



# NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING & DEVELOPMENT COMMISSION

49 Ridgmont Drive  
Ridgway, PA 15853

Serving Cameron, Clearfield, Elk, Jefferson, McKean and Potter Counties

Phone: 814-773-3162

Fax: 814-772-7045

Website: www.ncentral.com

## EDA CARES ACT RLF LOAN APPLICATION

### APPLICANT INFORMATION

<b>Legal Name of Operating Entity:</b>							
<b>Trade Name (DBA):</b>							
<b>Street Address:</b>				<b>City:</b>			
<b>State:</b>		<b>Zip Code:</b>		<b>Municipality:</b>			
<b>County:</b>		<input type="checkbox"/> Cameron	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Elk	<input type="checkbox"/> Jefferson	<input type="checkbox"/> McKean	<input type="checkbox"/> Potter
<b>Date Founded:</b>		<b>State Organized:</b>		<b>Incorporation Date:</b>			
<b>NAICS Code:</b>		<b>FEIN:</b>		<b>DUNS #: *</b>			
<b>Website:</b>							
<b>Contact Name:</b>				<b>Contact Title:</b>			
<b>Phone:</b>		<b>Cell:</b>		<b>Email:</b>			

\*If you do not have a DUNS #, get one here: <http://www.dnb.com/get-a-duns-number.html>

### Ownership Structure:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> S-Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> C-Corporation

### Ownership:

Name/Title	FEIN/Social Security #	Race*	Gender*	Ethnicity*	Veteran	Ownership %
						%
						%
						%
						%
						%
<b>Total Ownership (must = 100%)</b>						<b>%</b>

Race: 1=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed

Gender: M=Male; F=Female; X=Not Disclosed

Ethnicity: H=Hispanic or Latino; N=Not Hispanic or Latino; X=Not Disclosed

Veteran: 1=Non-Veteran; 2=Veteran; 3=Service-Disabled Veteran; 4=Spouse of Veteran; X=Not Disclosed

\*Race, gender & ethnicity information is requested by the Federal Government for certain types of loans and assistance in order to monitor the lender's compliance with the Equal Credit Opportunity Act. You are not required to furnish this information, but are encouraged to do so. The law requires that a lender may not discriminate on the basis of this information or on whether you choose to furnish it. However, if you choose not furnish it, under Federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish this information, please enter "X" for Not Disclosed.

## REAL ESTATE OWNERSHIP

Legal Name:			
Street Address:		City:	
State:	Zip Code:	FEIN:	

### Ownership of Real Estate Holding Entity:

Name	FEIN/Social Security #	Ownership %
		%
		%
		%
		%
		%
Total Ownership (must = 100%)		%

## FACILITY INFORMATION

Existing Facility Size:		Square Feet
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Do you own or lease the facility?	<input type="checkbox"/> Own	<input type="checkbox"/> Lease
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### If Owned:

Year Purchased:		Date of Most Recent Appraisal:	
Value of Most Recent Appraisal:	\$	Outstanding Mortgage Balance	\$
Annual Mortgage Payments:	\$		

### If Leased:

Owner Name:		Owner Phone:	
Owner Address:			
Owner Email:		Lease Expiration Date:	
Annual Lease Payments:	\$		

## AFFILIATE BUSINESSES

List any additional businesses owned by any principal with 20% or more ownership in operating company:

Business Name	Owner	Ownership %
		%
		%
		%
		%
		%
		%
		%
		%

## COMPANY PROFILE

Please give a brief history of your business:

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What products/services does your business provide?

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**Management summary for key officers, managers and employees – attach resumes if applicable**

Name	Title	Qualifications/Experience

What is your geographic marketing area?

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How do you market your business?

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Who are your 3 major customers?

Name	City, State	% of Sales
		%
		%
		%

Who are your 3 major competitors?

Name	City, State

**PROJECT INFORMATION**

What impact has the COVID-19 pandemic had on your business?

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Describe your project and how this loan will support the recovery of your business:

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**EMPLOYMENT IMPACT INFORMATION**

Employment Impacts:	Full-time	Part-time
Number of employees as of February 15, 2020		
Current number of employees		

Number of employees expected to be retained/hired as a result of this loan		
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## LOAN REQUEST

Loan Amount Requested: \$

Are you requesting a 6-month deferral of principal & interest payments?  Yes  No

Selecting this option will extend the repayment term of your loan by 6 months. The effective interest rate during the deferral period is 0%.

