



Project Financing Assistance

a consulting service of American Diversified Enterprises LLC

Project Financing Documentation List of Information Needed for a Loan Application

1. Financing Request Summary + Introductory Slide Deck (Optional - not required)

1. Online Financing Request Form
2. Introductory Slide Deck - no more than 25 slides

2. Introductory Business Plan - no less than 20 pages; preferably no more than 35-40 pages

1. **Executive Summary**, beginning with loan amount being requested (2 pages maximum)
2. **Company Overview** (2 pages maximum)
3. **Products and Services** (3 pages)
4. **Market Analysis** (4 pages)
 - 4.1 Market Overview (1/2 page)
 - 4.2 Relevant Market Size (1/2 page)
 - 4.3 Target Customers (3/4 page)
 - 4.4 Customer Needs (3/4 page)
 - 4.5 Competitive Advantages (1-1/2 pages)
5. **Strategy and Implementation** (5 pages)
 - 5.1 Strategy (1 page)
 - 5.2 Implementation/Operations Plan (3 page)
 - 5.3 Milestones (1 page)
6. **Management Summary** -reference and **provide in Attachment #4** to accompany the Introductory Business Plan and Full Business Plan
7. **Financial Plan** (5-6 pages)
 - 7.1 **Revenue Model** (brief narrative plus a summary Income Statement, Cash Flow Statement, and Balance Sheet tables for Years 1-5; note that additional financial information -- i.e., fuller, more detailed Income Statement, Cash Flow Statement and Balance Sheet tables will be included in **Attachment #3** as part of the Full Business Plan showing detailed Income, Cash Flow, and Balance sheet tables for 20 years, or life of the project)
 - 7.2 **Funding Requirements/Use of Funds** (provide a summary table in Introductory Business Plan showing key uses by line item; note that more detailed uses will be submitted as **Attachment #1** as part of the Full Business Plan, with the summary table of uses by line item repeated, along with a proposed disbursement schedule, and detailed break downs of Uses by month for Year 1 and by quarter for Years 2-4)
 - 7.3 **Financial Model** (provide section title only in Introductory Business Plan, note that financial model will be provided in **Attachment #2** as part of the Full Business Plan; include title page and first page of **Attachment #2** with Introductory Business Plan, noting that the financial model will be provided as part of Full Business Plan)



- 8. Status of Project Site & Permits - Legal & Regulatory Information** (provide section title only in Introductory Business Plan, note that this information will be in **Attachment #5** as part of the Full Business Plan)
- 9. Environmental Assessment** (provide section title only in Introductory Business Plan, noting that this information will be provided in **Attachment #6** which will be available on request as part of the Full Business Plan)
- 10. Technical Information - Project Feasibility** (provide section titles only in Introductory Business Plan, noting that this information will be available in **Attachments #7 and #8** which will be available on request as part of the Full Business Plan)
- 11. Availability of Resources** (provide section title only in Introductory Business Plan, noting that this information will be provided in **Attachment #9** which will be available on request as part of the Full Business Plan)
- 12. SWOT & Risk Analyses** (provide section title only in Introductory Business Plan, noting that this information will be provided in **Attachment #10** which will be available on request as part of the Full Business Plan)

Loan Application Submission (by invitation only)

1. Proof of Funds for PFA's Wholesale Loan Only (the Initial Funding Deposit -10% of total loan amount)

Proof of funds needs to be provided at the time of submission of the full project financing documentation. Funds do not need to be placed in the non-depletion account, arranged with the lender, until after due diligence is complete, approximately 60 days from submission.

2. Full Business Plan - 65-85 pages; maximum 100 pages

See outline for introductory business plan above; page limits can be tripled, as necessary, to provide full project description. **Include:**

1. Executive Summary

- 1.1 Loan Amount Being Requested
- 1.2 Objectives
- 1.3 Project Description
- 1.4 Community Benefits
- 1.5 Keys to Success
- 1.6 Financial Synopsis

2. Company Overview, Organizational Chart & Ownership Structure

- 2.1 Summary Description of Company
- 2.2 Organizational Chart
- 2.3 Company Ownership
- 2.4 Company History (for ongoing companies) Start-up Plan (for new companies)
- 2.5 Company Locations and Facilities
- 2.6 Accomplishments to Date
- 2.7 Succession Planning
 - 2.7.1 Ownership Succession
 - 2.7.2 Management Succession

