

# Submitting a Strong Application For The New York Forward Loan Fund



Tuesday, June 23rd  
2:00 PM EDT



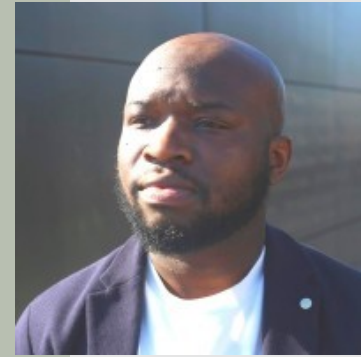
Community  
Preservation  
Corporation



# presenters



**Ann Finnegan**, President,  
Community Impact Loan  
Fund, NDC



**Oseremi Adekoye**, Loan  
Officer, NDC



**Thomas McGrath**, SVP, Director of  
Upstate Revitalization  
*The Community Preservation  
Corporation*

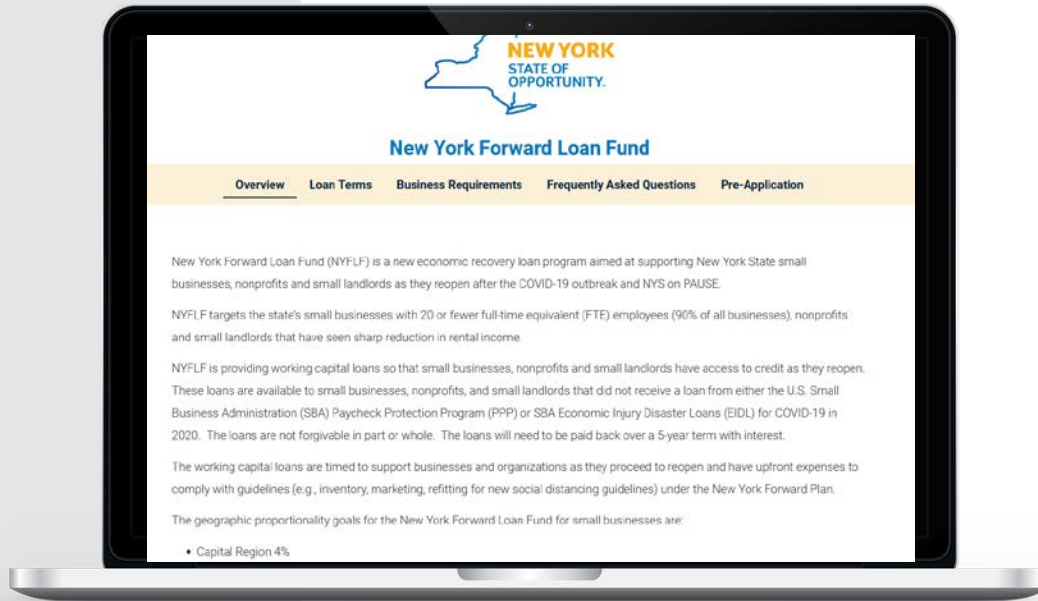


**Casey Noel**, AVP, Lending and  
Initiatives  
*The Community Preservation  
Corporation*

NY FORWARD LOAN FUND



# NYLoanFund.com



Citi Foundation





Community  
Preservation  
Corporation

# Mission Driven Since 1974

**CPC believes** housing is central to transforming underserved neighborhoods into thriving and vibrant communities.

**CPC is a** nonprofit affordable housing and community revitalization finance company providing flexible capital solutions, fresh thinking and a collaborative approach to the complex issues facing communities.

**Our goal** is to be more than just a lender. At CPC, we work as a partner to provide technical expertise and hands-on support to help meet the capital needs and broader community revitalization goals of our customers, local stakeholders and the communities we serve.



# National Development Council (NDC)



## Capacity

Technical Assistance



Training & Certification



**Technical Assistance-** NDC field directors help define, design and execute development and business finance initiatives.

**Training-** NDC instructors teach skills and knowledge needed to successfully facilitate housing and economic development projects.

