

**COLUMBIA-PACIFIC ECONOMIC DEVELOPMENT DISTRICT  
REGIONAL LOAN PROGRAM**

**Loan Application**

100 E St/PO Box 534  
Columbia City, OR 97018

Phone: 503.397.3099  
Fax: 503.397.6924  
Website: NWOregon.org

**GENERAL APPLICANT INFORMATION**

Name of Business:			
Physical Address:			
Mailing Address (If different):			
Phone::		Cell:	
Name/Title of Applicant:			

**COMPANY INFORMATION**

Employer ID Number:			
DUNS Number:			
NAICS Code:			
Product or Services Provided:			
Primary Market:			
How Long in Business (Years):			
Number of Employees			
Existing Facility:	_____ sq. ft.	Own <input type="checkbox"/>	Lease <input type="checkbox"/>
Permits, Licenses, other Required Authorizations			

**NAMES OF PARTNERS/OWNERS (20% or more)**

	Name	Title
_____ % owner <input type="checkbox"/> partner <input type="checkbox"/>		
_____ % owner <input type="checkbox"/> partner <input type="checkbox"/>		
_____ % owner <input type="checkbox"/> partner <input type="checkbox"/>		

<b>PROJECT TO BE FINANCED</b>			
Address:			
Project Description			
Machinery/Equipment <input type="checkbox"/> Working Capital <input type="checkbox"/> Acquisition <input type="checkbox"/> Renovation <input type="checkbox"/>			
Renovation <input type="checkbox"/> (Describe)			
Machinery/Equipment (Make, model, serial number if known)			
Working Capital: (How will loan proceeds be used?)			
Acquisition/Renovation/Other (How will loan proceeds be used?)			
Lease <input type="checkbox"/> Purchase <input type="checkbox"/>			
Zoning:			
Size (acres, sq ft):			
Date Plans Completed:			
Person or Entity Currently Holding Title:			
<b>PRIVATE SECTOR FINANCING (Bank, investors, etc)</b>			
Current Financial Institution:			
Address:			
Telephone:			
Loan Officer:			
Loan Amount:	\$	LoanRate:	%
Loan Terms:			

**BORROWER FUNDS**

Total Amount:	\$ _____	
	\$ _____	<input type="checkbox"/> Cash
	\$ _____	<input type="checkbox"/> Equity
	\$ _____	<input type="checkbox"/> Other

If equity or other, explain: \_\_\_\_\_

**PROJECTED COSTS (For entire project, not just immediate needs)**

	<u>Estimated Cost</u>	
Land	\$ _____	
Building Acquisition	\$ _____	
Leasehold Improvements	\$ _____	
New Construction	\$ _____	
Machinery/Equipment	\$ _____	
Working Capital	\$ _____	
Other (specify) _____	\$ _____	
<b>TOTAL:</b>		

**ADDITIONAL COST DETAIL**

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<b>PROPOSED SOURCES OF FUNDING</b>			
<b>Source</b>	<b>Amount</b>	<b>% Rate</b>	<b>Term</b>
Equity or Cash	\$		
Commercial Lender	\$		
Private Lender: (specify) _____	\$		
Other (specify) _____	\$		
Other (specify) _____	\$		
Requested Col-Pac Loan	\$		
<b>TOTAL:</b>			

**COLLATERAL FOR LOAN**  
(List assets available to be used as security for loan, such as equipment, vehicles, real estate, etc)

<b>CHECK YES OR NO TO THE FOLLOWING QUESTIONS:</b>	
1. Are you or your business involved in any pending lawsuits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has applicant or any officer of the applicant ever been in receivership or adjudicated as bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have any owners of the business ever been arrested or convicted for any criminal offense other than a minor vehicle violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you previously received financing from Rural Business-Cooperative Service (formerly FmHA), or the Rural Development Administration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is any owner or officer of the company, or members of your immediate families, currently employees of the Rural Business-Cooperative Service, Rural Development Administration, any other Federal agency, or the U.S. Military?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are all owners of the business U.S. citizens?  If no, give alien registration number: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you answered "yes" to question 1, 2, 3, 4, or 5, please explain:**

**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 Columbia-Pacific Economic Development District (Col-Pac) 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 Col-Pac 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 Col-Pac for the cost of any survey, title or mortgage examinations, appraisals, etc., performed by non-Col-Pac 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 Col-Pac 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 Col-Pac. 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 Col-Pac and its agents, and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by Col-Pac 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 Printed Name Title Date