3. Products and Services

- 3.1 Product/Service Description
- 3.2 Unique/Beneficial Product/Service Qualities
- 3.3 Costs
- 3.4 Customer Needs That Will Be Fulfilled
- 3.5 Comparison to Other Products/Services



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- 4. Market Analysis**
 - 4.1 Market Overview
 - 4.2 Relevant Market Size
 - 4.3 Target Customers
 - 4.4 Types of Customers
 - 4.3 Customer Needs
 - 4.6 Competitive Analysis
 - 4.6.1 Industry Participants
 - 4.6.1.1 Distribution Patterns
 - 4.6.1.2 Competition and Buying Patterns
 - 4.6.2 Direct Competitors
 - 4.6.3 Indirect Competitors
 - 4.6.4 Competitive Advantages
 - 5. Strategy and Implementation** - Expansion of Descriptions in Introductory Business Plan
 - 6. Management Summary** - make reference to and provide in **Attachment #4** to the Full Business Plan
 - 6.1 Project Experience
 - 6.2 Management Experience
 - 7. Financial Plan**
 - 7.1 Revenue Model
 - 7.1.1 *Cash Flow Statement* - brief narrative plus a summary Cash Flow Statement table for Years 1-5; make reference to Attachment #3 which will have a detailed Cash Flow Statement table is provided for 20 years, or full operating life of the project if less than 20 years
 - 7.1.2 *Income and Expense Statements* - brief narrative plus a summary Income & Expense Statement table for Years 1-5; make reference to Attachment #3 which will have a detailed Income & Expense table is provided for 20 years or operating life of project
 - 7.1.3 *Balance Sheet* - brief narrative plus summary Balance Sheet table for Years 1-5; make reference to Attachment #3 which will have a detailed Balance Sheet table for 20 years or the full operating life of the project
 - 7.2 Description of the Proposed Use of Funds - provide a summary table showing key uses by line item; make reference to **Attachment #1** which will have a summary table will be repeated, along with a disbursement schedule, and tables showing detailed uses by month for Year 1 uses by quarter for Years 2-4
 - 7.3 Financial Model - provide with the Full Business Plan as **Attachment #2**
 - 8. Status of Project Site & Permits** - Legal and Regulatory Information - refer to and include in **Attachment #5**
 - 8.1 Site Location and its Relation to Product Distribution
 - 8.2 Proximity and Type of Transportation and Distribution Facilities
 - 8.3 Land Use and Permits Necessary to Operate the Facility
 - 9. Environmental Assessment** - refer to and include in **Attachment #6 - Optional**; does not need to be submitted with Full Business Plan; will be needed for permitting and construction; as much of this information as possible should be made available on request in a Dropbox
 - 10. Technical Information** - refer to and include in **Attachment #7 - Optional**; does not need to be submitted with Full Business Plan; be needed for construction; as much of this information as possible should be made available on request in a Dropbox - provide summary of available (see #17 *Technical Information* below)
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11. Project Feasibility - refer to and include in **Attachment #8 - Optional**; does not need to be submitted with Full Business Plan; information needed for construction; as much of this information as possible should be made available on request in a Dropbox - provide summary of available per 11.1-11.5 below (see **#18 Feasibility Study** below)

11.1 Economic Feasibility - Short Assessment: ~1/2 page

11.2 Market Feasibility - Short Assessment: ~1/2 page

11.3 Technical Feasibility - Short Assessment: ~1/2 page

11.4 Financial Feasibility - Short Assessment: ~1/2 page

11.5 Management Feasibility - Short Assessment: ~1/2 page

12. Major Equipment, Equipment and System Components, and Possible Vendors - refer to and include in **Attachment #7 - Optional** see **#17 Information** below

13. Supply, Offtake & Sales Purchase Agreements - Availability of Resources - summarize in Full Business Plan; provide detail in **Attachment #9**

13.1 Labor – Type and Number of Jobs

13.2 Availability of Chemicals, Lubricants, Other Supplies for Operations

13.3 Availability of Required Feedstocks/Raw Materials for Production of Finished Products

13.4 Description of Supply, Offtake, and Sales Purchase Agreements

14. SWOT & Risk Analyses - refer to and include in **Attachment #10** of the Full Business Plan

3. Use of Funds Table (Attachment #1 to Full Business Plan)

Separate Use of Funds and Disbursements Tables

1. Use of Funds Table Summarized by Line Item

2. Requested disbursements/draw down schedule

2.1 - 2.10 - detail of monthly drawdowns: amount requested, description of the intended use of funds, etc.

