LAKES IN ECONOMIC DISTRESS LOAN PROGRAM APPLICATION INSTRUCTIONS

A unique Username/Email Address and Password account must be created for each application. This account will allow access to the application at any time before submittal.

Use the "Tab" button to move between fields in the application.

While moving through the application, click the "Save" button periodically to save application information.

To return to a previous page in the application, click the "Go Back" button at either the top or bottom of the application page.

For any questions about the application, please contact Bryn Webster at bryn.webster@development.ohio.gov

Web Portal Login Page
On the first login, click the "Register a New Account" line on the bottom right of the login box. This will prompt the registration of a new account so that an application may be submitted. After the fields are completed, click "Submit" to progress to the Ohio Development Services Agency ("ODSA") Portal Applications page.

To return to an unsubmitted application, login using the account registered to the application.

Applications Page
Click on the "Lakes in Economic Distress Loan Application" line to begin the application.
Note: This main page can be accessed at any time by clicking the "Return" button at the top or bottom of the application page.

First Application Page – Applicant and Project Information
Contact Information Section
The contact roles below may be filled by one person, different people, or different people among the roles. Please select the individual who best serves the role.

- Application Contact -- will be the point of contact for ODSA for any questions relating to the application.
- Compliance Contact – will be ODSA's point of contact for the required annual progress reports if the application is funded. Information requested in the report will include, but is not limited to, job numbers, annual payroll, and annual gross revenue.

- Loan Signatory – will be the individual authorized to sign the loan agreement, if the application is funded.

Business Information Section

- Company Name – List the applicant's legal business name (i.e. the name registered with the Ohio Secretary of State).
- Doing Business As – Enter the name the applicant business operates under, if it is different from the legal/incorporated name.
- Tax Identification Number – Input the identification number (ex: Federal Employer Identification Number or Social Security Number) the applicant business uses when filing federal tax returns.
  Note: DO NOT input dashes, only the numbers.
- Taxation Type – Select the appropriate drop-down category that matches the applicant business's incorporation type.
- Month and Year Established – Input the month and year the applicant business established its operations at the location affected by the Distressed Lake (i.e. the location in a county that contains all or a portion of the Distressed Lake). The applicant business must have been in operation before March 30, 2014 to be eligible for the program.
  Note: The input is in "mm/yy" format.
- Website Address, if applicable -- If the applicant business has a website or webpage, please list the address here.
- Business Description – Provide a written description of the operation of the applicant business, including what the business does and who it serves.
- Physical Business Address – This address is the applicant business' physical location in the Distressed Lake area where the loan funds will be utilized (i.e. the project site). Do not provide the business' mailing address (ex. a Post Office Box), if that address is different from the project site.
- Local Jurisdiction – Identify the political subdivision (i.e. Township, Village or City) where the application business is located as identified by the project site. Note that this local jurisdiction may be different than the mailing address "city".
- County – Identify from the drop-down list the county where the project site is located.

Business Owners Section

Please list the name and percentage of ownership for each owner of the applicant business. To add an additional owner's information click the "Add Another Owner" button. Click the button to add as many owners as necessary to total 100% ownership of the applicant business.

Financial Information Section

The information provided in this section must be from the year-end financial statements.

- 2014 Gross Revenue – Provide the applicant business' gross revenue for the project location. The gross revenue should be from the 2014 year end (either calendar year or fiscal year, depending on the applicant business' year end financials).
  Note: Do not include a dollar sign in the input.
- 2014 Annual Payroll – Provide the applicant business' total payroll for all workers (full-time, part-time, and temporary/seasonal) at the project location. The gross revenue should be from the 2014-year end (either calendar year of fiscal year, depending on the applicant business' year end financials).
  Note: Do not include a dollar sign in the input.
- 2015 Gross Revenue – Provide the applicant business's gross revenue for the project site. The gross revenue should be from the 2015-year end (either calendar year of fiscal year, depending on the applicant business' year end financials).
  Note: Do not include a dollar sign in the input.
- 2015 Annual Payroll – Provide the applicant business' total payroll for all workers (full-time, part-time, and temporary/seasonal) at the project site. The gross revenue should be from the 2015-year end (either calendar year of fiscal year, depending on the applicant business' year end reporting period).
  Note: Do not include a dollar sign in the input.
- Does the applicant have any outstanding tax or Environmental Protection Agency (EPA) liabilities with the state of Ohio? If the applicant business, to its knowledge, has any existing outstanding taxes or existing environmental property issues, click the "Yes" box. Otherwise, click "No".
  - If "Yes", please explain: If the "Yes" box in the previous question is checked, please explain the liability and its cause. If any efforts are underway to address the liability, please include that information in the explanation.

Project Information Section

- Declared Distressed Lake – Select the appropriate lake from the drop-down list of the Ohio Department of Natural Resources' declared Distressed Lakes. If the lake associated with the applicant business' operations is not included in the list, the business is not eligible for the Distressed Lakes Revolving Loan Program.
- How far is the business from the Distressed Lake, in miles? Provide the distance in miles from the distressed lake's shoreline to the applicant business' project site.
- Historic Business Revenue – Provide a narrative that explains how, in prior years (i.e. pre-2015), the applicant business' revenue has been related to or dependent upon the activities tied to the Distressed Lake (ex.: tourist travel, specific events, seasonal visitation)
- Business Impact – Explain how the current economic condition of the identified Distressed Lake is affecting the revenue of the applicant business.
- Loan Impact – Speak to the plans the business has for the loan funds – how they will assist the business in the short term (within the next three months) and the anticipated long term effects (one year from now).

