



Thank you for your interest in NCIC's Small Business Professional Services Cost Share program. In order to process your request, please provide the following items:

Items that are attached for your completion and/or signature:

- Application (to be signed by all business owners and co-owners)
- Assurance Agreement
- RBDG Required Certification

Items that need to be prepared and/or provided by you:

- Proposals/quotes for the project – if available
- ONLY REQUIRED for businesses with less than one year of operating history under current owner: Business Plan, including two years of projections

It is important that you do NOT start the project or spend money before an application has been approved.

Please feel free to call me at (603) 224-6669 ext. 747 or to email me at cgrant@communityloanfund.org if you have any questions. Thank you.

Sincerely,

Chris Grant

Project Manager

Part D: PRIOR COST SHARING ASSISTANCE

Has the business received cost-sharing assistance from NCIC in the past? Yes No

If yes, when _____ (mm/yyyy)

Describe the assistance received:

Describe the positive impact to your business. If there was none, please tell us why.

How many jobs were created as a result of the assistance? _____ Full Time* _____ Part Time**

*Full Time equals 30.5 hours or more/week **Part Time equals less than 30.5 hours/week

Sales Growth, if any: Sales increased _____ % in _____ Months / Years

Undersigned hereby certifies that the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate and complete as of the stated date(s). False statements may result in the forfeiture of benefits. I/We authorize disclosure of all information submitted in connection with this application to any financial institution interested in participating in this financing. I/We consent to have NCIC obtain any and all information regarding my/our credit obligations and all other credit matters which it may require in connection with this application. I/We understand that the NCIC award decision may be a matter of public record, since some of NCIC's Technical Assistance funds are derived from state or federal sources.

Applicant agrees that:

- I have thoroughly reviewed the grant request and I am certain that I want to proceed with the application.
- I understand that it is my responsibility to provide all pertinent information about the project to NCIC.
- I understand that I will be responsible for a portion of the project to be determined based on the source and availability of funding.
- I understand that my entire share of the project cost is due and payable at the contract signing.
- I agree that it is my responsibility to keep NCIC informed of any relevant changes, from application submittal to project conclusion.
- I understand that major changes to the scope of work or delay once the request for proposal (RFP) has been distributed to the consultants, may increase costs and will be my responsibility.

Attached is a copy of NCIC's Financial Privacy Policy.

Business: _____

By: _____
Signature

Date: _____

Printed Name: _____

Title: _____

Business Owner, Individually:

Business Co-Owner, Individually:

Signature

Signature

Printed Name: _____

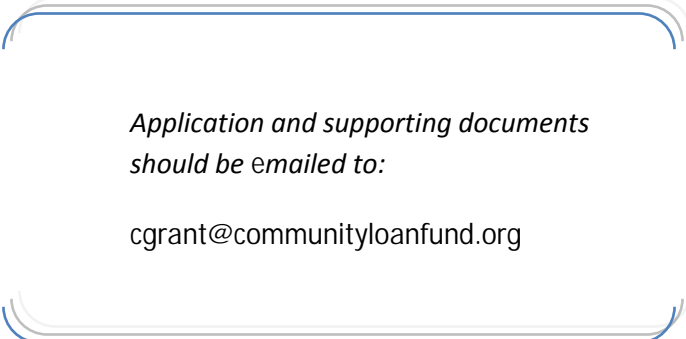
Printed Name: _____

Date: _____

Date: _____

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, handicap, or age (provided that the applicant has the capacity to enter into a binding contract), and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law concerning this credit is the Federal Trade Commission. If a person believes he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington, DC 20580.

NCIC is an equal opportunity employer, lender and provider. Funding from this program is provided without regard to sex, marital status, race, color religion, national origin, age physical or mental disability, receipt of income from public assistance or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.



*Application and supporting documents
should be emailed to:*

cgrant@communityloanfund.org

Appendix A
Privacy Notice

Rev. 03/2021

FACTS

WHAT DOES New Hampshire Community Loan Fund, Inc. DO WITH YOUR PERSONAL INFORMATION?

Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> ■ Social Security number and Income ■ Payment History and Account Balances ■ Credit History and Credit Score <p>When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p>
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons New Hampshire Community Loan Fund, Inc. chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does the Community Loan Fund share?	Can you limit this sharing?
For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes— to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	We don't share
For our affiliates' everyday business purposes— information about your transactions and experiences	No	We don't share
For our affiliates' everyday business purposes— information about your creditworthiness	No	We don't share
For our affiliates to market to you	No	We don't share
For nonaffiliates to market to you	No	We don't share

Questions?	Call 603-224-6669 or go to www.communityloanfund.org
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Who we are	
Who is providing this notice?	New Hampshire Community Loan Fund, Inc. A 501 (c)(3) non-profit organization located at 7 Wall Street in Concord, NH 03301
What we do	
How does the Community Loan Fund protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. Additionally, we restrict internal access to personal information to those employees who provide you with products and services.
How does the Community Loan Fund collect my personal information?	We collect your personal information, for example, when you <ul style="list-style-type: none"> ■ apply for a loan or open an account ■ provide employment info. or give us your income information ■ give us your employment history We also collect your personal information from others, such as credit bureaus or other companies.
Why can't I limit all sharing?	Federal law gives you the right to limit only <ul style="list-style-type: none"> ■ sharing for affiliates' everyday business purposes—information about your creditworthiness ■ affiliates from using your information to market to you ■ sharing for nonaffiliates to market to you State laws and individual companies may give you additional rights to limit sharing.
Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> ■ <i>New Hampshire Community Loan Fund, Inc. has no affiliates.</i>
Nonaffiliates	Companies not related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> ■ <i>New Hampshire Community Loan Fund, Inc. does not share with nonaffiliates for marketing purposes.</i>
Joint marketing	A formal agreement between nonaffiliated financial companies that together market financial products or services to you. <ul style="list-style-type: none"> ■ <i>New Hampshire Community Loan Fund, Inc. does not have any joint marketing partners.</i>
Other important information	
<p>If you believe any of your personal information maintained at New Hampshire Community Loan Fund, Inc. is incorrect or if you have a privacy-related concern or other questions regarding this document, please call us at 603-224-6669 and ask to speak to the Privacy Officer.</p> <p>From time to time, we may update or amend this policy and will notify you of those changes as required by law. You may view the most current version of this policy at any time by requesting a copy from the Privacy Officer, or by visiting our website: www.communityloanfund.org.</p>	

