

# Mid-Columbia Economic Development District

515 East 2nd St.  
The Dalles, OR 97058

Phone: (541) 296-2266  
Fax: (541) 296-3283  
Website: www.mcedd.org

## REVOLVING LOAN FUND and INTERMEDIARY RELENDING LOAN FUND LOAN APPLICATION

### GENERAL APPLICANT INFORMATION

Name of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Principal(s) \_\_\_\_\_

Address \_\_\_\_\_

Loan to be in the name of \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell phone # \_\_\_\_\_ Email \_\_\_\_\_

Website Address \_\_\_\_\_

Federal Tax ID # or Social Security # \_\_\_\_\_

DUNS # \_\_\_\_\_

Business Financial Institution of Applicant \_\_\_\_\_

Contact Person at Financial Institution \_\_\_\_\_

### **Mid-Columbia Economic Development District (MCEDD) is an Equal Credit Opportunity Lender.**

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, age (provided that the applicant has the capacity to enter in to a binding contract); because all or part of the applicant's income derives from any public assistance program or because applicant has in good faith exercised any right under the Consumer Protection Act.

**COMPANY INFORMATION**

Business Site Address \_\_\_\_\_  
\_\_\_\_\_

Own or Lease Site \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Product and/or Services Provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Market \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long in business \_\_\_\_\_

Permits and Licenses (List required permits, licenses, bonding and other required authorizations)  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER BUSINESS INFORMATION**

**Company ownership and management**

List management, proprietors, officers, stockholders (20% or more) or partners

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>% owned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach additional page if necessary)

**Additional Information**

Are you or your business involved in any pending lawsuits? \_\_\_\_\_

Has the applicant or any officers ever been in receivership or adjudicated as bankrupt? \_\_\_\_\_  
*If Yes, Please explain (a separate sheet may be attached if necessary)*

Are all owners of business U.S. citizens? \_\_\_\_\_  
*If No, Please explain (a separate sheet may be attached if necessary)*

**EMPLOYMENT and JOBS CREATED**

**Number of Employees:**

Current

1 year after loan is made

2 years after loan is made

<u>Full time</u>	<u>Part time</u>	<u>Ave hrs/wk</u>	<u>Total FTE</u>

\*FTE is "Full Time Equivalent" (Combines Full time and Part time)

**PROJECT TO BE FINANCED**

**Project description**

---

---

---

---

---

**Machinery & Equipment**

Describe equipment to be acquired (including make, model and serial # if known).

---

---

---

**Working capital**

Describe use of loan proceeds.

---

---

---

---

**Construction or Acquisition**

Describe use of loan proceeds.

---

---

(Please also address labor and wage related issues such as Davis-Bacon or prevailing wages)

New Location:  
(If applicable)

---

Zoning: 

---

Lease or Purchase:

---

Current Title Holder:

---

Description of Property:

---

**PROJECTED COSTS**

(List projected costs for the entire project, not just immediate needs)

Land:	\$ _____
Building Acquisition:	\$ _____
Leasehold Improvements:	\$ _____
New Construction:	\$ _____
Equipment:	\$ _____
Working Capital:	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
<b>Total</b>	<b>_____</b>

**PROPOSED SOURCES OF FUNDING**

<u>Source</u>	<u>Amount</u>	<u>% Rate</u>	<u>Term</u>
Equity or Cash:	\$ _____	_____	_____
Commercial Lender:	\$ _____	_____	_____
Private Lender:	\$ _____	_____	_____
Other: _____	\$ _____	_____	_____
Other: _____	\$ _____	_____	_____
Requested MCEDD Loan:	\$ _____	_____	_____
<b>Total</b>	<b>_____</b>		

(Must equal Total of PROJECTED COSTS)

**COLLATERAL FOR LOAN**

(List assets available to be used as security for loan, such as equipment, vehicles, real estate, etc. and estimated values)

---

---

## APPLICANT'S ACKNOWLEDGEMENT AND CERTIFICATION

Applicant acknowledges that loans under this program have requirements to comply with federal regulations including civil rights, labor and wages and environmental.

Applicant certifies that the project will be within the boundaries of Mid-Columbia Economic Development District (MCEDD) and that the project will not relocate jobs from one labor market to another.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

Whether or not the financial assistance herein applied for is approved, applicant agrees to pay or reimburse MCEDD for the cost of any survey, title or mortgage examinations, appraisals, etc., performed by non-MCEDD personnel with consent of the applicant.

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by MCEDD and its agents for the purpose of obtaining the financial assistance requested in this application. All applications, forms, attachments, supporting documentation, tax returns, financial records and other documents and information submitted to MCEDD in association with this application become the sole property of MCEDD. MCEDD is required to maintain all information received in its records.

