

# Lewis and Clark Development Group

## North Dakota Opportunity Fund Disaster Assistance Loan Application

Please type or print clearly. Be sure to fill in each blank and answer each question. If not applicable, mark N/A and explain. If there is not enough room in a section, use the additional page at the end of the form and indicate the section you are adding.

Submit Application to: Lewis and Clark Development Group Or [matt@lcdgroup.org](mailto:matt@lcdgroup.org)  
200 1<sup>st</sup> Avenue NW—Suite 100  
Mandan, ND 58554

### SECTION 1. APPLICANT INFORMATION

Name of Applicant Business \_\_\_\_\_

Affiliated Businesses \_\_\_\_\_

Company Contact \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

County \_\_\_\_\_

Business Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

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

Website Address \_\_\_\_\_

Name of Individual Completing This Form \_\_\_\_\_

Company Affiliation \_\_\_\_\_

Telephone Number \_\_\_\_\_

Applicant Employer's ID Number: Federal \_\_\_\_\_ State \_\_\_\_\_

NAICS Codes \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

DUNS Number \_\_\_\_\_

If the NAICS Code and/or employer's identification number for this project is **different from the numbers for the firm listed above**, please complete the following with the additional identification numbers:

Employer's ID Number: Federal \_\_\_\_\_ State \_\_\_\_\_

The company is a:

- |                          |                     |                          |                                    |
|--------------------------|---------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Sole Proprietorship | <input type="checkbox"/> | S-Corporation                      |
| <input type="checkbox"/> | Partnership         | <input type="checkbox"/> | C-Corporation                      |
| <input type="checkbox"/> | LLC                 | <input type="checkbox"/> | Non-Profit Development Corporation |
| <input type="checkbox"/> | LLP                 | <input type="checkbox"/> | For-Profit Development Corporation |

Other (Specify) \_\_\_\_\_

Date Applicant Business Established \_\_\_\_\_

Date Applicant Business Established in ND \_\_\_\_\_

State of Incorporation \_\_\_\_\_

**Primary Business Activity:**

- Retail       Wholesale       Manufacturing  
 Service       Other (Specify)\_\_\_\_\_

**Business Description:**

**Brief History of Company:**

PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OF FINANCIAL INFORMATION YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS:

**SECTION 2. ECONOMIC LOSS DUE TO DISASTER**

<b>Monthly Sales Figures</b>				
<b>Month</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Current YTD</b>
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Sales				

<b>Historical Financial and Forecast From April 2020 to December 2020 (or Fiscal Year End)</b>				
	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Current YTD</b>
Total Sales (Receipts)				
Less Cost of Goods Sold (Enter as Negative No.)				
Gross Profit				
Officers Salaries				
Employee Wages				
Advertising				
Rent				
Utilities				
Interest*				
Taxes				
Insurance				
Other Expenses				
Total Expenses				

<b>Existing Loan Obligations*:</b>				
Lender Name & Contact Info	Present Balance Owed	Monthly P& I Pre Disaster	Negotiated P&I Pmts April 2020 - Forward	Length of Negotiated Repayment Schedule
Lender 1				
Lender 2				
Lender 3				
Lender 4				
Lender 5				
Lender 6				
Lender 7				
Lender 8				
Lender 9				
Lender 10				

**SECTION 3. ADDITIONAL ASSISTANCE APPLICATIONS**

**Provide any additional disaster assistance grants or loans that borrower has or will apply for in addition to the NDOF funds.**

<b>Additional Application:</b>				
Lender Name & Loan Program	Requested Amount	Date Application Submitted	Application Acceptance Number	Approved Y/N
Lender 1				
Lender 2				
Lender 3				
Lender 4				
Lender 5				
Lender 6				
Lender 7				
Lender 8				
Lender 9				
Lender 10				

## SECTION 4. HISTORICAL FINANCIALS

Provide an annual balance sheet and income statement for the most recent three years. Audited financials are preferred, however, other statements may be acceptable. If applicant is a business newer than three years, provide all previous financials. *Unaudited financial statements must be signed and dated by an authorized financial officer of the applicant business and details (terms, maturity, and interest rate) must be provided on existing debt agreements.* If unaudited financial statements are provided, also include *federal tax returns* for the previous three years. Provide the current year's year-to-date profit and loss statements and balance sheet.

