☐

Signature and Date:

Notes:

Public Works Department

Y\$ N ☐

Signature and Date:

Notes:

Treasury Department

Y\$ N ☐

Signature and Date:

Notes:

## DND Contact

Division

Program

Phone: ext. \_\_\_\_\_

### **LOOPS POLICY (UPDATED 12/15/2016)**

The Department of Neighborhood Development (“DND”) utilizes “Loops” as a means to ensure that DND awards property or financial assistance to only those applicants who are in good financial standing with the City of Boston (“the City”).

For the purposes of Loops, “applicant” shall be defined as any individual or business entity, including interested individuals whose names do not appear as formal applicants, seeking to develop and/or own any beneficial interest in a subject property or otherwise seek financial assistance by purchase, rental, grant or transfer from DND. Full disclosure of all interested parties who have or will have a direct or indirect interest in the subject property is required in accordance with G.L. c. 7, § 40J.

In order to be considered in good financial standing with the City, applicants must be current on all property taxes. Further, applicants cannot be delinquent on any financial obligations, fees or charges that may be due to the City or the Boston Water and Sewer Commission. DND does not authorize applicants to enter into a payment plan with the City to pay off a tax title account or any other financial obligation, fee or charge.

Verification of the financial standing of an applicant is accomplished through use of a Property Affidavit (also referred to as the “Loops form”). The Property Affidavit requires applicants to list any properties currently owned in the City as well as any property interests that have been foreclosed upon by the City. Any information provided by the applicant on the Property Affidavit must be typed. Further, the applicants must sign the Property Affidavit under the pains and penalties of perjury. Finally, applicants must submit an original copy of the Property Affidavit with an original signature.

After an applicant submits a completed Property Affidavit to DND, the property affidavit is submitted through Salesforce to the Finance Division for processing. The Finance Division then distributes a copy of the Property Affidavit to the following entities: DND Loan Management, the Public Works Department (“PWD”), the Office of the Collector/Treasurer, and the Boston Water & Sewer Commission. Loops requests submitted by Boston Home Center staff shall only be processed through DND’s Loan Management Unit and Boston Water & Sewer Commission because these awards do not require a PFC vote and applicants are primarily first-time homebuyers. After the Property Affidavit(s) have either been approved or rejected by the above-referenced entities, the Property Affidavit(s) are collected by the designated Finance staff member. For any Loops that are rejected by one or more of the above-referenced entities, the submitting staff member is responsible for follow-up. If the reason for rejection can be resolved, a copy of the approved Property Affidavit is provided to the Finance Division.

If an applicant submits a Property Affidavit indicating that he or she does not own property within the City of Boston, the Finance Division only distributes a copy of the Property

Affidavit to DND Loan Management. If there is an affiliated parent entity that owns property, that parent entity must also complete a property affidavit. DND will continue to run Loops according to the Loops policy on the associated parent entity.

If Loops are run and rejected by the Office of the Collector/Treasurer due to property taxes owed by a prior owner of a property listed on the Property Affidavit, the Legal Unit shall research the issue. If there is a sound basis for determining that the applicant is not legally responsible for the property tax obligations, the Legal Unit shall draft a memorandum addressed to the Public Facilities Commission. The memorandum shall be included with the Loops Approval package submitted to the Public Facilities Commission.

If Loops are run and rejected due to a delinquency on a financial obligation, fee or charge owed to the City and an applicant subsequently produces a receipt for all outstanding obligations, fees or charges, the Designated Division Staff will certify receipts address any outstanding obligation, and will complete and sign the "Loops Summary Form," which explicitly details how the certified receipt(s) address all past due obligations, fees, or charges. The Deputy Director of Administration & Finance or a Designee (i.e. A&F Operations Manager or DND Director of Operations) will review and sign the "Loops Summary Form." The "Loops Summary Form" shall be included with the Loops Approval package submitted to the Public Facilities Commission. DND shall keep the PFC informed of the name(s) of any changes to the signing Designated Division Staff member through communication with the PFC's Legal Counsel.