	TOTAL USES	North Central	Source 1	Source 2	Equity
Land/Building	\$				
Machinery & Equipment	\$				
Working Capital	\$				
Other (specify):	\$				
Closing Costs*	\$				
<b>TOTAL SOURCES</b>	\$	\$	\$	\$	\$

To be completed by NCPRPDC:

\*Estimate of Closing Costs for NCPRPDC Loan (can be included in total project cost):

Settlement Fee – 1.5% of North Central loan amount is waived for this loan request	N/A
Document Preparation/Filing Fees charged by North Central solicitor (average is between \$500 - \$1,000)	\$
Other:	\$
<b>Total Estimated Closing Costs for NCPRPDC Loan Request - Payable at Closing</b>	<b>\$</b>

Proposed Terms:

	North Central	Source 1	Source 2
Term			
Amortization			
Deferral			
Interest Rate	%	%	%
Monthly Payment*	\$	\$	\$
Collateral			
Position			
Contact Name	Jennifer Hibbard		
Contact Phone	814-773-3162 x3049		

**\*Loan payments are required to be made by ACH withdrawal for all North Central loans closed on or after July 1, 2020. ACH payments will be withdrawn from your designated bank account on the 12<sup>th</sup> of each month.**

Non-duplication and Disclosure of Federal Support:

Have you applied for or received funding from any federal sources for COVID-19 assistance? Proceeds from this loan request are prohibited for use in funding the same expenses for the same time periods for which applicant has received other federal funding.	<input type="checkbox"/> Yes – Please complete next section	<input type="checkbox"/> No
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Applied	Received	Source	Amount	Purpose	Time Period
<input type="checkbox"/>	<input type="checkbox"/>	Paycheck Protection Program (PPP) Loan			
<input type="checkbox"/>	<input type="checkbox"/>	SBA Economic Injury Disaster Loan (EIDL)			
<input type="checkbox"/>	<input type="checkbox"/>	COVID-19 Relief Statewide Small Business Assistance Grant			
<input type="checkbox"/>	<input type="checkbox"/>	CARES ACT County Relief Block Grant Funds			
<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify):			

<input type="checkbox"/>	<input type="checkbox"/>				
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## CONTACT INFORMATION

**Banking Relationship:**

<b>Bank Name:</b>	
<b>Account Officer:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Attorney:**

<b>Law Firm:</b>	
<b>Attorney:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Insurance Agent (Hazard/Property Insurance):**

<b>Contact Name:</b>	
<b>Name of Agency:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### LEGAL NOTICES

**Notice to Applicants:**

This notice to you is required by the "Right to Financial Privacy Act of 1978." You hereby grant access rights to financial records held by financial institutions that are or have been doing business with you or your business, including financial institutions participating in this loan. Access rights continue for the term of any approved loan without further notice or authorization.

This authorizes NCPRPDC and its successors to use or transfer financial records on an application for an approved loan as necessary to process, service, or foreclose a loan or collect on a defaulted loan. No other transfer of your financial records will be permitted.

I/We authorize disclosure of all information submitted in connection with this application to the financial institutions agreeing to participate in the loan and NCPRPDC.

I/We give the following assurances:

1. I/We will comply with Sections 112 and 113 of Volume 13 of the Code of Federal Regulations. These Code Sections prohibit discrimination on grounds of race, color, sex, religion, marital status, handicap, age or national origin by recipients of federal financial assistance and require appropriate report and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/We do not comply with these nondiscrimination requirements, NCPRPDC can call, terminate, or accelerate repayment on my/our loan.
2. Non-relocation – My/our project does not involve the relocation of an establishment from one area to another and does not result in the transfer of contract or subcontract work causing unemployment at the location where such work was previously performed. For the purposes of the paragraph, "area" means that geographic area which will allow employees of relocated businesses to retain their jobs.
3. If funding from this loan request will be used to finance construction project costs, I/we will comply with the requirements of federal laws which apply to prevailing wage rates (Davis-Bacon).
4. My/our project has no substantial environmental impact and that I/we will comply with all applicable federal, state and local environmental protection standards and regulations.

Authority to Collect Personal Information – This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974).

Effects of Nondisclosure – Omission of an item means your application might not receive full consideration.

Agreement of Non-employment of NCPRPDC Personnel – I/We agree that if NCPRPDC approves this loan application, I/We will not, for at least one year, hire as an employee or consultant anyone that was employed by NCPRPDC during the one-year period prior to the disbursement of the loan.

**Release and Indemnification:**

The undersigned applicant has applied to NCPRPDC for loan funding for use in a business either now existing or to be formed or acquired. In conjunction with the consideration of loan funding, and in furtherance of its mission to provide economic assistance to businesses within its constituent counties, NCPRPDC may, from time to time, provide advisory services in connection with the formation and operation of the applicant's business and the means of obtaining appropriate financing for such business.

It is expressly acknowledged that NCPRPDC makes no representation or warranty as to the probability of success of borrower's business. It is further acknowledged that NCPRPDC is under no obligation, either contractual or otherwise, to provide or locate funds needed by the undersigned in either the start-up or operation of the business. Except as expressly set forth in writing, NCPRPDC makes no commitment that any such funding will be made available.