## Financing & Development

Affordable Housing



Small Business Lending



Housing & Economic Development



**Affordable Housing-** NDC serves as a development partner as well as providing syndicated investments in low income and historic tax credits

**Small Business Lending-** NDC creates jobs through lending that focuses on LMI as well as W/MBE businesses

**Housing & Economic Development-** NDC finances and builds community and public facilities on behalf of our client communities through public-private partnerships and new markets tax credits



# NY Forward Loan Fund

## WHAT CREDIT LOOKS LIKE

### Small Business & Non-Profit



Maximum Loan Amount: (Per Borrower)	\$100,000 maximum (max: 3 months average revenue for small businesses; 3 months average expenses for non-profits)
Loan Rates	2% for non-profits; 3% for small businesses
Loan Term	5 years (1 year interest only; P&I payments 13-60)
Security / Collateral	Minimum Collateral value not required; UCC blanket filing
Personal Guarantee	Yes; every owner of 20% or more
Eligible Uses	Working capital

# NY Forward Loan Fund

## ELIGIBLE BORROWERS

### Small Business & Non-Profit



**NDC Priority Borrowers:** *African-American, Hispanic, or Woman-owned businesses and non-profits, and businesses in economically distressed neighborhoods in NDC Partner Communities*

### **Loan Applicant and any Business Owner with more than 20% ownership must attest that:**

- *It has not applied to any other CDFI for a program Borrower Loan, or for more than one borrower loan*
- *The business has experienced direct economic hardship as a result of COVID-19 related social distancing policies in a way that materially impacts their operations*
- *It has been in business for at least one year as of the date of the Loan application*
- *Has not received a U.S. Small Business Administration Paycheck Protect Program or Economic Injury Disaster Loan due COVID-19.*
- *It is not making false claims*

# NY Forward Loan Fund

ELIGIBLE BORROWERS

Small Business & Non-Profit



Businesses that are **NOT** eligible include, but may not be limited to:

- Corporate-owned franchises
- Not-for-profit social clubs
- Branch banks;
- Pay day loan stores;
- Pawn shops;
- Astrology, palm reading;
- Liquor stores, night clubs;
- Adult bookstores, massage parlors, strip clubs;
- Truck waging facilities;
- Trailer-storage yards;
- Marijuana dispensaries



# NY Forward Loan Fund

## HOW TO APPLY

### Small Business & Non-Profit



### Priority lending where we have Community Partners

- The Town of Babylon
- Broome County
- The City of Buffalo\*
- Nassau County
- Suffolk County
- Ulster County\*
- New York City

### MWBE's

- Black/African American entrepreneurs
- Hispanic entrepreneurs
- Women-owned business
- Small businesses & non-profits located in CDFI eligible census tracts

# NY Forward Loan Fund

HOW TO APPLY

Small Business & Non-Profit



## Business Requirements:

- Borrower must have been in business for at least 1 year as of the date of loan application; and
- Project must have had positive cash flow for a 12-month period prior to March 1, 2020.

## Documentation Required from the Loan Applicant:

- Completed Loan Application including SS# and Business ID for credit and reference checks
- 2019 Income and Expense Statement
- Hardship Letter specifying COVID impacts
- Executed Attestation Form
- Tax Returns for the ownership entity
- Evidence of legal formation of ownership entity
- For nonprofits: Articles & Bylaws, most recent 990, board authorization to borrow and sign, and A-133 Audit (if applicable)
- Personal guaranty from each individual w/ > 20% ownership interest