\_\_\_\_\_  
Signature Printed Name Title Date

\_\_\_\_\_  
Signature Printed Name Title Date

**Columbia Pacific Economic Development District is an Equal 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.

## 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 operation 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. (All Col-Pac loans must fully collateralized as determined by Col-Pac staff)
- Bank denial or commitment letter. To be eligible for a Col-Pac loan, applicants must not be able to get (all needed) financing from a commercial lender. (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 be requested during review of application*

## APPLICATION REVIEW CRITERIA

Col-Pac Staff and Col-Pac's Loan 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):*

- Loan must be fully (100%) collateralized. *Typically collateral values provided by applicant are discounted to create a liquidation value determining Col-Pac's value of collateral used for loan.*
- Col-Pac will finance up to 50% of a project.
- Loan application must show the creation or retention jobs. Col-Pac target is 1 job created or retained for every \$25,000 loaned.
- Must be located in Clatsop, Columbia, Tillamook counties or in Washington County west of Hillsboro.
- 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.

## STREAMLINING THE LOAN APPLICATION PROCESS

- Col-Pac staff is available to help with the application process and the completion of the application.
- Col-Pac strongly recommends applicant meeting with Col-Pac 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 Col-Pac 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 Col-Pac office at least two (2) weeks prior to the next Loan Board meeting to be presented at this meeting.
- The Loan Board generally two weeks following submittal of a complete loan application.

## OTHER RESOURCES AND FUNDING PARTNERS

Col-Pac can connect you to these resources and provides loan application assistance and loan packaging services.

Small Business Development Centers and County Economic Development Councils: Provide small business counseling and business plan development	Clatsop Economic Development Resources (CEDR) contact: Kevin Leahy at 503.338.2402 or <a href="mailto:KLeahy@clatsopcc.edu">KLeahy@clatsopcc.edu</a>
	Columbia County Economic Team (CCET) contact: Casey Wheeler at 503.410-1061 or <a href="mailto:ED@columbiacountyoregon.com">ED@columbiacountyoregon.com</a>
	Tillamook County Small Business and Economic Development Center contact: Dan Biggs at 503.842.8222 x 1410 or <a href="mailto:Biggs@tillamookbay.cc">Biggs@tillamookbay.cc</a>
Business Oregon: Provides loans to Oregon traded sector businesses	Business Oregon: Dennie Houle at 503503.791.2732 or <a href="mailto:Dennie.Houle@state.or.us">Dennie.Houle@state.or.us</a>

## LOAN ASSISTANCE AGREEMENT

This agreement is made on \_\_\_\_\_, 20\_\_\_\_, between Columbia-Pacific Economic Development District hereinafter referred to as Col-Pac, and \_\_\_\_\_ (applicant), hereinafter collectively referred to as Client.

### Loan Packaging

Col-Pac agrees to work with Client to investigate the feasibility of obtaining financing under the Regional Loan Program (RLP). RLP is funded by the Rural Business-Cooperative Service (RBS) which governs the making and servicing of RLP loans according to RBS regulations. Col-Pac will investigate the financial situation of Client and determine whether a Regional Loan Program loan is appropriate.

Col-Pac will seek financing for Client if it determines in its sole discretion that (1) Client is within Col-Pac's and the RLP's eligibility criteria and the project is likely to be approved under the RLP program and (2) other elements of the complete project can also be financed. If Col-Pac applies for a RLP loan, it will submit a set of documents with supporting exhibits, known as a loan package, for the benefit of Client.

### Application Deposit

Client will pay Col-Pac a deposit of **\$350.00** at signing of and accompanying this agreement to cover Col-Pac's expenses in packaging preparation. The deposit shall be creditable against a loan fee charged at closing (**1.5% for amounts greater than \$50,000; and 1.75% for amounts less than \$50,000**). If Client decides to withdraw its application prior to closing, Col-Pac will apply the fee toward expenses incurred in the packaging and processing of the loan request.

### No Col-Pac Liability

Col-Pac is depending upon Client to promptly and accurately supply information and assist in preparing the application. In addition, financing may be dependent upon factors that Col-Pac cannot control, including economic factors and the decision of other financial institutions. Accordingly, Col-Pac does not promise that Client will obtain financing.