Public Facilities Commission votes should not be requested until the Property Affidavit has been approved and the Legal Unit has signed the Property Clearance Form. Upon approval, the Property Affidavit will be valid for ninety (90) calendar days from the date it is signed by the Applicant.

# **Vendor Information Form (COB Form)**



## City of Boston Vendor Information Form

**\*Check One:**

☐ New Vendor      ☐ Vendor Update

**\*Doing business with:**

☐ City of Boston      ☐ Boston Public Schools

If Registered as a COB Vendor, Provide Vendor Number \_\_\_\_\_

\*Vendor Name (as shown on IRS return): \_\_\_\_\_  
(If Individual Enter: First Name, Middle Initial, Last Name)

Business name, if different from above: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City, State and ZIP Code: \_\_\_\_\_

Phone Number: (    )                      Extension:                      Fax: (    )

Website: \_\_\_\_\_

Business Email: \_\_\_\_\_

\*Taxpayer Identification Number: \_\_\_\_\_ Dun & Bradstreet (DUNS) #: \_\_\_\_\_

\*Required Fields

Vendor Classification (Check appropriate box and fill out all that apply)

\* ☐ Individual/Sole Proprietor    ☐ Corporation    ☐ Partnership    ☐ Other

Additional Vendor Classification (Check all that apply)

☐ Minority Business Enterprise (MBE)    ☐ Women Business Enterprise (WBE)    ☐ Non-Profit    ☐ City of Boston Employee    ☐ Small Business Enterprise    ☐ Small Local Business Enterprise

☐ Emerging Small Business    ☐ Women-Owned Business    ☐ Veteran    ☐ Disabled

If you checked Minority and/or Women Enterprise above, indicate if the firm has either of the Certifications below.

☐ State Office of Minority Women Business Agent (SOMWBA)    ☐ City of Boston MWBE Certification    ☐ Other \_\_\_\_\_



## LOCATION INFORMATION INSTRUCTIONS

- For each company location, check the functions that apply. Each location can have from one to three functions as described below:
  - Check Ordering if goods/services are ordered from this location.
  - Check Invoicing if invoices are sent from this location.
  - Check Remitting if payments are received at this location.
- For each Location, identify up to two contacts. Identify a Type (A/R, A/P, Management, etc.) for each contact.

Location #1: ✓ which apply ☐ Ordering ☐ Invoicing ☐ Remitting

Name (if different than Vendor Name above):

Address 1:

Address 2:

City, State and Zip Code:

Enter the contact(s) for Location #1:

Name1: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Name2: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Location #2: ✓ which apply ☐ Ordering ☐ Invoicing ☐ Remitting

Name (if different than Vendor Name above):

Address 1:

Address 2:

City, State and Zip Code:

Enter the contact(s) for Location #2:

Name1: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Name2: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Location #3: ✓ which apply ☐ Ordering ☐ Invoicing ☐ Remitting

Name (if different than Vendor Name above):

Address 1:

Address 2:

City, State and Zip Code:

Enter the contact(s) for Location #3:

Name1: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Name2: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Complete the box below to elect to receive Purchase Orders by email. If the firm does business with BOTH City of Boston Departments and the Boston Public Schools identify and email contact and address for both.

City of Boston: Electronic Purchase Order Distribution (fill in the names and emails where PO's are to be emailed)

Primary Name: \_\_\_\_\_ Secondary Name: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

Boston Public Schools: Electronic Purchase Order Distribution (fill in the names and emails where PO's are to be emailed)

Primary Name: \_\_\_\_\_ Secondary Name: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

Excluded Parties List System

The Excluded Parties List System (EPLS) included information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts and certain Federal assistance and benefits.

The City of Boston cannot enter into a business relationship with entities currently under investigation or reported on EPLS.

Log onto <http://www.epls.gov/> and follow the steps below to confirm that you are not on the Excluded Parties List:

- Select "Advance Search" on left margin
- Enter full name of Client's company and click "Search" found in bottom of page
- Results should state "Your search returned no results."

☐ By checking this box, I certify that I am not debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from doing business with the City of Boston.

W-9 Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

<b>Sign Here</b>	Signature of U.S. person	Date
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