Whoever makes any statement, knowing it to be false, on an application for financial assistance is subject to fines and imprisonment and will be prosecuted to the full extent of the law.

Applicant hereby authorizes the review and investigation of this application by MCEDD and its agents, and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by MCEDD and its agent for such review and investigation. Applicant further gives permission for release of information from any sources to verify the credit and/or any information contained in this application.

\_\_\_\_\_  
Signature (and Title if appropriate) Date

\_\_\_\_\_  
Signature (and Title if appropriate) Date

\_\_\_\_\_  
Signature (and Title if appropriate) Date

\_\_\_\_\_  
Signature (and Title if appropriate) Date

***Note: In addition to a completed, signed paper application; please provide an electronic copy of application and all supporting documentation to MCEDD.***

**Additional Information to be submitted with application**

- ◆ Business Plan (required if applicant is a start up business or less than 3 years in operation)
- ◆ Business Story Narrative (include management team, industry statistics, marketing niche, etc.) *This can replace a formal business plan for existing businesses in business for 3 years or more.*
- ◆ Resumes of owners, partners, key officers, and key personnel
- ◆ Balance sheets and income statements for business for the last 3 years
- ◆ Current interim (year to-date) balance sheet and income statement (not over 45 days old)
- ◆ Complete IRS income tax returns - both business and personal for the last 3 years
- ◆ Personal financial statements for each proprietor, partner, shareholder or personal guarantor *(Note: All loans must be personally guaranteed by all persons with 20% or more ownership)*
- ◆ Profit and loss projections and income statement projections for 3 years (1st year monthly)
- ◆ Schedule of long term debt (include lender, amount borrowed, remaining balance, interest rate and monthly payments)
- ◆ List of collateral offered and estimated values *(All MCEDD loans must fully collateralized as determined by MCEDD staff)*
- ◆ Bank denial or commitment letter *(This information can also be submitted via email)*

**Other information that may be required if applicable:**

- ◆ Articles of incorporation and certificate/partnership agreement/LLC organization documents
- ◆ Site plan
- ◆ Earnest money agreements, financial agreements, contract agreements
- ◆ Copy of bids or cost estimates by contractor
- ◆ Schedule for construction start and completion
- ◆ Appraisal(s)
- ◆ Legal description of property
- ◆ Evidence of acceptable zoning/land use compliance
- ◆ Aging of accounts payable and/or accounts receivable
- ◆ Copy of equipment list and bids
- ◆ List of any affiliates and current financial statement for each
- ◆ Verification of applicant's equity/cash for project
- ◆ Lease/rental agreements
- ◆ Documentation required licenses, permits, bonding, insurances
- ◆ Other: \_\_\_\_\_
- ◆ Other: \_\_\_\_\_
- ◆ Other: \_\_\_\_\_

**Note: Other documents and supporting information may requested during review of application.**

## Application Review Criteria

MCEDD Staff and the Loan Administration Board review loan applications for the following minimum criteria. (This is not a comprehensive list, but a list of minimum requirements that typically must be met):

- ◆ Each loan must be fully (100%) collateralized. *Typically collateral values provided by applicant are discounted to create a liquidation value determining MCEDD's value of collateral used for loan.*
- ◆ MCEDD typically will finance up to 75% of a project.
- ◆ Loan application must show the creation or retention jobs.  
*MCEDD target is 1 job created or retained for every \$35,000 loaned.*
- ◆ Applicant must be investing in loan project; at least 10% is required and 25% is greatly preferred.
- ◆ Must be located in Skamania, Klickitat, Sherman, Wasco or Hood River counties.
- ◆ Applicant must **not** be able to obtain all or part of financing from a financial institution.
- ◆ Interest rates and loan terms are based on the overall risks and strengths of application.

## Application Completion and Submission Information to Streamline Process

- ◆ MCEDD staff is available to help with the application process and the completion of the application.
- ◆ MCEDD strongly recommends applicant meeting with MCEDD staff prior to completion and submission of this loan application for a review of the loan project.
- ◆ Please review for completeness of application, including signatures.
- ◆ Please submit application and required supporting documentation at the MCEDD office.
- ◆ All applications must be submitted on paper with original required signatures. Please provide electronic versions of application and supporting documents if available.
- ◆ Complete and signed paper applications with all supporting documentation must be received at the MCEDD office at least two (2) weeks prior to the next Loan Administration Board meeting to be presented at this meeting.
- ◆ The Loan Administration Board generally meets on the first and third Tuesdays of each month.