3. Detailed list of Use of Funds, broken down via separate tables on a monthly basis for Year 1 and on a quarterly basis for Years 2-4

4. Financial Model (Attachment #2 to Full Business Plan) - see Financial Model Template

Project Financial Model (broken down by quarter during the 4-year period of the wholesale loan, and annually for the remaining life of the project) showing assumptions, sources and uses, capital expenditures (CapEx), operating expenses (OpEx), distribution waterfall, income statement, balance sheet, and debt amortization.

5. Financial Information (Attachment #3 to Full Business Plan)

Provide detailed tables for Revenue & Revenue Sources, Income and Cash Flow, and Balance Sheet for 20 years or life of project

6. Management Summary (Attachment #4 to Full Business Plan)

Separate, detailed management summary describing experience, capabilities, previous experience with similar endeavors and projects, success of projects. Describe in 1/2 to 1 page per team member the team member's position and project responsibilities, time with company, current previous roles within the company, management and project experience with an emphasis on experience that is most relevant to the project and, in particular, experience with similar projects, educational background, plus brief mention of honors, awards, publications, and/or patents

7. Status Property and Required Legal and Regulatory Approvals and Permits (Attachment #5 to Full Business Plan)

Summarize in Full Business Plan, as indicated below, refer to **Attachment #5** for additional detail

1. Status of Property - Is the site owned, leased, under option? Please describe. Have copies of title, lease, or option agreement, as appropriate, requested. Provide full details on land parcel #s, size, zoning, proximity to transportation, etc.

2. Status of Required Permits - provide table showing status of all required permits and regulatory approvals (local, state, and federal)

3. Timelines for Regulatory Approval - include in table for 7.2 above



8. SWOT & Risk Analyses - Attachment #6

Summarize in Full Business Plan, as indicated below, refer to **Attachment #6** for additional detail

Use SWOT and Risk Analysis templates to list the strengths, weaknesses, opportunities, threats, and risks that have been identified along with on how the borrower will capitalize on project strengths and opportunities & guard against and mitigate weaknesses, threats, and risks

Also, Provide Brief Descriptions of:

1. Environmental Information, refer to **Attachment #7** for additional detail, which will be made available with the Full Business Plan

2. Technical Information, refer to **Attachment #8** for additional detail, which will be made available with the Full Business Plan per the listed under **#13 below** and, if an independent Technical Assessment has been prepared, as outlined as well in **#16 below**

3. Feasibility Study, refer to **Attachment #9** for additional detail, which will be made available with the Full Business Plan per the information **#14 below**

4. Supply, Offtake & Sales Purchase Agreements - Availability of Resources, refer to **Attachment #10** for additional detail, which will be made available with the Full Business Plan per the information listed under **#15 below**

FULL BUSINESS PLAN ATTACHMENTS With Information Summarized in the Full Business Plan & Additional Detail Provided in Each Attachment

NOTE: The Outlines of Each Attachment Below
Represents the Full Project Financing Documentation
That Typically is Required by Other Commercial Lenders,
Investors, and Government Loan Guarantee Applications.

It Also is The Same Information That is Required
for a Project to Begin Construction
But Does Not Have to Be As Detailed As Outlined Below Since
This Information Must be Complete
and Readily Available on Request



9. Financial Information - Include in Attachment #3

1. Borrower Financials (most recent year), accountant prepared (audited statements are not required), if available

2. Tax credits (type and amount, if available)

10. Market Value of Site - Include in Attachment #5, if applicable; summarize in Full Business Plan

Provide summary in **Attachment #5**. Have copy of most recent appraisal, if any and if available, if requested

11. SWOT & Risk Analyses - Attachment #6

Detail Project Strengths, Weakness, Opportunities and Threats (SWOT). Include a risk analysis table. Include a narrative describing how the borrower will capitalize on project strengths and opportunities & guard against and mitigate weaknesses, threats, and risks