Appendix B

Web Privacy Statement

Your privacy is very important to the New Hampshire Community Loan Fund. For this reason, we have developed this policy to inform you how we collect and use the information we gather from visitors to our website.

Minor and children's privacy

The information, services, and products discussed on our website are not intended for use by anyone under the age of 18, and we do not market to individuals under 18 years old. If you are concerned that any information has been submitted to us by someone under age 18, please contact us at [\(603\) 224-6669](tel:6032246669) and ask to speak to the Privacy Officer.

Information we collect

1. Site use

The collection of certain information allows us to analyze trends and traffic on our website and make it as accessible and useful to as many visitors as possible. The Community Loan Fund collects your IP address and tracks which pages you view each time you visit. Additionally, we may collect device address, device ID, web browser type, device type, web pages or sites you visit immediately before or after visiting our site, date and timestamps of your visit, access, or use of the site and other such information.

2. Cookies

Cookies are small text files generated by a website and sent to your computer upon visiting that website. These files are used to improve your experience as a visitor to our site and may either be deleted upon the end of your visit or retained by your computer until they are deleted by you. If you delete or reject cookies, you may still use our website.

3. Information you supply

If you choose to complete a form on our site to submit information to the Community Loan Fund, the information you supply may contain non-public, personally identifiable information including, but not limited to, social security numbers, bank account information, date of birth, and credit history information.

Use of information collected

The Community Loan Fund may use information collected through your use of this website to analyze trends in the use of our site by visitors, to improve existing products or services, to improve features and functionality of the website, to develop new products or services, and/or to provide service and information you have requested from the Community Loan Fund. The Community Loan Fund does not sell any personal information it acquires through your use of our website. We will disclose any information collected through your use of this website to appropriate authorities when required by law.

Third-party services

The Community Loan Fund website may contain links to websites and services provided by third parties. Any information you provide on third-party sites or services is provided directly to the operators of those services and is subject to the privacy and security policies of those operators. The Community Loan Fund is not responsible for the content or privacy practices of third-party sites or services to which links or access is provided. All site visitors are encouraged to educate themselves about the privacy and security practices and policies of any third party before disclosing personal information to that party.

RBDG Required Certification
Technical Assistance - Business Assisted

NAME OF BUSINESS: _____

1. I / We certify that at least 51 % of the outstanding membership or ownership of the business to be assisted is held by citizens of the United States or are persons that reside in the United States and have been legally admitted for permanent residence.
2. I/We certify that the business is a small business (has fewer than 50 employees and generally less than \$1 million in gross revenue).
3. I / We, along with all principal officers of the business (including immediate family members) hereby certify that:
 - A. I / We hold no legal or financial interest or influence in the intermediary and;
 - B. The intermediary and its principal officers (including immediate family) hold no legal or financial interest or influence in the applicant business.
4. I / We hereby certify that the undersigned and the proposed business (or any of its principals) are not delinquent on any Federal debts.
5. The applicant or any person holding 20% or more interest hereby certifies that they are not delinquent on any Federal Debt.
6. I/We hereby certify that the undersigned and the proposed business (or any of its principals) are not government employees, military personnel, or principals or employees of the intermediary or organizations for which such persons are directors or officers or in which they have ownership of 20 percent or more.
7. Average Hourly Wages: \$_____.

Signature/owner: _____ Date: _____

Signature/co-owner: _____ Date: _____

Civil Rights and Equal Opportunity

The following information is requested by the Federal Government in order to monitor the Provider's compliance with the Equal Credit Opportunity Act.

You are not required to furnish this information, but are encouraged to do so.

The law requires that the Provider may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the Provider is required to note race and sex on the basis of visual observation or surname.

If you do not wish to furnish the following information, please check the box below.

Owner

- | | |
|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Latino or Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Non Latino or Non-Hispanic |
| <input type="checkbox"/> Black or African American | |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> <input type="checkbox"/> Male |
| <input type="checkbox"/> White | <input type="checkbox"/> <input type="checkbox"/> Female |
| <input type="checkbox"/> Other | |

I do not wish to furnish this information

Co-Owner

- | | |
|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Latino or Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Non Latino or Non-Hispanic |
| <input type="checkbox"/> Black or African American | |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> <input type="checkbox"/> Male |
| <input type="checkbox"/> White | <input type="checkbox"/> <input type="checkbox"/> Female |
| <input type="checkbox"/> Other | |

I do not wish to furnish this information

USDA
Form RD 400-4
(Rev. 08-22)

Position 3

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

The

(name of recipient)

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0201. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required by 7 CFR 1901-E. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at ICRMTRequests@usda.gov.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, _____ on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

Date

Attest: _____
Title

Title