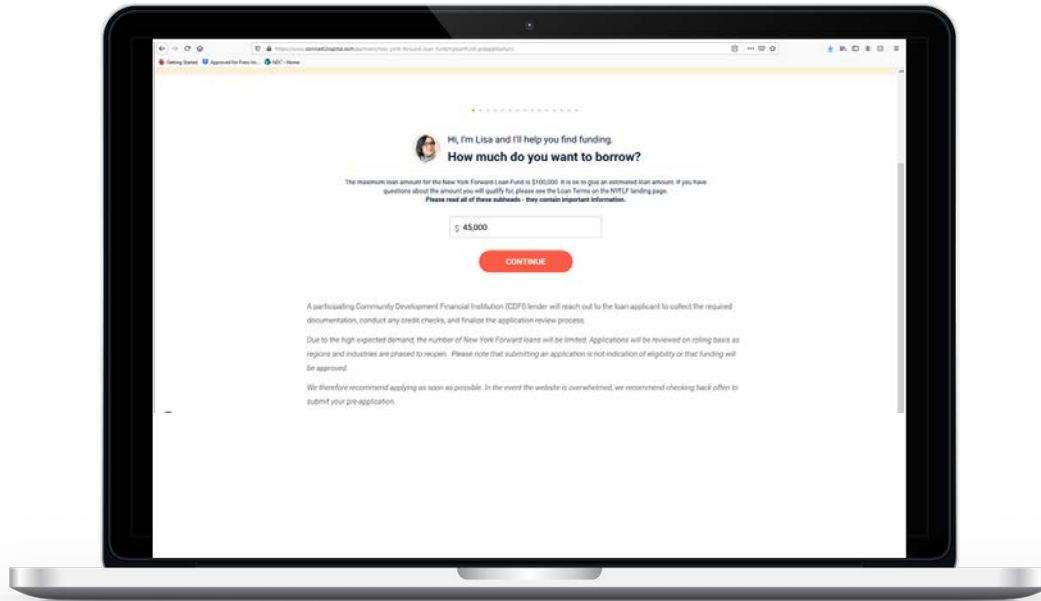
# NY Forward Loan Fund

HOW TO APPLY

Small Business & Non-Profit



Apply ONLINE @ NYLoanFund.Com



Hi, I'm Lisa and I'll help you find funding.

**How much do you want to borrow?**

The maximum loan amount for the New York Forward Loan Fund is \$100,000. It is up to you to determine the amount you will qualify for, please see the Loan Terms on the NYLF landing page. Please read all of these subheads - they contain important information.

\$ 45,000

CONTINUE

A participating Community Development Financial Institution (CDFI) lender will reach out to the loan applicant to collect the required documentation, conduct any credit checks, and finalize the application review process.

Due to the high expected demand, the number of New York Forward loans will be limited. Applications will be reviewed on rolling basis as regions and industries are pleased to receive. Please note that submitting an application is not indication of eligibility or that funding will be approved.

We therefore recommend applying as soon as possible. In the event the website is overwhelmed, we recommend checking back often to submit your pre-application.

# NY Forward Loan Fund

HOW TO APPLY- SELECT NDC  
Small Business & Non-Profit



**Congrats, Ann! We've matched you with our best lenders.**

Please remember: by clicking Connect you are confirming you did NOT receive a PPP or EIDL loan from the U.S. SBA. PPP/EIDL recipients are NOT eligible for a loan from the NYFLF.

## What's Next

- 1 Click "Details" to review the information for your matches.
- 2 Select the organization you feel best meets your needs and click "Connect"
- 3 Your provided information will be transferred to the lender and you will hear from them directly.
- 4 If you have questions about the NYFLF - please review the FAQs on the landing page link or submit individual questions here with the topic "Business Loan Assistance"

Your Loan Request Amount:

Sort by: APR [Reset](#)

New York Forward Loan <b>ACCION</b>	APR* 2-3%	Loan Term 5 Years	<b>CONNECT</b> Details
New York Forward Loan <b>NDC 50 YEARS</b>	APR* 2-3%	Loan Term 5 Years	<b>CONNECT</b> Details
New York Forward Loan <b>Pursuit</b>	APR* 2-3%	Loan Term 5 Years	<b>CONNECT</b> Details

# NY Forward Loan Fund

HOW TO APPLY- SELECT NDC  
Small Business & Non-Profit



Ann, excellent choice!



**Thank you for inquiring about the New York Forward Loan Fund and using Connect2Capital.**

## Here's what happens next.

- We've notified NDC Small Business Lending on your behalf.
- You will receive an invitation to apply from NDC Small Business Lending when your loan comes up for review.
- Check your email for confirmation of your match. Be sure to check your SPAM folder if you don't see it.
- If you have questions about the NYFLF - please review the FAQs on the landing page link or submit individual questions here with the topic "Business Loan Assistance"

## Your NDC Small Business Lending Representative



**NDC Loan Team**  
[NDCLoanTeam@ndconline.org](mailto:NDCLoanTeam@ndconline.org)  
<https://ndconline.org>

Save

24 Whitehall St, Suite 710  
New York, New York 10004

NDC has been a national leader in providing affordable credit to distressed areas, woman and minority-owned businesses and non-profit organizations for nearly three decades.