12. Environmental Assessment - Attachment #7 - Optional; summarize in Full Business Plan; provide information below on request:

1. Environmental Impacts

1.1 Emissions - Air Quality

1.2 Effluents - Water Quality

1.2.1 Water Use

1.2.2 Waste Stream Treatment/Disposal

1.3 Solid Waste Management

1.4 Land Use - Land Use Impacts

1.5 Transportation - Transportation Impacts

1.6 Natural Environment - Natural Environment Impacts

1.7 Noise, Odor Impacts

1.8 Construction - Construction Impacts

1.9 Energy Impacts

1.9.1 Energy Sources

1.9.2 Energy Demand

1.10 Other Impacts

1.10.1 Coastal Zone Management

1.10.2 Historic Preservation

1.10.3 Wild & Scenic Rivers

1.10.4 Endangered Species

1.10.5 Flooding

1.10.6 Coastal Barrier Resources

1.11 Compliance with State Environmental Policy Act

1.12 Public Reaction to Project

1.13 Cumulative Impacts

1.14 Adverse Impacts

1.15 Alternatives

1.16 Mitigation Measures

13. Technical Information - Attachment #8 - Optional; summarize in Full Business Plan; provide information below on request

1. Status of intellectual property (IP)/license agreements

2. Status of Critical Path Agreements: front-end engineering agreement; engineering, procurement, and construction (EPC) agreement operations & maintenance (O&M) agreement, etc.



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- 3. GAANT Chart** showing the project schedule and milestones
 - 4. Status of Long-Term Contracts** for materials, components, and equipment
 - 5. List of Major Equipment**, equipment and system components, and possible vendors
 - 6. Status of Warranties**, performance guarantees, and risk/loss insurance
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- 14. Feasibility Study - Attachment #9 - Optional; summarize in Full Business Plan; provide information below on request**
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- 1. Executive Summary**
 - 1.1 Introduction/Project Overview
 - 1.2 Nature and Scope of the Proposed Project
 - 1.2.1 Purpose
 - 1.2.2 Project Location
 - 1.2.3 Design Features
 - 1.2.4 Capacity
 - 1.2.5 Estimated Total Cost
 - 1.3 Economic Feasibility Determination
 - 1.4 Market Feasibility Determination
 - 1.5 Technical Feasibility Determination
 - 1.6 New Technology Feasibility Determination
 - 1.7 Financial Feasibility Determination
 - 1.8 Recommendation for Implementation
 - 2. Economic Feasibility**
 - 2.1 Description of Raw Materials/Feedstock/Supply for Producing Final Products(s)
 - 2.1.1 Raw Material/Feedstock/Supply Source Management
 - 2.1.2 Estimates of Raw Material/Feedstock/Supply Volumes and Costs
 - 2.1.3 Collection, Transportation, Pre-Treatment (if required), and Storage of Raw Material/Feedstock/Supply
 - 2.1.4 Raw Material/Feedstock/Supply Risks
 - 2.1.5 Existing Competition for Raw Material/Feedstock/Supply
 - 2.1.6 Impacts on the Availability of Sufficient Raw Material/Feedstock/Supply for the Proposed Project Due to Existence of Other Facilities in the Area in which the Proposed Project is to be Located
 - 2.1.7 Impacts on Existing Manufacturing Plants or Other Facilities that Use Similar Raw Materials/Feedstocks/Supplies in the Area Where the Proposed Project is to be Located
 - 2.2 Projected Impact on Resources Conservation, Public Health, and the Environment
 - 2.2.1 Resource Conservation Impacts
 - 2.2.2 Public Health Impacts
 - 2.2.3 Environmental Impacts
 - 2.3 Information Regarding Project Site
 - 2.4 Availability of Trained or Trainable Labor
 - 2.5 Availability of Infrastructure, Including Utilities, and Rail, Air and Road Service to the Site
 - 2.6 Overall Economic Impact of the Project
 - 2.6.1 Direct Jobs
 - 2.6.2 Indirect Jobs
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2.6.3 Additional Markets Created for Waste Material and Allied and/or Value-Added Products

