



Lender Information (Form to be completed by the Lender and submitted to the Ohio Department of Development)

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

Loan Information

Borrower's Name:	Lender Loan #:
Loan Proceeds Disbursement Date:	Loan Agreement Date:
Line of Credit Amount (if applicable)*:	Line of Credit Amount to be Enrolled in OCAP:
Term Loan Amount (if applicable)*:	Term Loan Amount to be Enrolled in OCAP:
Other Loan Type (if applicable)*:	Other Loan Amount to be Enrolled in OCAP:
Total Amount of Loans:	Total Amount to be Enrolled in OCAP:

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, Loan Enrollment and Certification Borrower's Information form, and proof of contribution fee. Loan amount should only be greater than amount enrolled if Borrower financed the Reserve Fund Contribution Fee.

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

Length of Line of Credit: mos.	Length of Term Loan: mos.	Length of Other Loan Type: mos.
Interest Rate:	Please Describe Use of Loan Proceeds:	
Amount of Other Credit Facilities being Provided in Combination with this OCAP Enrollment: \$		
Amount of Other Public Financing being Provided in Combination with this OCAP Enrollment: \$		
Amount of Equity being Provided in Combination with this OCAP Enrollment: \$		

Refinancing Existing Debt

(Complete only if refinancing existing debt from another financial institution)

Debt from Another Financial Institution: <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial Institution's Loan #:
Financial Institution Name:	Type of Existing Debt:

Important: Financial Institution is defined as any bank, trust company, savings bank, credit union 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.

Refinancing an Existing OCAP Debt

(Complete only if refinancing an existing OCAP loan with Lender)

Lender's Previous Loan Number:	
New OCAP Covered Loan Amount (a): \$	Previous OCAP Covered Loan Amount (b): \$
Increased OCAP Covered Loan Amount (a - b): \$	

Eligibility Criteria

Does the Borrower meet the following OCAP eligibility criteria?

The Borrower has annual revenues of under \$10 million and is not engaged in lending, leasing, pyramid or gambling activities: <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 or refinance debt from a non-financial institution (i.e. individuals, credit unions, leasing companies): <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:
<p>Note: Full-time is more than 2,000 hours per year; Part-time is less than 2,000 hours per year; Created jobs cannot be transfers from another facility in Ohio; Retained jobs are current employees who will be laid off if the Lender's loan is not received; Created or retained jobs must be within Ohio.</p>	
Borrower is not on the Auditors Findings for Recovery List?: <input type="checkbox"/> True <input type="checkbox"/> False <i>(check list at www.auditor.state.oh.us/resources/findings)</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: <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 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 (Bank): \$ _____ (10% of amount enrolled)	OCAP Contribution on Lender's 1st, 2nd, or 3rd OCAP: \$ _____ (50% of amount enrolled)
OCAP Contribution if Borrower is an MBE certified by the State of Ohio: \$ _____ (80% of 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 loan previously made to that 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 Department of Development.
- 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 will not make the loan to cover the unguaranteed portion of a U.S. SBA loan or the unguaranteed portion of a loan guaranteed by any other federal, state or local government 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 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.**

Authorized Signature _____ Date _____

Printed Name and Title _____

Attention Lenders

Email form to: OCAP@development.ohio.gov

- or -

Mail form to: Manager, Minority Business Development Division
 Ohio Department of Development
 77 S. High Street, 28th Floor, Columbus, Ohio 43215
 or fax form to: (614) 466-4172
 For information, please call (800) 848-1300 ext. 65700