*"A LENDER WITH A DIFFERENCE. We recognize certain strengths in those businesses and organizations that conventional lending doesn't typically consider. OUR BORROWERS' success is our goal!"*

## Your Match Details



APR\*: 2-3%  
Loan Term: 5 Years  
Collateral: Unsecured  
Loan Type: Term Loan

Payment Frequency: Monthly

# Small Business Lending

HOW TO APPLY

Small Business & Non-Profit



**NYLoanFund.com**

**Invitation from  
gafinfo@ndconline.org**

**Dedicated URL**

Pre-application

"Matched"

Invited to  
Apply

Complete  
Application

Review  
w/lenders

Electronic  
Signatures  
& Funding

ACH for all  
monthly  
payments





# Small Business Lending

HOW TO APPLY

Small Business & Non-Profit



***Quick Analysis: Is Cash Flow > Debt Service?***

**Cash Flow = Profit After Tax + noncash expenses and adjustments**

# NY Forward Loan Fund

HOW TO APPLY

Small Business & Non-Profit



## EBT:

- Add Backs we will consider:
  - Officer's Compensation – if other revenues for support
  - Interest – on any debt paid off during the course of last year
  - Rent – if you pay yourself or a related party, and it's not needed to pay mtg, taxes, etc.
  - Depreciation – if not needed for replacement
- CF available for D/S
  - The NYFLF Debt Service
  - All other existing debt service (P&I)

**= \$1 or more, and the application moves forward!!**

THANK YOU  
*for shopping*  
LOCAL

NY FORWARD LOAN FUND

Small Business & Non-Profit

Q&A



[NDOnline.org](http://NDOnline.org)



**Community  
Preservation  
Corporation**

# New York Forward Loan Fund for Small Landlords



**Thomas McGrath**, SVP, Director of  
Upstate Revitalization  
*The Community Preservation  
Corporation*



**Casey Noel**, AVP, Lending and  
Initiatives  
*The Community Preservation  
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# NY Forward Loan Fund

## LOAN TERMS

### Small Landlord



<b>Interest rate</b>	<b>For-profit businesses:</b> 3% fixed interest <b>Nonprofits:</b> 2% fixed interest
<b>Repayment term</b>	<b>60-month term</b> <ul style="list-style-type: none"><li>• 0-12 months: interest only payments, paid monthly</li><li>• 13-60 months: interest and principal payments with straight line amortization paid monthly</li></ul>
<b>Prepayment</b>	Borrower may prepay the loan without penalty at any time.
<b>Loan amount</b>	<i>Lesser of (a) \$100,000 or (b) projected reduction in 3 months net operating income based on actual reduction in first impacted month.</i>
<b>Loan proceeds</b>	Mortgage payments, payroll, operating and emergency maintenance, property taxes, utilities, rent, supplies, etc. Refinancing of an existing loan is not permitted Loan Applicant will be required to detail anticipated use of funds when they apply
<b>Security</b>	Personal Guaranty of Repayment

# NY Forward Loan Fund

## ELIGIBLE BORROWERS

### Small Landlord



**Property must have experienced direct economic hardship as a result of COVID-19 due to unemployed or income impacted non-paying tenants.**

### **Building/ Portfolio Size:**

- Small property owner with no more than 200 units under ownership
- No single property greater than 50 units
- Properties must be located in an LMI census tract or meet a rent test where the property rents are affordable to tenants at, or below, 80% AMI

### **Applicants must attest to the following:**

- Property had positive cash flow for a 12-month period prior to COVID19
- Property has an active forbearance agreement for its mortgage, proof that the mortgage had been current prior to COVID or not have an active mortgage
- Owner must certify rental income loss with the following proof:
  - Rent Roll(s) showing non-paying tenants
  - Hardship letter stipulating the nature of the job loss for each tenant
- Certify that property is in good physical condition
- Will not evict COVID impacted non-paying tenants
- Property taxes were current through March 2020



# NY Forward Loan Fund

HOW TO APPLY  
Small Landlord



**PRE-APPLICATION  
& SCREENING**

APPLICATION

ELIGIBILITY

APPROVAL

Submit a pre-application at [nyloanfund.com](http://nyloanfund.com)

The NYFLF IT portal will connect eligible applicants to CPC or one of CPC's local CDFI partners.

A loan officer will contact applicant to collect required documentation, conduct any credit checks, and finalize the review.

CPC will review applications based on NYFLF requirements.