2.6.4 Estimated Increase in Local Economic Activity

2.6.5 Potential for Rural Economic Development

3. Market Feasibility

3.1 Information on the Sales Organization and Management

3.2 Nature and Extent of Market and Market Area

3.2.1 Market Overview

3.2.2 Market Segmentation

3.3 Marketing Plans for the Sale of Projected Output, Including Principal Products and Byproducts

3.4 Extent of Competition, Including other Similar Facilities, in the Market Area

3.5 Commitments in Place for the Sale of Products and Output, Including Principal Products and Byproducts

3.6 Risks Related to the Industry

3.6.1 Industry Status

3.6.2 Specific Market Risks

3.6.3 Competitive Threats and Advantages

4. Technical Feasibility

4.1 Suitability of the Selected Site for the Intended Use

4.2 Technical Feasibility

4.2.1 Ability of the Project to Achieve the Levels of Production & Income as Projected in Project's Financial Model

4.2.2 Limitations of Constraints in the Project's Financial Statements & Model Which Might Affect Success

4.2.3 Facility or Design-Related Factors Which Might Affect the Success of the Enterprise

4.3 Identification of Estimation of Project Operation and Development Costs

4.3.1 Project Management and Professional Services, Resource Assessment

4.3.2 Project Design and Permitting

4.3.3 Land Agreements and Site Preparation

4.3.4 Equipment Procurement and Installation, Startup and Shakedown

4.3.5 Warranties, Insurance, Financing, and Operation and Maintenance Costs

4.4 Projected Timeline and Milestones

5. New Technology Feasibility, if applicable

5.1 Scale of Development for Which the Technology Has Been Proven

5.2 Degree of Integration of Processes

5.3 Specific Volume to be Produced from Use of the Technology

5.4 Ability of the Proposed System to be Commercially Replicated

5.5 Project Risks

5.5.1 Construction

5.5.2 Production of the Proposed Products

5.5.3 Regulation and Governmental Action

5.5.4 Design-Related Factors that May Affect Project Success

5.5.5 Technology Scale-Up Risk



6. Financial Feasibility

6.1 Reliability of the Financial Projections and the Assumptions on Which the Financial Statements Are Based

6.1.1 Balance Sheet

6.1.2 Income and Expense Statements

6.1.3 Cash Flow Projections

6.1.4 Audited Financials

6.1.5 Summary of Financial Health

6.1.6 Sources and Uses of the Project Capital

6.2 Detailed Description of the Degree to Which Financial Feasibility Is Dependent on Investment and Productivity

Incentives, and Loans and Grants

6.2.1 Investment Incentives

6.2.2 Productivity Incentives

6.2.3 Loans and Grants

6.3 Other Project Authorities, RIN Values, Tax Credits, Other Credits, and Subsidies that Affect the Project

6.4 Description of Constraints or Limitations in the Financial Projections

6.5 Ability of the Business to Achieve the Projected Income and Cash Flow

6.6 Assessment of the Cost Accounting System

6.7 Availability of Short-Term Credit or Other Means to Meet Seasonal Business Costs

6.8 Adequacy of Raw Materials and Supplies

6.9 Sensitivity Analysis

6.10 Financial Risks

6.10.1 Risks Related to the Project

6.10.2 Risks Related to Borrower Financing Plan

6.10.3 Risks Related to the Operational Issues

6.10.4 Risks Related to Tax Issues

7. Management Feasibility

7.1 Capabilities of the Management Team

7.1.1 Key Management

7.1.2 Select Board Members

7.2 Borrower and/or Management's Previous Experience Concerning

7.2.1 Similar Projects

7.2.2 Acquisition of Raw Materials/Feedstocks/Supplies

7.2.3 Production of Similar Products

7.2.4 Sales of Products in the Open Market and Through Sale/Offtake/Power Purchase Agreements

7.3 Management Plan for the Procurement of Raw Materials/Feedstocks/Supplies and Labor, and Marketing of Products

7.4 Continuity and Adequacy of Management

7.5 Plan for Management Succession

7.6 Management Risks

7.6.1 Risks Related to Borrower as a Company

7.6.2 Risks Related to Conflicts of Interest

7.6.3 Management Strengths and Weaknesses



8. Recommendations for Implementation

8.1 Recommendations

9. Qualifications

15. Supply/Raw Material/Feedstock & Sale/Offtake/Power Purchase Agreements - Attachment #10

Summarize in Full Business Plan, provide detail and copies of LOIs and provisional, contingent, and executed agreements in Attachment #10

