

# CCD Business Development Corporation COVID-19 Loan Program Information Sheet

**Purpose:** With the outbreak of COVID-19 across the nation, many businesses are currently and potentially facing revenue shortfalls that compromise their ability to cover operating expenses like payroll, rent, loan payments, utilities, etc. This program is to provide immediate assistance to enable the business time (if eligible) to apply for additional assistance through other programs like the SBA Disaster Loan Program. ***This program was created to assist with business financing when other financing is not available.***

**To Get Started:** Contact a CCD Business Development Corporation Loan Officer to determine the eligibility of the proposed project.

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Business Finance Manager  
540 Anderson Avenue  
Coos Bay, OR 97420  
541-756-4101 x1  
Email: [t.haga@ccdbusiness.com](mailto:t.haga@ccdbusiness.com)

Michele Laird  
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Coos Bay, OR 97420  
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If the project is eligible for funding under the program, the next step is to prepare/submit loan application checklist items.

**Who May Borrow:** Small businesses located in Coos, Curry and Douglas counties. Operating Company (business) has been in business for at least two (2) years.

**Is Collateral Required:** Personal Guarantees will be required.

**Eligible Loan Amounts:** \$1,000 - \$15,000.

**What Terms Are Available:** Payments will be deferred for three (3) months. 4% interest rate for loans funded with the COVID-19 Loan Program. Five (5) year repayment period.

**Eligible Loan Purposes:**

- Payroll
- Rent/Lease Payments
- Loan Payments
- Utilities, etc.

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*Complaints of discrimination should be sent to:  
Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20250*

# CCD Loan Application – COVID-19



## Loan Department Office

540 Anderson Avenue  
Coos Bay, OR 97420  
(541) 756-4101  
Fax: (541) 756-1167

### COMPANY INFORMATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Industry \_\_\_\_\_ Date Established \_\_\_\_\_

Type of Entity (check one):    Proprietorship    Partnership    Corporation    LLC    Trust

Web Site \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Title \_\_\_\_\_ Email Address \_\_\_\_\_

### COMPANY OWNERSHIP

Name \_\_\_\_\_ Title \_\_\_\_\_ Ownership % \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Ownership % \_\_\_\_\_

### TOTAL PROJECT COSTS

Rent/Lease Payment            \$ \_\_\_\_\_

Utilities                        \$ \_\_\_\_\_

Wages                            \$ \_\_\_\_\_

Loans                             \$ \_\_\_\_\_

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

**Total Project**                \$ \_\_\_\_\_

### EMPLOYEE QUESTIONNAIR

Number of current employees' \_\_\_\_\_

### MISCELLANEOUS QUESTIONS

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet.*

Have you ever been charged with and / or arrested for any criminal offense other than a minor motor vehicle violation?

\_\_\_\_\_ Include offenses which have been dismissed, discharged or not prosecuted. *(All arrests and charges must be disclosed and explained on an attached sheet.)*

## CHECKLIST

Please provide copies of the following items, **if applicable**.

	Traditional Lender Denial Letter or Email.
	2019 Business Federal tax returns or CPA Prepaid Financials
	Personal Financial Statement for anyone with 20% or more ownership (form attached)
	Credit Check Form (form attached)
	Corporation: Articles of Incorporation stamped as "filed" by the State and By-Laws (if applicable)
	Limited Liability Company: Articles of Organization stamped as "filed" by the State and Operating Agreement (if applicable)

**NOTE: Incomplete packages could cause delays in the processing of the loan.**

## PRINCIPAL PROFILE

Name	Title	% Owned	Military Service	Vietnam Service	Service Disabled	*Race	Sex
			From: To:	Yes or No	Yes or No		
			From: To:	Yes or No	Yes or No		

***Must add to 100%***

\*For each owner, please select the appropriate letter from Column A and the appropriate number from Column B, then please enter the answer in the column marked race.

### Column A

With what race does the owner most closely identify?

Choose only one.

- A. African American
- B. Native American (other than Eskimo or Aleut)
- C. Eskimo or Aleut
- D. Asian or Pacific Islander
- E. White
- F. Other

### Column B

Does the owner consider him/herself to be of Hispanic origin?

Choose only one.

1. No (not Hispanic)
2. Yes (Puerto Rican)
3. Yes (other than Puerto Rican)

## ASSISTANCE AGREEMENT

Loan Applicant hereby acknowledges that CCD and/or its *staff do not and cannot guarantee* that Loan Applicant will receive loan(s) or loan guarantee(s) from CCD, or from private or public lenders or guarantors.

Loan Applicant further acknowledges that CCD may request information from Loan Applicant and that failure to furnish the information requested on a timely basis will delay the specific assistance to be provided.

Loan Applicant agrees that there are no oral promises, terms, or agreements outside this agreement, and that this written agreement controls over any such oral promises, terms or agreements, whether they are conflicting, addition, or consistent. No changes may be made to this agreement by any agent or employee of CCD, or another party, without express written approval from CCD's Executive Director.

Loan Applicant certifies that he/she has read the above agreement and agrees with each provision.

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

Title: \_\_\_\_\_

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

## AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to CCD Business Development Corporation of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize CCD Business Development Corporation to release such information to any entity they may deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin, or later, is valid and correct to the best of my/our knowledge.

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

## DUNS #

All RLF Ultimate Recipients ***except individuals*** must have a Dun & Bradstreet (D&B) Data Universal Numbering Systems number (“DUNS number”) when applying. If they already have a DUNS number, you don’t need to get a new one. To obtain this number, the business can call D&B’s Federal Registration Department **toll-free at 1-866-705-5711** and ask for a DUNS number or request a DUNS online at <http://fedgov.dnb.com/webform/>. ***It’s free and takes only 5 minutes.*** D&B will ask for some basic information and then assign a DUNS number over the phone or via the online form with a 1 to 2-day turnaround time.

DUNS # \_\_\_\_\_ (if applicable)

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