AFTER THE INFORMATION ON THIS PAGE IS INPUT, PLEASE CLICK THE "SAVE AND CONTINUE" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE NEXT PAGE OF THE APPLICATION.

Second Application Page – Budget

This application can be used to apply for the Micro-Loan and Fixed-Asset Loan simultaneously. If the applicant business is interested in applying for both loans, please provide information on both projects on this single application. Please remember that the applicant business can only receive funding from a single loan program.

<u>Budget Information Section</u>

- Micro-Loan Amount Requested – If applying for a Micro-Loan, list the amount requested. The maximum amount that can be requested is $5,000.
- Fixed-Asset Loan Amount Requested – If applying for a Fixed-Asset Loan, list the amount requested. This program can fund up to 90% of a project's cost, up to $20,000.
  - Example 1: Project cost = $18,000. Applicant may request up to $16,200 (90%) toward the project.
  - Example 2: Project cost = $25,000. Applicant may request up to $20,000 toward the project.
- If applying for both loan types, which is your preference: Select from the drop-down list the preferred loan program, if applying for both.
  Note: If applying for one loan type, please select that loan from the drop-down list.
- Micro-Loan Project Description: Provide a description of the planned use for the loan proceeds.
  Note: If not applying for this loan, put "NA" in the text box.
- Fixed-Asset Loan Project Description: Provide a description of the planned project, including how the loan funds will be spent.
  Note: If not applying for this loan, put "NA" in the text box.

<u>Fixed-Asset Loan Budget Section</u>

This section only needs to be completed if the application includes a request for a Fixed-Asset Loan. The budget must include both sources and uses of funds for the project.

- Type – Select the appropriate fund type from the drop-down field.
  - Source -- Where the funding is coming from.
  - Use -- How the project funds will be spent.
- Category – Select the appropriate project funding item from the drop-down field. Both sources and Uses categories are listed in the drop-down.
  - Source Categories -- Bank Participation, Borrower's Contribution, Federal Funds, Loan Proceeds, Local Funds, Other
  - Use Categories -- Administrative Costs, Building Purchase, Clean Up, Construction, Existing Building Purchase, Furniture & Fixtures, Land, Leasehold Improvements, Machinery & Equipment, Other, Other Infrastructure, Renovation, Roadwork, Site Preparation

- Amount – If applying for a Micro-Loan, list the amount requested. The maximum amount that can be requested is $5,000.
  Note: When selecting "Loan Proceeds Amount" as a category, the amount must equal the Fixed-Asset Loan amount requested.
- Continue to use the "Add Another Line Item" button until all project sources and uses are identified.
  Note: Total Sources and Total Uses amounts must be equal.

AFTER THE INFORMATION ON THIS PAGE IS INPUTTED, PLEASE CLICK THE "SAVE AND CONTINUE" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE NEXT PAGE OF THE APPLICATION.

Third Application Page – Supporting Documents Upload

This page is requires the upload of four forms that will be required for loan funding if the application is approved. Detailed information on where to locate the forms and how to complete them is outlined on the application. Information on how to upload the forms to the application is also outlined on the application.

Additionally, this page requires the upload of 2014 and 2015 federal tax returns for the applicant business. Follow the same information on how to upload these forms to the application. If one or both returns are not available, use the text box below the appropriate return year to explain why.

Note: While ODSA strongly encourages applicants to save and upload these documents as PDF files, they can also be uploaded as Word documents.

AFTER THE FORMS HAVE BEEN UPLOADED, CLICK THE "CONTINUE" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE FINAL PAGE OF THE APPLICATION.

Final Application Page – Certifications and Signature

Both certification boxes must be checked, verifying the applicant has reviewed and accepted the conditions, in order for the application to be submitted.

Finally, input the full name and title of the person authorized to submit the application on behalf of the applicant business.

AFTER COMPLETING THIS PAGE, CLICK THE "SAVE AND CONTINUE" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE REVIEW PAGE OF THE APPLICATION

Review Page – Confirmation of Information

The final view of the application shows all the information entered on the Applicant and Project Information page and Budget page. Please review all information at this time and make sure all of the required fields have been completed.

AFTER COMPLETING THE REVIEW, CLICK THE "SUBMIT" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO SUBMIT THE APPLICATION.

At this time, if any required information is outstanding a notification page will come up with “Errors” listed at the top of the page to identify any fields that have not been completed. If this page appears, please review the errors list. Click on the “Cancel” button at either the top or the bottom of the page to return to the beginning of the application, where the missing information can be inputted. Then proceed back through the application pages and click the “Submit” button at the end to re-submit the application with the updated information.

After the application is formally submitted, it will be locked and information will not be able to be altered. Logging back into the account after submittal will only provide viewing of the first page of the application.