



Lender Information (Form to be completed by the Lender and submitted to the Ohio Development Services Agency for loans currently enrolled in OCAP)

Table with fields: Bank Name, OCAP Reserve Fund Account #, Contact Name, Contact Title, Phone #, Email Address, Address, Fax, City, State, Zip, EIN

Loan Information

Table with fields: Borrower's Name, Lender Loan #, Loan Proceeds Disbursement Date, Loan Agreement Date, Line of Credit Amount, Term Loan Amount, Other Loan Type, Total Amount of Loans, Lender's Previous Loan Number, New OCAP Covered Loan Amount, Previous OCAP Covered Loan Amount, Increased OCAP Covered Loan Amount, Original OCAP Enrollment Date

Important: Lender has 15 business days from either the Loan Agreement Date or Disbursement Date to submit OCAP Lender's Loan Enrollment and Certification Form for OCAP Re-Enrollment, Loan Enrollment and Certification Borrower's Information form and proof of contribution fee.

\* Amount should equal amount to be enrolled plus OCAP contribution fees.

\*\* Total maximum time a loan can be enrolled in the OCAP is six years for lines of credit and 15 years for term loans.

Table with fields: Length of Line of Credit, Length of Term Loan, Length of Other Loan Type, Interest Rate, Please Describe Use of Loan Proceeds, Amount of Other Credit Facilities, Amount of Other Public Financing, Amount of Equity

\*\*\* Lines of credit whose term is extended beyond 36 months are considered new loans and must be re-enrolled as a new loan with the required contribution fees.

## Eligibility Criteria

Does the Borrower meet the following OCAP eligibility criteria?

|   |   |
|---|---|
| The Borrower has annual revenues of under \$10 million: <input type="checkbox"/> True <input type="checkbox"/> False  | The Borrower's principal place of business is in Ohio: <input type="checkbox"/> True <input type="checkbox"/> False |
| The Loan is not for residential housing development: <input type="checkbox"/> True <input type="checkbox"/> False   |   |
| The Loan is not for passive or speculative real estate investment/ownership or business ownership exchange or intangible asset purchase: <input type="checkbox"/> True <input type="checkbox"/> False   |   |
| Project Proposed Start Date:  |   |
| Current # of Full-time Employees:   | Current # of Part-time Employees:   |
| # Full-time jobs to be created in 2 yrs:  | # Part-time jobs to be created in 2 yrs:  |
| Current # of Full-time jobs to be retained:   | Current # of Part-time jobs to be retained:   |
| Average hourly wage for Full-time:  | Average hourly wage for Part-time:  |
| <b>Note:</b> Full-time is more than 2,000 hours per year;<br>Part-time is less than 2,000 hours per year;<br>Created jobs cannot be transfers from another facility in Ohio;<br>Retained jobs are current employees who will be laid off if the Lender's loan is not received;<br>Created or retained jobs must be within Ohio. |   |
| Borrower is not on the Auditors Findings for Recovery List?: <input type="checkbox"/> True <input type="checkbox"/> False<br><i>(check list at <a href="http://www.auditor.state.oh.us/resources/findings">www.auditor.state.oh.us/resources/findings</a>)</i>  |   |
| Borrower has signed the OCAP Loan Enrollment and Certification Borrower's Information Form and based on the Lender's knowledge the Lender has no reason to believe the certifications and representations in it are not true:<br><input type="checkbox"/> True <input type="checkbox"/> False                                   |   |

**Important: Answers marked False makes the loan ineligible for the OCAP. There must be at least one Full-Time Equivalent job created or retained to make the loan eligible for OCAP.**

### Reserve Fund Contribution (Calculated on Increased Loan Amount to be Enrolled)

|  |  |
|--|--|
| Borrower Contribution (a): \$ _____ %  | Lender Contribution (b): \$ _____ %                      |
| Borrower's contribution must be between 1.5 - 3% of the amount enrolled  | Lender's contribution must match Borrower's contribution |
| OCAP Contribution: \$ _____<br>(10% of amount enrolled)  |  |
| OCAP Contribution if Borrower is an MBE certified by the State of Ohio: \$ _____ (80% of increased loan amount enrolled) |  |

### Lender's Certification and Acknowledgement

Lender Certifies and Acknowledges that:

- The loan has not been made in order to place under the protection of the OCAP prior debt that is not covered under the OCAP, and that is or was owed by the Borrower to the financial institution Lender or to an affiliate of the financial institution Lender.
- The loan is not a refinancing of a non-OCAP loan previously made to the Borrower by the financial institution Lender, or any affiliate of the financial institution Lender.
- No principal of the financial institution Lender has been convicted of a sex offense against a minor (as such terms are defined in section 111 of the Sex Offender Registration and Notification Act (42 U.S.C. 16911)). For the purposes of this certification, principals is defined as if a sole proprietorship, the proprietor; if a partnership, each partner, who is a natural person that holds a 20 percent or more ownership; if a corporation, limited liability company, association or a development company, each director, each of the five most highly compensated executives, officers, or employees of the entity, and each natural person who is a direct or indirect holder of 20 percent or more of the ownership stock or stock equivalent of the entity. If a principal of the lender is convicted of a sex offense against a minor after Ohio Capital Access Program approval, the lender must provide written notice to the Ohio Development Services Agency.
- The Lender has not made the loan to cover the unguaranteed portion of a U.S. SBA loan, or, to its knowledge, to cover the unguaranteed portion of a loan guaranteed by any other federal, state, local government or public entity.
- The Lender has disclosed to the Borrower information concerning the OCAP as set forth in the OCAP Loan Enrollment and Certification Borrower Information Form. The Lender has provided to the Borrower any required privacy notices required by Lender's policies and has processed the OCAP loan in accordance with the Lender's customer identification program or other similar policies and procedures.
- To the best of his/her knowledge, all information provided on this re-enrollment form is true and correct; and the representations made in the OCAP Participation Agreement remain true. **Please attach evidence of Borrower and Lender's Reserve Fund Contribution deposit if the loan is an increase over the previous OCAP covered amount.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

#### Attention Lenders

Email form to: [OCAP@development.ohio.gov](mailto:OCAP@development.ohio.gov)  
- or -  
Mail form to: Manager, Office of Business Assistance,  
Ohio Development Services Agency  
77 S. High Street, 28<sup>th</sup> Floor, P.O. Box 1001, Columbus, Ohio 43216-1001  
or fax form to: (614) 466-4172  
For information, please call (800) 848-1300 ext. 65700