## Other Resources and Funding Partners

*MCEDD can connect you to these resources and provides loan application assistance and loan packaging services.*

<b>Small Business Development Center:</b> Provides small business counseling.	<a href="http://www.BizCenter.org">www.BizCenter.org</a>
<b>SCORE:</b> Provides small business counseling & help with business plans & forecasting.	<a href="http://www.scorevancouver.org">www.scorevancouver.org</a>
<b>Business Oregon:</b> Provides loans to Oregon traded sector businesses.	<a href="http://www.oregon4biz.com">www.oregon4biz.com</a>
<b>Washington Department of Commerce:</b> Provides loans to Washington businesses.	<a href="http://www.commerce.wa.gov">www.commerce.wa.gov</a>
<b>Oregon Investment Board:</b> Provides loans to small businesses located in Oregon in the Gorge Scenic area.	<a href="http://www.mcedd.org/oib.htm">www.mcedd.org/oib.htm</a>
<b>Washington Investment Board:</b> Provides loans to small businesses located in Washington in the Gorge Scenic area, but not currently Klickitat County.	<a href="http://www.skamania-edc.org">www.skamania-edc.org</a>
<b>Mt. Hood Economic Alliance:</b> Provides loans to small businesses located in Wasco, Hood River and Clackamas counties.	<a href="http://www.mthoodea.org">www.mthoodea.org</a>

# Mid-Columbia Economic Development District

## Revolving Loan Fund Assistance Agreement

\_\_\_\_\_ (*Applicant*) agrees to defend, hold harmless, and indemnify Mid-Columbia Economic Development District (MCEDD) and MCEDD's officers, directors, employers, agents or invitees, partners and funding source agencies to the fullest extent of the law related to any and all losses, injury to persons, damages, claims, judgments, actions and liability, including attorney's fees, associated with assistance that MCEDD provides to Applicant including, but not limited to, applying for a loan, the decision process and/or approval and servicing of a loan from MCEDD revolving loan funds.

I further agree and understand that any applications, tax returns, financial records and other information that is provided to MCEDD by applicant, applicant's business, representatives of applicant's business or other professionals authorized by applicant becomes the property of MCEDD upon receipt by MCEDD staff. It is recommended to provide copies of all documents submitted, unless originals are required.

\_\_\_\_\_  
*Signature of Authorized Representative for Applicant*

\_\_\_\_\_  
*Date*

### **Mid-Columbia Economic Development District is an Equal Credit Opportunity Lender.**

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, age (provided that the applicant has the capacity to enter in to a binding contract); because all or part of the applicant's income derives from any public assistance program or because applicant has in good faith exercised any right under the Consumer Protection Act.

# Mid-Columbia Economic Development District

## CIVIL RIGHTS COMPLIANCE

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program.

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

This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Applicant	ETHNICITY		GENDER	
	<i>Hispanic or Latino</i>	<i>Not Hispanic or Latino</i>	<i>Male</i>	<i>Female</i>
1.				
2.				
3.				
4.				

Applicant	RACE					
	<i>American Indian or Alaskan Native</i>	<i>Asian</i>	<i>Black or African American</i>	<i>Native Hawaiian or Other Pacific Islander</i>	<i>White/Caucasian</i>	<u>Other</u>
1.						
2.						
3.						
4.						

Applicant	<b><u>VETERAN STATUS</u></b> <i>*Code</i>
1.	
2.	
3.	
4.	

\*Veteran Status: 1 = Non-Veteran; 2 = Other Vet; 3 =Service Disabled Vet

### Mid-Columbia Economic Development District is an Equal Credit Opportunity Lender.

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, age (provided that the applicant has the capacity to enter in to a binding contract); because all or part of the applicant's income derives from any public assistance program or because applicant has in good faith exercised any right under the Consumer Protection Act.

# Mid-Columbia Economic Development District

## REFERENCES

*(Please provide a separate reference sheet for each person in the business ownership)*

### Please Provide Three Professional References

Name	Address	Phone	E-mail

### Please Provide Three Personal References

Name	Address	Phone	E-mail

### Please Provide Three Family References

Name and Relation	Address	Phone	E-mail

# Mid-Columbia Economic Development District

## AUTHORIZATION FOR CREDIT INVESTIGATION

IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT, THIS IS TO INFORM YOU THAT YOU ARE AUTHORIZING MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD) AND/OR ITS SUPPLIERS TO OBTAIN A CREDIT REPORT AND/OR AN INVESTIGATIVE CONSUMER REPORT. THIS REPORT MAY INCLUDE INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING.