16. Technical Assessment - Optional - Note if available; if so, summarize in Full Business Plan & as part of #13 above

If the same third-part entity prepares both the feasibility study and technical assessment; information between the two documents, which is the same or similar, can be provided in one document and referenced in the second document to avoid duplication

1. Key Contracts and Agreements

-- Top-level description, schedule, current status, and drafts or executed copies of all critical path contracts and agreements relevant to the investment, design, engineering, financing, construction, startup, commissioning, shakedown, operation, and maintenance of the Project

2. Engineering and Construction Plans

-- Detailed description of the engineering and design contractor(s), EPC contractor(s), equipment supplier(s), and construction schedules for the Project

3. Key Site Components

-- Description of the key site components and risks associated with their availability (e.g., water, electricity, gas, or other utilities).
-- Description of site access (roads, highway, and rail) including rights-of-way, easements, and logistical considerations.

4. Project Plan

-- Description of the comprehensive project plan that will guide design, engineering, and construction of the project

5. Operating and Maintenance Plan

-- Description of operating plan, proposed providers, staffing requirements, anticipated parts inventory, major maintenance schedules, estimated annual downtime and any performance guarantees and related liquidated damages provisions
-- Description of the operations and maintenance plans for the Project, including acquisition of critical spares, inventory sources, etc., and maintenance procedures, and associated risks

6. Independent Engineer's Report with a review, evaluation, analysis, and recommendations re:

-- Base technology

-- Project feasibility

-- Engineering and design approach

-- Integrated project schedule, including the schedule for completion

-- Cost estimates and technical input into the financial model

-- Contractual requirements and arrangements

-- Proposed supply chain

-- Project risks, including mitigation activities and milestones

-- Direct labor requirements during construction and operation

-- Siting and permitting

-- Testing and commissioning

-- Operation and maintenance

-- Decommission plan and costs



7. Decommissioning Plan

- Detailed description of the Project decommissioning, deconstruction, and disposal plans (including any hazardous waste disposal plans), including anticipated costs

Appendix - Not required application; please have this information available if requested; it will be required for Project Execution

7. Status of Project Site

- Copies of Title, Lease, or Option Agreement
- Market Value of Site - for Properties that are Owned or Under a Purchase Option, Copy of Most Recent Appraisal, if Available

8. Financial Information - Examples:

- Accountant Prepared or Audited Borrower Financials
- Documentation Showing Money Spent to Date

10. Environmental Assessment

- Copy of Phase 1 Environmental Site Assessment, if applicable and if available
- Copy of Any Other Environmental Data Related to the Site and Project Operations

11 - Technical Information - Examples:

- IP/License Agreements
- Front-End Engineering Agreement
- EPC Agreement
- O&M Agreement
- GAANT Chart Showing Project Tasks, Task Timelines, Milestones
- Copies of Warranties, Performance Guarantees, Risk/Loss Insurance
- Equipment Purchase/Fabrication Agreements
- Parts/Components Supply Agreements

12. Feasibility Study

- Job Creation and Retention Data, Tables, Charts
- Marketing Studies, Data

13. Raw Material/Feedstock/Supply and Sale/Offtake/Power Purchase Agreements

- Raw Material/Feedstock/Supply LOIs, Contingent, or Executed Agreements
- Purchase/Offtake/Power Purchase LOIs, Contingent, or Executed Agreements

15. Technical Assessment

- Independent Engineer's Report, if available
 - General Plant Layout, if applicable
 - Construction Plan
 - Operations and Maintenance Plan
 - Waste Disposal Plan
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OPTIONAL:

- Process and Material Flows, if applicable
 - Heat and Material Balances, if applicable
 - Operating Parameters, if applicable
 - Key Performance Parameters, if applicable
 - Throughputs of Key Processes, if applicable
 - Process and Flow Diagrams, if applicable
 - Utility Flow Diagrams, if applicable
 - Process Hazards Assessment, if appropriate and if available
 - Key Performance Parameters, if applicable
 - Throughputs of Key Processes, if applicable
 - Process and Flow Diagrams, if applicable
 - Utility Flow Diagrams, if applicable
 - Process Hazards Assessment, if appropriate and if available
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