## SECTION 5. PROJECTED FINANCIAL STATEMENTS

Submit projected financial statements reflecting the performance of the applicant under the conditions for the term of the loan for the next three years. Projected financial statements must include: balance sheet, income statement, cash flow, and *must be supported by notes and justifiable assumptions.*

**If you need assistance completing projections, contact the Small Business Development Center nearest you or on the web at <http://ndsbdc.org/about/>.**

## SECTION 6. Civil Rights Compliance

*The following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.*

### Ethnicity (mark one)

- Not Hispanic or Latino
- Hispanic or Latino

### Sex:

- Female
- Male

### Race (mark one or more)

- White
- Black or African American
- American Indian/Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander

### Veteran Status:

- Veteran
- Non-Veteran

## SECTION 7. LITIGATION

Provide summaries including descriptions of the current status of any legal proceeding, consent decrees, orders, investigations, or suits against the applicant, any affiliates, guarantors, and all principals with ten percent or more ownership; which are currently pending, threatened, or which concluded within the five years prior to the date of the application.

## SECTION 8. CONFIDENTIALITY STATEMENT

**North Dakota Century Code 44-04-18.4. Confidentiality of trade secret, proprietary, commercial, and financial information.** Any documentary material, data made or received by the Lewis and Clark Development Group Loan Committee, for the purpose of furnishing assistance to a business to the extent that such material or data consists of trade secrets, commercial, or financial information regarding the operation of such business, may not be considered public record, and shall be exempt from disclosure. Any discussion, consideration of, or action upon such trade secrets, commercial, or financial information by the Lewis and Clark Development Group Loan Committee may be done in Executive Session closed to the public, notwithstanding the provisions of the Open Meeting Laws of this state.

## SECTION 9. APPLICANT CERTIFICATION

The applicant hereby certifies the following to the lender:

1. The loan or investment proceeds will be used for a "business purpose."

Business purpose includes, but is limited to, start-up costs, working capital, business procurement, franchise fees, equipment, and inventory as well as the purchase, construction, renovation, or tenant improvements of an eligible place of business that is not for passive real estate investment purposes. The definition of business purpose excludes: activities that relate to acquiring or holding passive investments such as commercial real estate ownership, the purchase of securities, and lobbying activities as defined in Section 3(7) of the Lobbying Disclosure Act of 1995, P.L. 104-65, as amended.

2. The loan proceeds will not be used to:

- a. repay delinquent federal or state income taxes unless the Borrower has a payment plan in place with the relevant taxing authority; or
- b. repay taxes held in trust or escrow; e.g., payroll or sales taxes; or
- c. reimburse funds owed to any owner, including any equity injection or injection of capital for the continuance of the business; or
- d. to purchase any portion of the ownership interest of any owner of the business.

3. The applicant is not:

- a. an executive officer, director, or principal shareholder of the lender; or
- b. a member of the immediate family of an executive officer, director, or principal shareholder of the lenders; or
- c. a related interest of such executive officer, director, principal shareholder, or member of the immediate family.

For the purposes of these three restrictions, the terms "executive officer," "director," "principal shareholder," "immediate family," and "related interest" refer to the same relationship to a lender as the relationship described in Part 215 of Title 12 of the code of Federal Regulation, or any successor to such part.

4. The applicant is not:

- a. a business engaged in speculative activities that develop profits from fluctuations in price rather than through normal course of trade, such as wildcatting for oil and dealing in commodities futures, unless those activities are incidental to the regular activities of the business and part of a legitimate risk management strategy to guard against price fluctuations related to the regular activities of the business; or
- b. a business that earns more than half of its annual net revenue from lending activities; unless the business is a non-bank or non-bank holding company Community Development Financial Institutions; or
- c. a business engaged in pyramid sales, where a participants' primary incentive is based on the sales made by an ever-increasing number of participants; or
- d. a business engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted. (Included in these activities is the production, servicing, or distribution of otherwise legal products that are to be used in connection with an illegal activity such as selling drug paraphernalia or operating a motel that knowingly permits illegal prostitution); or
- e. a business engaged in gambling enterprise, unless the business earns less than 33 percent of its annual net revenue from lottery sales.

All information contained above and in schedules attached hereto is true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud the Loan Committee or any potential participant in any loans to finance this project.

The applicant recognizes that the Loan Committee may not process any application that is not complete. Incomplete applications will be returned to the applicant for completion.

