

NORTHEAST OREGON ECONOMIC DEVELOPMENT DISTRICT

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CARES Act 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 & COVID-19: (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.). How has COVID-19 affected your business and what are you doing in response to its impacts, if any?
- 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:

- A. Current business balance sheet (not over 30 days old). Signed by owner.
- B. Current personal financial statements for each entity, partner, or stockholder with an interest in the business. Signed.
- C. Most recent 2 years federal tax returns for the business. Signed by owner.
- D. Profit and Loss (Income Statement) for current year. Signed by owner.
- E. Projected Profit and Loss (Income Statement) for upcoming year.

III. PROJECT INFORMATION

A.	Land	
	Building Acquisition	
	Improvements	
	Machinery & Equipment	
	Working Capital	
	Other (Specify)	
	Total	\$ _____

B. Machinery & Equipment

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

C. Working Capital

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

IV. 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 _____

**Addendum to
Northeast Oregon Economic Development District and
Northeast Oregon Business Development
Loan Fund Application**

The undersigned hereby consents to NEOEDD/NOBD's use of a nonbusiness, consumer credit report for the undersigned in order to further evaluate the credit worthiness as principal(s), proprietor(s), and/or guarantor(s) in connection with the extension of business credit as contemplated by this Loan Application.

The undersigned hereby authorizes NEOEDD/NOBD to utilize a consumer credit report for the undersigned from time to time in connection with the extension or continuation of the business credit accommodation contemplated by this Application.

The undersigned as (an) individual(s) hereby knowingly consent(s) to the use of such credit report consistent with the Federal Fair Credit Reporting Act in 15 [U.S.C.@1681](#) et. seq.

Printed Name _____

Signature _____ Date _____

Home Address _____

Printed Name _____

Signature _____ Date _____

Home Address _____

Printed Name _____

Signature _____ Date _____

Home Address _____

Printed Name _____

Signature _____ Date _____

Home Address _____

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**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: _____

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CIVIL RIGHTS COMPLIANCE

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.

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

<i>Applicant</i>	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						

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

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

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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?