OHIO CAPITAL ACCESS PROGRAM (OCAP)
Pre-Approval Form for Participating Ohio Capital Access Program Lenders

Ohio | Department of Development

The Ohio Capital Access Program Pre-Approval Form is for participating Ohio Capital Access Program Lenders (OCAP Lenders) considering enrolling a loan into the Ohio Capital Access Program. OCAP Lenders should complete the form and send it to **OCAP@development.ohio.gov**. If pre-approved, the OCAP Lender will receive confirmation of the pre-approval via e-mail. Once the pre-approved loan has closed, the Lender must send 1) the OCAP Loan Enrollment and Certification Form Lender Information; 2) the OCAP Loan Enrollment and Certification Form Borrower's Information; and 3) a copy of the proof of contribution deposit to the Ohio Department of Development. All enrollment forms should be e-mailed or faxed to the address on the bottom of this form within 15 business days of the loan agreement or initial disbursement date.

1. OCAP Lender Information:

Bank Name:	Contact/Title:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail:		

2. Borrower's Information:

Borrower's Name:	Contact/Title:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail:		
Industry:		

3. Loan Information

Term Loan Amount: $	Line of Credit Amount: $
Anticipated Closing Date:	
Please describe what the loan will be used for:	

OCAP Reserve Fund Contribution : _____ 10% _____ 50% _____ 80%

(80 percent is only for state certified minority business. Please visit www.das.ohio.gov/eod to search for borrower in the certified minority business provider database.)

Borrower Reserve Fund Contribution : _____ % (*Borrower's contribution must be between 1.5 and 3 %)*

Lender Reserve Fund Contribution : _____ % *(Lender's contribuation must match Borrowers contribution)*

Refinancing an Existing Loan? Yes No *(If no, skip to Section 4)*

*Refinancing a Loan from another Financial Institution: _____

**A financial institution is defined as any bank, trust company, savings bank, or savings and loan association that is chartered by and has a significant presence in the state, or any national bank, federal savings and loan association, or federal savings bank that has a significant presence in the state.*

Financial Institution's Loan Number:

Is this new debt on an Existing OCAP Lender Loan? Yes No

Refinancing an Existing OCAP Loan:

OCAP Lender's Previous Loan Number:
New total OCAP covered Loan Amount: $
Less: Previous OCAP Covered Loan Amount: $
Increased OCAP Covered Loan Amount: $

(Over)

4. Criteria

Does Borrower or Loan Meet the Following Criteria?

The Borrower has Annual Revenues of less than $10 million:	True	False
The Borrower's Principal Place of Business is in Ohio:	True	False
The Loan is not being used for Residential Housing Purchase, Construction, or Development:	True	False
The Loan is not being used for Passive Real Estate Ownership:	True	False
Number of jobs to be created: _____ for Line of Credit _____ for Term Loan		
Number of jobs retained: _____ for Line of Credit _____ for Term Loan		
The Borrower is able to make the certifications and acknowledgments on the OCAP Loan Enrollment and Certification Borrower's Information Form:	True	False
The Borrower is not in the Ohio Auditor's Finding for Recovery Database: (*Visit www.auditor.state.oh.us/resources/findings to view the Finding for Recovery Database).*	True	False

(If any of the answers above are false, the loan is not eligible.)

Reminders for OCAP Lenders

1. **OCAP Lender has 15 business days from the date of the loan agreement (if loan is a term loan) or 15 business days from date of first loan disbursement (if loan is a line of credit) to enroll the loan in the OCAP.**

2. **Enrolling Two Loans Simultaneously:** OCAP Lender may enroll a term loan and a line of credit (or working capital loan) on the same enrollment form. When doing so, make sure the jobs that are being created and/or retained are split between the two loans. For example: the borrower expects to create nine jobs; if they are obtaining a line of credit and a term loan, the jobs to be created for the line of credit will be five and the jobs to be created for the term loan will be four. Doing this will avoid the double counting of jobs.

3. **Enrolling Partial Loans:** Partial loan enrollments will not be accepted. On the loan enrollment form the only difference between the amount enrolled in the program and the loan amount would be the contribution fee financed by the borrower. The only exception to this policy is when a OCAP Lender is adding new increased debt to an existing loan. In this case, the increased portion can be enrolled in the OCAP. The existing loan plus the new debt should not exceed the maximum OCAP loan limits of $250,000 for working capital and $350,000 for fixed assets.

4. **Enrolling Multiple Loans to One Company:** If a company has had previous loans enrolled with the OCAP, the OCAP Lender may enroll an additional loan. To do so, the company must have created or retained the jobs indicated on the previous enrollment form(s). Jobs created or retained on the new loan enrollment form should not be the same jobs indicated on the previous loan enrollment form(s).

5. **Working Capital/Lines of Credit:** Lines of credit or short/intermediate term working capital loans are eligible for the program if the funds are being used for the day-to-day operations of the business or to purchase limited useful life assets. Lines of credit are only enrolled in the program for 36 months. After 36 months, re-enrollment must take place.

6. **Refinancing:** Refinancing of lines of credit or short/intermediate term working capital loans are eligible for the program if the refinancing is a loan from another financial institution or an existing OCAP loan at the OCAP Lender. The maximum amount of the line of credit or short/intermediate term working capital refinanced loan is $250,000. Refinancing of long-term debt is eligible if the loan is from another financial institution. The refinanced long-term debt has a maximum of $350,000 and should be associated with refinancing of a fixed asset(s).

7. **Full-Time Equivalents (FTE):** Full-Time is more than 2,000 hours per year.

Attention Lenders

Email form to: OCAP@development.ohio.gov
- or -
Mail form to: Manager, Office of Business Assistance
Ohio Department of Development
77 S. High Street, 24th 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

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.