

# NORTHEAST OREGON ECONOMIC DEVELOPMENT DISTRICT

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## Intermediary Relending Program and Revolving Loan Fund Application Form

**I. COMPANY OPERATIONS**

A. Applicant Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Contact Person (if other than Applicant) \_\_\_\_\_  
 Structure of Business (proprietorship, partnership, corporation) \_\_\_\_\_  
 Federal Tax ID # \_\_\_\_\_ DUNS # \_\_\_\_\_  
 Name of Bank \_\_\_\_\_  
                     Check One  Personal  Business  Both  
 Branch \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Requested Loan Amount \_\_\_\_\_

B. Company Principals: List principal officers, stockholders and/or partners and percentage of ownership.

Name	Title	% Ownership	Social Security Number	Date of Birth

NEOEDD/NOBD is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to:  
 USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

- C. Company Profile: (attach separate sheet) Describe the nature of the business, the principle product/service, market areas and distribution patterns, sales, major competitors and major clients. Describe the development of the business, including date of acquisition, and ownership or significant management changes. Describe the current facility, including type of construction and age, number of stories, pertinent features, current value, building square feet, land area and whether you own or lease.
- D. Forecasts: (attach separate sheet) Describe how the proposed financing would affect the business (i.e., new markets, sales, net worth, stability, growth, products and/or services, etc.).
- E. Employment: (attach separate sheet) State the average number of employees during the past 12 months. Identify the number, types and starting salary of jobs that would be created as a result of the proposed financing.

## II. COMPANY FINANCIAL DATA

Please submit the following:

1. Balance sheets (include statements and source use statements for the three most recent fiscal years). Financial statements must be signed by a company officer and, if not reviewed by an independent accountant, supported by copies of Federal tax returns.
2. Personal financial statement for each proprietor, partner and/or officer and each stockholder with a majority interest in the business.
3. Interim business financial statements (not over 90 days old).
4. Description of all outstanding debts, including creditor, original date and amount, present balance, rate, monthly payment, maturity date, collateral and status. Identification of all existing notes, mortgages, lines of credit, liens and judgments must be included.
5. Aging of accounts receivable, accounts payable and taxes payable, if required.
6. Projected balance sheet and income statement projections for the next two years. If the project is a start-up, provide a monthly cash flow projection for two years.
7. Description, if any, of lease commitments, related party transactions or other significant accounting policies.

III. PROJECT INFORMATION

A. Land \_\_\_\_\_  
Building Acquisition \_\_\_\_\_  
New Construction \_\_\_\_\_  
Improvements \_\_\_\_\_  
Machinery & Equipment \_\_\_\_\_  
Working Capital \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total \$ \_\_\_\_\_

B. Construction Acquisition

Project Address \_\_\_\_\_  
\_\_\_\_\_

Land Area (sq. ft.) \_\_\_\_\_  
Zoning \_\_\_\_\_  
Date Plans Completed \_\_\_\_\_  
Person or legal entity currently holding title \_\_\_\_\_  
\_\_\_\_\_

C. Machinery & Equipment

Describe use of proceeds, including types of equipment (make, model, cost, trade-in, use, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Working Capital

Describe use of proceeds, including projection and source of repayment (i.e., inventory turnaround time, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Sources of Other Financing

<u>Source</u>	<u>Amount</u>	<u>Term</u>	<u>Rate</u>
_____	\$ _____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	\$ <u>_____</u>		

Important: Sources must equal project costs.

IV. ATTACHMENTS (if applicable)

1. Site plan
2. Financial agreement/lease agreements
3. Plot plan and/or drawings of projected plan
4. Copy of bids or cost estimates by contractor
5. Copy of equipment/working capital list and bids
6. Schedule for construction start and completion
7. List professional fees (architectural, engineering, legal, accounting, permits, etc.)
8. Resumes of principal officers and/or proprietors
9. List of any affiliates and a current financial statement for each
10. Appraisal (if required)
11. Bank commitment letter
12. List of collateral offered and position
13. Legal description of property
14. List of any consultation/packaging fees paid

V. ACKNOWLEDGMENT

Applicant hereby authorized the review and investigation of this application by Northeast Oregon Economic Development District (NEOEDD) and its agents, and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by NEOEDD 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.

A non-refundable application processing fee of \$100 must accompany this application.

COMPANY NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**NORTHEAST OREGON ECONOMIC DEVELOPMENT DISTRICT  
POLICY ON CONFIDENTIALITY OF FINANCIAL INFORMATION**

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

1. U.S. Small Business Administration
2. U.S. Department of Commerce - Economic Development Administration
3. USDA Rural Development
4. Other lenders involved in the Borrower's project
5. The Client's accountant and attorney
6. Those requesting information that NEOEDD is required to release by law
7. Other persons designated by the Borrower and by NEOEDD staff and stipulated immediately below:

\_\_\_\_\_

\_\_\_\_\_

By signing below, the applicant indicates that he/she has read, understood, acknowledged and accepted these conditions.

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

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

**VOLUNTARY DISCLOSURE**

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

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

\_\_\_\_\_ I (We) consent to the release of the above information.

\_\_\_\_\_ I (We) DO NOT consent to the release of the above information.

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

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

NEOEDD/NOBD is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to:  
USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

## 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.

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

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

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

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

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*Dear Applicant,*

*The United States Department of Agriculture (USDA) now requires all applications of NOBD to acquire a Dunn & Bradstreet number. Below, please find the instructions on receiving this number. It is a free service, so please let the operator know that you are required to obtain this number because you are seeking assistance through a federal program. The automated system will notify you that this can be done on-line. Please do not choose this option, or it will charge your company. Simply use the phrase “for US Federal Government Contractors and Grantees” and you will receive your free number.*

**Instructions for receiving a  
D&B D-U-N-S  
For US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contractor grants. It is free, so do not go to the website to request one (as it may very well cost you money).

To request your D-U-N-S number call **866-705-5711**, Monday – Friday 7AM to 8 PM. It will take 10-15 minutes. Their recording will automatically refer you to their web site and then require money to obtain this number. Just tell them that it is free and that your business is **registering with the US Federal Government for Contractor Grants.**

You will need to provide the following information:

- Legal Name
- Trade style, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address, (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporation entity)
- Is this a home-based business?