Client agrees that Col-Pac shall not be responsible in any manner or liable to Client or any other person in the event that financial assistance is not obtained from the RLP or private financing sources.

Client also agrees that Col-Pac shall not be liable for any of the debts or obligations incurred in and for the assistance or benefit of Client.

Client further agrees that Client will hold Col-Pac harmless and pay all costs and expenses, including attorney's fees, in the event any claim is made or lawsuit is filed by or against Col-Pac arising out of any transaction with or assistance to Client.

### Fees

If successful in obtaining financing, Client agrees to pay Col-Pac a fee of 1.5% for loan amounts greater than \$50,000; and 1.75% for loan amounts less than \$50,000 as a loan fee, for Col-Pac's overhead and expenses.

In addition, Client agrees to pay all costs of closing the loan, and related transactions, including title insurance, recording fees, and Col-Pac legal fees. Client further agrees to pay any reasonable expenses

incurred by Col-Pac attorneys.

**Business and Credit Information**

Client agrees that Col-Pac may receive confidential business, financial and credit information about the Client from financial institutions, credit reporting agencies or other sources. Col-Pac agrees that all confidential information received will be held in confidence and not divulged to persons or agencies, other than prospective lenders or guarantors. Client further agrees and understands that any applications, tax returns, financial records and other information that is provided to Col-Pac by applicant, applicant’s business, representatives of applicant’s business or other professionals authorized by applicant becomes the property of Col-Pac upon receipt by Col-Pac staff. *(It is recommended document copies are submitted, unless originals are required.)*

**Change of Circumstances**

Client agrees to notify Col-Pac immediately in writing of any materially unfavorable change in the Client financial condition, and the absence of such notification shall be considered a continuing statement that no such unfavorable change has occurred.

**No Provisions Outside this Written Agreement**

Both parties agree that there are no other promises, terms or agreements outside this agreement, and that this written agreement controls over any such terms, promises or agreements, whether they are conflicting, additional or consistent. No changes may be made to this agreement by any agent, contractor or employee of Col-Pac or another party without express written approval from an officer of Col-Pac.

**Conclusion**

Client certifies that the person(s) signing on behalf of Client are authorized to do so by any individuals, partnership, partners, corporations or other entities that are to be assisted under this agreement.

DATED: \_\_\_\_\_

**COLUMBIA-PACIFIC ECONOMIC  
DEVELOPMENT DISTRICT**

**BORROWER**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_

**Columbia Pacific Economic Development District is an Equal 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.

**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	
	Hispanic or Latino	Not Hispanic or Latino	Male	Female
1.				
2.				
3.				
4.				

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

Applicant	VETERAN STATUS Code*
1.	
2.	
3.	
4.	

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

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**REFERENCES**

**Please Provide Three Professional References**

Name	Address	Phone	Email

**Please Provide Three Personal References**

Name	Address	Phone	Email

**Policy on Confidentiality of Financial Information**

Col-Pac will not disclose any financial information concerning Borrower's business to any person not staff or serving on the Col-Pac Board with the following exceptions:

1. USDA Rural Development
2. Small Business Development Centers
3. Other lenders in Borrower's project
4. Applicant's or loan client's accountant and attorney
5. Those requesting information Col-Pac is required to release by law, including public meeting laws
6. Other persons designated by Borrower and by Col-Pac staff and stipulated immediately below:  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

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

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

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

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

## AUTHORIZATION FOR CREDIT INVESTIGATION

IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT, THIS IS TO INFORM YOU THAT YOU ARE AUTHORIZING COLUMBIA-PACIFIC ECONOMIC DEVELOPMENT DISTRICT (COL-PAC) 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 COL-PAC AT 100 E ST, COLUMBIA CITY, OR 97018, 503/397-3099 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.

IN ADDITION, BY SIGNING THIS AUTHORIZATION YOU ARE AUTHORIZING COL-PAC OR ANY OTHER ENTITY AUTHORIZED BY COL-PAC 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, ZIPCODE:	
LENGTH OF TIME AT ADDRESS (Years and months)	
PREVIOUS ADDRESS (Past 7 years)	

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

#### **Joint Applicant**

FULL NAME:	
DATE OF BIRTH:	
SOCIAL SECURITY #:	
CURRENT STREET ADDRESS:	
CITY, STATE, ZIPCODE:	
LENGTH OF TIME AT ADDRESS (Years and months)	
PREVIOUS ADDRESS (Past 7 years)	

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