# NY Forward Loan Fund

HOW TO APPLY  
Small Landlord



Apply ONLINE @ NYLoanFund.Com



## New York Forward Loan Fund

[Overview](#)

[Loan Terms](#)

[Business Requirements](#)

[Frequently Asked Questions](#)

[Pre-Application](#)

[For Small Businesses](#) | [For Nonprofits](#) | [For Landlords](#)

Apply Now

## Application Information Requirements – Small Businesses

As part of the formal application, the loan applicant must provide the following documentation:

# NY Forward Loan Fund

PRE-APPLICATION

Small Landlord



## Question #1 – How much do you want to borrow?

Amount available to each borrower is the lesser of (a) \$100,000 or (b) projected reduction in 3-months of rental income based on actual reductions in rental income for the month of April or May 2020.

For example:

- Actual reduction in rental income for April 2020: \$20,000
- 3-months of reduction in rental income: \$60,000
- Maximum loan size of \$60,000
- If the maximum loan size is greater than \$100,000, the maximum loan size will be \$100,000

# NY Forward Loan Fund

PRE-APPLICATION

Small Landlord



## How do you plan to use your loan?

Proceeds are required to be used for working capital. Please select working capital.

### Select Reason

- Working Capital
- Start a Business
- Acquire a Business
- Purchase Inventory
- Purchase Machinery or Equipment
- Make Building Improvements
- Building Acquisition
- Refinance Existing Debt
- Other



## When do you need financing by?

Please let us know the urgency of your request.

- Today
- In the next two weeks
- Within 1-2 months
- I'm researching

**CONTINUE**

# NY Forward Loan Fund

PRE-APPLICATION

Small Landlord




## Two important selections:

- **Under “industry,” select “Landlord.”**  
This will ensure that the request is routed to CPC.

There is a selection for "Real Estate;" this is for other real estate related industries.

- **Time in business must be more than 1 year** in order to qualify for the NYFLF.



### Tell us a little about your business

Applicants must have been in operation for at least 1 year.  
If you are a landlord, **pick landlord as your industry.**

Name of Your Business

Business Type

Industry

Time in business

**CONTINUE**

# NY Forward Loan Fund

PRE-APPLICATION  
Small Landlord



## What was your total revenue last year?

Maximum gross annual revenues are \$3 million for small businesses.  
For nonprofits, please use your annual operating budget - it also cannot exceed \$3 million.

- Less than \$100,000
- \$100,000 - \$250,000
- \$250,000 - \$500,000
- \$500,000 - \$1 million
- \$1 million - \$5 million
- More than \$5 million



## Did you earn a profit last year?

- Yes
- No

**CONTINUE**



# NY Forward Loan Fund

PRE-APPLICATION  
Small Landlord



## Important Selection

On this page, the borrower should identify the number of units they have in the space that says "Number of full-time employees"



### I need a few more details about your business.

Small businesses and nonprofits must employ 20 or fewer full-time equivalent (FTE) employees.  
Small landlords should include total number of units instead of their full-time employee count.  
Prior bankruptcies will not disqualify you from receiving a New York Forward loan.

Number of full-time employees

Enter Number

Prior bankruptcies

Select



CONTINUE

# NY Forward Loan Fund

## PRE-APPLICATION Small Landlord



### Do you have collateral to support the loan?

The New York Forward Loan Fund does NOT require collateral to receive a loan.

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial Real Estate  | <input type="checkbox"/> Furniture & Fixtures     |
| <input type="checkbox"/> Residential Real Estate | <input type="checkbox"/> Vehicles                 |
| <input type="checkbox"/> Inventory               | <input type="checkbox"/> Used Equipment/Machinery |
| <input type="checkbox"/> Accounts Receivable     | <input type="checkbox"/> Vacant Land              |
| <input type="checkbox"/> Cash                    | <input type="checkbox"/> Leasehold Improvements   |
| <input type="checkbox"/> Investment Accounts     | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> New Equipment/Machinery | <input type="checkbox"/> None                     |

CONTINUE



### How much revenue do you expect to make this year?

Your total expected business income

- Less than \$100,000
- \$100,000 - \$250,000
- \$250,000 - \$500,000
- \$500,000 - \$1 million
- \$1 million - \$5 million
- More than \$5 million

CONTINUE

# NY Forward Loan Fund

## PRE-APPLICATION Small Landlord



### Do you have a business plan?

A complete business plan will include financial projections, a market analysis, and an overview of your business. It is not required to have a business plan to receive a New York Forward loan.

Yes

No

CONTINUE



### Is your business owned by women, people of color, veterans, and/or LGBTQ-identifying people?

For small businesses and landlords, please answer for any owner with >20% stake in the business. For nonprofits, please answer for your executive team.