In consideration of any management and technical assistance consultation services being provided, the undersigned hereby releases and discharges NCPRPDC and its consultants from all liability for any loss or damage resulting from the failure of the business, including, without limitation, the inability of such business to obtain necessary financing or to meet projections established in any business plan prepared or reviewed by NCPRPDC.. Additionally, the undersigned hereby agrees to indemnify and hold it harmless from all loss or liability which may result from the operation of the said business.

**Confidentiality**

Because NCPRPDC is a public agency, their Board of Director's meetings are open to the general public. Therefore, certain information about your project may be released to the public through the newspaper, radio or social media. This includes, but is not limited to, ownership, project description, loan amount and use of funds, participating lenders and employment impacts. No business or personal financial information will be disclosed.

**CERTIFICATIONS, AUTHORIZATIONS & SIGNATURES**

**I/We hereby certify to the following for the applicant business and all principals with 20% or more ownership:**

<input type="checkbox"/>	I/We are not presently a party to any lawsuits.
<input type="checkbox"/>	I/We have not filed for bankruptcy with the past 10 years.
<input type="checkbox"/>	I/We are not delinquent or have ever defaulted on a federal loan that has caused a loss to the government.
<input type="checkbox"/>	There are no outstanding judgments or collection actions against me.
<input type="checkbox"/>	There are no local, state or federal tax liens filed against me.
<input type="checkbox"/>	I/We are current with all local, state and federal taxes.
<input type="checkbox"/>	I/We are not subject to an indictment, criminal information, arraignment or other means by which formal criminal charges are brought in any jurisdiction.
<input type="checkbox"/>	At least 51% of the ownership of the applicant entity is held by U.S. citizens or by legal permanent residents.
<input type="checkbox"/>	Non-duplication of federal support – I/We certify that no proceeds from this loan request will be used for identical expenses that were or will be obtained from other federal funding sources including federal grants, federal loans and federally guaranteed loans. Should NCPRPDC determine that applicant has received federal funding from multiple sources for identical expenses, NCPRPDC will demand immediate repayment of the portion of this loan allocable to those expenses and may take any other action as permitted by applicable law.
<input type="checkbox"/>	Conflicts of Interest – I/We are not or have served in the last 12 months as an officer, employee or member of NCPRPDC Loan Review Committee, Board of Directors or other governing board. I/We are not an immediate family member of any current or serving in the last 12 months officer, employee or member of NCPRPDC Loan Review Committee, Board of Directors or other governing board. Immediate family is defined as a person's spouse, significant other or partner in a domestic relationship, parents, grandparents, siblings, children and grandchildren, but not distant relatives, such as cousins, unless the distant relative lives in the same household as the person) and other persons directly connected to that person by law or through a business arrangement.

<input type="checkbox"/>	I/We understand that ACH payments are required for loan payments to be automatically withdrawn from a designated bank account.
<input type="checkbox"/>	I/We hereby authorize NCPRPDC to obtain business and personal credit reports from a credit bureau service which is required for the processing of this loan application and as needed during the life of the loan.
<input type="checkbox"/>	I/We hereby certify that all information contained in this application including any attachments provided within, is true and correct as of the date of this application. False information or statements may result in the denial of the loan request.

**ALL PRINCIPALS WITH 20% OR GREATER OWNERSHIP MUST SIGN THIS APPLICATION**

<b>Print Name:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Print Name:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Print Name:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Print Name:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

# APPLICATION CHECKLIST

## Business Information – For All Entities and Affiliate Companies

<input type="checkbox"/>	Accountant-prepared financial statements including balance sheets, profit & loss and cash flow statements and/or Federal tax returns (including all schedules and K-1's) for the last 3 years.
<input type="checkbox"/>	Interim financial statements (profit & loss and balance sheet) within 90 days of date of application
<input type="checkbox"/>	Accounts receivable aging report that matches interim balance sheet
<input type="checkbox"/>	Accounts payable aging report that matches interim balance sheet
<input type="checkbox"/>	Debt schedule that matches interim balance sheet
<input type="checkbox"/>	3 Years of profit & loss, balance sheet and cash flow statement projections with supporting notes and assumptions - if historical performance does not demonstrate the ability to support existing and new debt service,

## Personal Information – For Each Individual with 20% or Greater Ownership

<input type="checkbox"/>	Personal financial statements less than 90-days old
<input type="checkbox"/>	Personal tax returns (including all schedules and K-1's) for the last 3 years
<input type="checkbox"/>	Copy of driver's license or other acceptable government identification

## Project Costs:

<input type="checkbox"/>	Bids, quotes, invoices, sales agreements, etc. supporting the project costs
<input type="checkbox"/>	Working capital requests – please complete the Working Capital Loan Request form

## Bank and Matching Sources of Funds:

<input type="checkbox"/>	Confirmation of bank or matching source approval/commitment
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**Please submit this completed application and all requested items to:  
Jennifer Hibbard, Loan Program Director  
jhibbard@ncentral.com**