YOU HAVE THE RIGHT TO DISPUTE THE INFORMATION PROVIDED AND RECEIVE A COPY OF THE NATURE AND SCOPE OF THE INVESTIGATIVE CONSUMER REPORT. YOU MAY DO THIS BY CONTACTING THE PROVIDER OF THE INFORMATION. TO DO SO PLEASE CONTACT MCEDD AT 515 EAST SECOND STREET, THE DALLES, OR 97058 OR (541) 296-2266 AND YOU WILL BE DIRECTED TO THE PROPER CREDIT REPORTING COMPANY OR BE MAILED A REPORT DESCRIBING THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED. MCEDD IS NOT ALLOWED TO GIVE YOU A COPY OF YOUR CREDIT REPORT.

IN ADDITION, BY SIGNING THIS AUTHORIZATION YOU ARE AUTHORIZING MCEDD OR ANY OTHER ENTITY AUTHORIZED BY MCEDD TO OBTAIN ANY AND ALL INFORMATION DEEMED RELEVANT, INCLUDING ALL STATEMENTS MADE ON THIS FORM, AND IN ANY ATTACHMENTS OR SUPPORTING DOCUMENTS. YOU ALSO RELEASE FROM LIABILITY ANY PERSONS INVOLVED IN THE INVESTIGATION AND ANY PERSONS, (SUCH AS FORMER SUPERVISORS), EMPLOYERS OR OTHERS SUPPLYING THE INFORMATION.

**Please print the following information:**

### Applicant

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

CURRENT STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

LENGTH OF TIME AT ADDRESS: \_\_\_\_\_  
(Years and months)

PREVIOUS ADDRESS (Past 7 years) \_\_\_\_\_  
(List additional addresses on back of form if necessary)

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### Joint Applicant

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

CURRENT STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

LENGTH OF TIME AT ADDRESS: \_\_\_\_\_  
(Years and months)

PREVIOUS ADDRESS (Past 7 years) \_\_\_\_\_  
(List additional addresses on back of form if necessary)

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**Joint Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# Mid-Columbia Economic Development District

## POLICY ON CONFIDENTIALITY OF FINANCIAL INFORMATION

Mid-Columbia Economic Development District (MCEDD) will not disclose any financial information concerning the Borrower's business to any person not serving on the Board or staff of MCEDD, with the following exceptions:

1. U.S. Small Business Administration
2. U.S. Department of Commerce - Economic Development Administration
3. USDA Rural Development
4. U.S. Internal Revenue Department
5. Small Business Development Centers
6. Other lenders involved in the Borrower's project
7. Internal and External Auditors
8. The applicant's or loan client's accountant and attorney
9. Those requesting information that MCEDD is required to release by law, including public meeting laws
10. Other persons designated by the Borrower and by MCEDD staff and stipulated immediately below:

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## VOLUNTARY DISCLOSURE

Notwithstanding the provisions above, I agree to allow MCEDD to disclose the following information about my business and its project to any person, organization, business, governmental agency, or any entity upon approval of a MCEDD loan:

1. Business name
2. General description of project
3. Total project cost
4. Amount of MCEDD loan
5. Number of new jobs to be created/retained

## PRESS RELEASE AND NEWSLETTER AUTHORIZATION

I further authorize all information provided as part of the loan application may be used in an article, press release, newsletter or other marketing materials produced by MCEDD and/or its partners. I understand that articles, press releases and marketing materials may be sent over the internet, email or printed and disseminated. I hold MCEDD, its board members, volunteers, employees, partners and agents harmless for any and all incidents that may arise from the dissemination of this information.

I understand by signing my name below that I agree and consent to the terms and conditions listed in the **POLICY ON CONFIDENTIALITY OF FINANCIAL INFORMATION, VOLUNTARY DISCLOSURE** and **PRESS RELEASE AND NEWSLETTER AUTHORIZATION** sections of this form.

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Mid-Columbia Economic Development District

## Information Release Authorization

Business Name: \_\_\_\_\_

Business Owner(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

I, \_\_\_\_\_ authorize the following financial institutions, companies and organizations to release any and all information of my personal, business and investment accounts, including tax returns, financial statements, loan collection status, loan modification and workout plans to Mid-Columbia Economic Development District (MCEDD) upon receipt of this signed authorization form.

1. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

2. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

3. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

I further authorize MCEDD to release and share my business and personal financial information, as well as all information related to my loan or grant application to people, businesses or organizations with whom MCEDD is working with in relation to my request for funds, such as, but not limited to banks, SCORE and the Small Business Development Center.

\_\_\_\_\_  
Name (Signature) Title Date

\_\_\_\_\_  
Name (Signature) Title Date

\_\_\_\_\_  
Name (Signature) Title Date

\_\_\_\_\_  
Name (Signature) Title Date