Yes

No

CONTINUE

# NY Forward Loan Fund

PRE-APPLICATION

Small Landlord



## Additional Pre-Application Questions:

- **Where is your business located?** (Must be New York State)
- **How should we reach you?** (Phone or email)
- **What is your personal credit score?** (Select Range. Applicants will be subject to a credit check.)
- **Did you earn a profit last year?** (Yes or No)
- **What was your total revenue last year?** (Select range. Must not exceed \$3 million to qualify)

# NY Forward Loan Fund

## REQUIRED DOCUMENTATION

### Small Landlord



## Successful pre-applicants will be asked to provide the following:

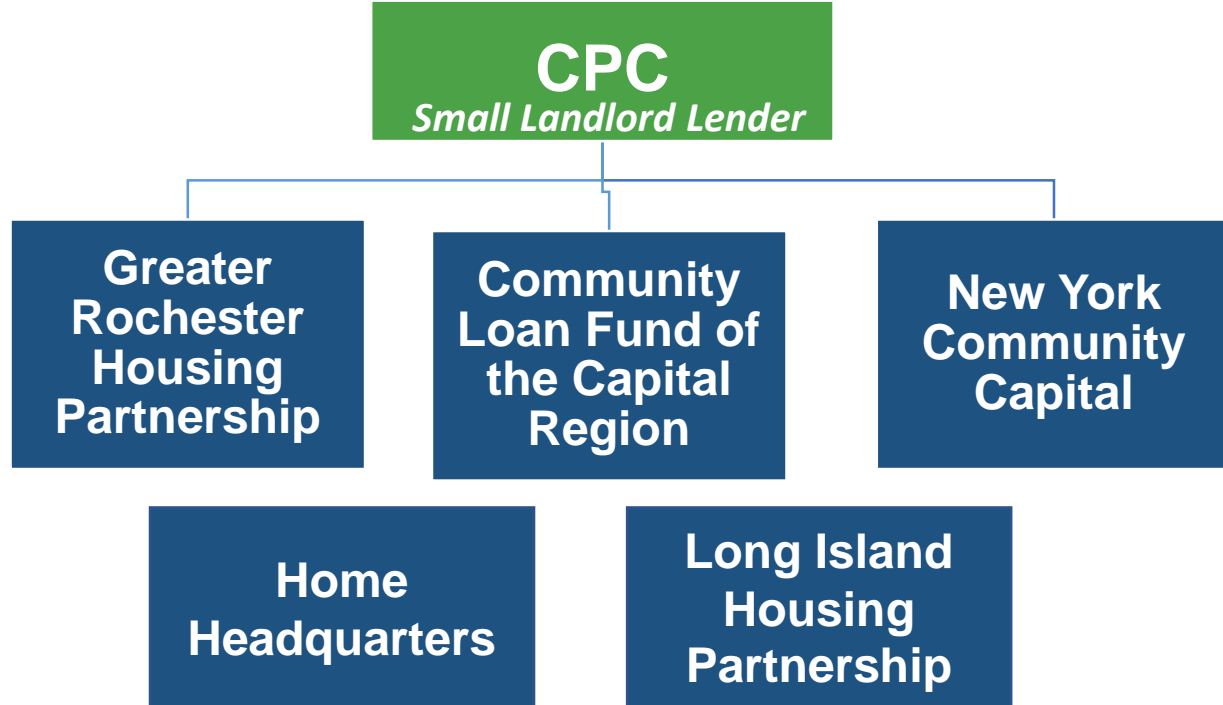
- Completed CPC/NY Forward Loan Application
- Property rent rolls – before and after COVID19 impact
- 2019 Income and Expense Annual Statement
- Hardship letter indicating the impact of COVID 19
- Forbearance Disclosure Statement
- Executed Attestation Form
- Tax returns
- Evidence of legal formation of ownership entity
- Nonprofits: By-laws, most recent 990, board authorization to borrow and sign
- Audit (if applicable)
- Good standing check

# Small Landlord

THANK YOU LOCAL NYFLF PARTNERS



*Collaborating to deploy capital to property owners across New York State.*





Small Landlord

Q&A



Community  
Preservation  
Corporation

[Communitycp.com](https://www.communitycp.com)





# Thank you

***Submit pre-application:***  
[nyloanfund.com](http://nyloanfund.com)

**[NDOnline.org](http://NDOnline.org)**

**[CommunityP.com](http://CommunityP.com)**