The Applicant also recognizes that there shall be no commitment of any loan program without specific authorization of the Loan Committee. Only the Loan Committee may make an award from the loan program to an applicant.

Federal Law prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Legal Name of Borrower \_\_\_\_\_

By \_\_\_\_\_

Authorized Signatory

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 10. AUTHORIZATION TO RELEASE CREDIT INFORMATION**

I/we hereby authorize the release of credit information of principal applicant and all business affiliates to Lewis and Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund, of any and all information required at any time for any purpose related to our credit application/transaction. I/we further authorize Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund to release such information to any entity deemed necessary for any purposes related to our credit application/transaction.

I/we hereby certify that the enclosed information (together with any attachments or exhibits) is valid and true, accurate and correct to the best of my/our knowledge.

Falsification of information, statements, or values for any purpose including but not limited to the purpose of obtaining any loan, property, or anything of value from Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund may lead to the disqualification of the applicant and possible criminal prosecution.

I/we acknowledge that applicant is responsible for and agrees to pay all fees associated with the verification of the information provided in this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Application Checklist:

Please review your application to make sure all relevant information has been submitted.

	<u>ENCLOSED</u>	<u>N/A</u>
A. Completed Application Form	[ ]	[ ]
B. Schedules Attached:		
1. Three Years of Historical Financial Statements	[ ]	[ ]
2. Year-to-Date Financial Statements	[ ]	[ ]
3. Projected Financial Statements For Two Years	[ ]	[ ]
4. Personal Income Tax Returns for Last Three Year (for individuals/entities with 10% or Greater Ownership) and a current Personal Financial Statements ( for individuals with 10% or Greater Ownership)	[ ]	[ ]
5. Corporate Income Tax Returns for Last Three Years	[ ]	[ ]
6. Resumes of Management and Principals	[ ]	[ ]
7. Supporting Project Cost Documents	[ ]	[ ]
8. Business Plan (See website below)	[ ]	[ ]
<a href="http://www.ndsbdc.org/search/esearch.asp?start=0&amp;perPage=10&amp;summary=yes&amp;sort=rank&amp;search=Business+Plan&amp;submit=SEARCH">http://www.ndsbdc.org/search/esearch.asp?start=0&amp;perPage=10&amp;summary=yes&amp;sort=rank&amp;search=Business+Plan&amp;submit=SEARCH</a>		
9. Management and Organizational Chart	[ ]	[ ]
10. Employment Plan	[ ]	[ ]
11. Litigation	[ ]	[ ]
12. Letters of Commitment	[ ]	[ ]
13. Affiliate Statements	[ ]	[ ]
14. Community Impact	[ ]	[ ]
15. Business Organization Documents	[ ]	[ ]
16. Other Enclosures	[ ]	[ ]
17. Current Debt Schedule	[ ]	[ ]
18. Driver's License—Copy From Applicant	[ ]	[ ]
19. Environmental Assessment 1940-22	[ ]	[ ]





## PERSONAL FINANCIAL STATEMENT

As of \_\_\_\_\_, \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Residence Address \_\_\_\_\_ Residence Phone \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks .....	\$	_____	Accounts Payable .....	\$	_____
Savings Accounts .....	\$	_____	Notes Payable to Banks and Others .....	\$	_____
IRA or Other Retirement Account .....	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable .....	\$	_____	Installment Account (Auto) .....	\$	_____
Life Insurance-Cash Surrender Value Only .....	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other) .....	\$	_____
Stocks and Bonds .....	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance .....	\$	_____
Real Estate .....	\$	_____	Mortgages on Real Estate .....	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value .....	\$	_____	Unpaid Taxes .....	\$	_____
Other Personal Property .....	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities .....	\$	_____
Other Assets .....	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities .....	\$	_____
<b>Total</b>	\$	_____	Net Worth .....	\$	_____
			<b>Total</b>	\$	_____

Section 1. Source of Income	Contingent Liabilities
Salary .....	As Endorser or Co-Maker .....
Net Investment Income .....	Legal Claims & Judgments .....
Real Estate Income .....	Provision for Federal Income Tax .....
Other Income (Describe below)* .....	Other Special Debt .....

Description of Other Income in Section 1.

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).**

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets.** (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

**Section 7. Other Liabilities.** (Describe in detail.)

**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize Lewis and Clark Regional Development Council to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible legal prosecution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

The Lewis and Clark Regional Development Council is an equal opportunity lender, provider, employer.