

Carbon County Industrial Development Authority (CCIDA) and Carbon Chamber & Economic Development Corp. (CCEDC) Small Business Loan Program

The Carbon County Industrial Development Authority (CCIDA) and the Carbon Chamber & Economic Development Corporation (CCEDC), offer Small Business Loans. The program provides low-interest loans to support private small businesses located within Carbon County.

Financial Terms

- Interest rate: 2% below the U.S. Prime Rate, with a minimum of 3.5% per annum, fixed throughout the loan period.
- Loan term: 5 years for machinery and equipment purchases; 7 years for construction, renovation, or real estate acquisition.
- Loan amounts: \$5,000 to \$100,000, not exceeding 75% of the total project cost.
- Application fee: \$100 (non-refundable).
- At closing, legal fees and a 1.5% loan origination fee apply.
- Deferred payments are not allowed except in extraordinary circumstances.
- Late fees will be assessed on past due payments.
- Pre-payment is permitted without penalty.

Guidelines for Loan Applicants

Applicants must prepare thoroughly and provide complete documentation, ensuring their business aligns with community priorities. Key requirements include:

Eligibility Requirements

- Meet small business size standards.
- Located in Carbon County or planning operations there.
- Proposed activities comply with federal, state, and local regulations.
- Businesses may re-apply for one additional loan for a new project, provided they are in good standing.
- No business may hold more than two active CCIDA/CCEDC loans simultaneously.
- Provide accurate and complete application information.

Financial Viability

- Submit a detailed business plan and market analysis for new ventures.
- Include three-year proforma financial statements, balance sheets, profit and loss statements, and cash flow projections.
- Provide financial statements and tax returns for the past three years.
- Agree to CCIDA/CCEDC obtaining a current credit report.
- Show proof of at least 10% equity in the project.
- List collateral, including personal guarantees, and/or life insurance, if applicable.
- List additional financing sources.

Other Considerations

- Demonstrate job creation or retention because of the project.
- Provide evidence of management experience (attach resumes).
- Ensure the project complies with environmental standards; no funds will be released until approvals are secured.
- Willingness to buy products and services from businesses within Carbon County.
- Maintain transparent communication during the process.

Application Review and Approval

- Loans are ranked based on the application and documentation submitted.
- Applications are reviewed in the order received.
- Applicants are notified of approval or rejection within 60 days of submission.
- Commitments remain valid for 90 days and may be extended once for another 90 days.

Loan Closing Process

Pre-Closing Requirements

Twenty days prior to closing, CCIDA/CCEDC confirms:

- All funding sources are secured.
- Project fund usage aligns with the application.
- All parties agree on approved collateral.
- Escrow arrangements are decided.
- All conditions in the commitment letter are satisfied.
- Closing date and location are set.

Any major changes require CCIDA/CCEDC review and may delay closing. Loans must close within seven days of the scheduled closing date, or funds are returned to the program.

Required Documentation

- Promissory note.
- Term loan agreement.
- Automatic bank payment plan for loan repayment.
- Mortgage, including title insurance in favor of CCIDA.

Disbursement Procedures

- Funds are distributed at closing unless otherwise arranged.
- Interest is charged from closing to the start of next month; principal and interest are due thereafter.
- Escrow accounts may be required, not exceeding 12 months without written consent.
- CCIDA/CCEDC must verify all funding sources before disbursement.

Monitoring and Reporting

- Financial documentation must be provided during loan monitoring to verify the use of committed funds.
- Borrowers must submit annual business and personal financial reports, plus federal tax returns

CCIDA/CCEDC LOAN APPLICATION GENERAL INFORMATION

Legal Name of Company or Applicant: _____

Company Address: _____

Email Address: _____ Phone No. _____

Date Company was founded: _____

Date Incorporated (if Inc.): _____

Brief history of the company: _____

Product/Business Description: _____

Ownership: _____

Officers and Management (attach resumes)

President: _____

Vice-President: _____

Contact Person: _____

On a separate sheet identify all Parent, Subsidiary and Affiliated Companies including the Location, Number of Employees, and Ownership Breakdown (%).

CCIDA/CCEDC LOAN APPLICATION PROJECT DESCRIPTION

Describe the real estate portion of the project: _____

Project cost: \$ _____

Describe the machinery and equipment to be acquired: _____

Project cost: \$ _____

Total project cost: \$ _____

Describe how the project will affect your current operation and productivity: _____

CCIDA/CCEDC LOAN APPLICATION
STATEMENT OF CRIMINAL HISTORY
(To be completed and signed by each officer and major stockholder)

Have you ever been convicted of a criminal offense or are any charges pending? *(exclude minor traffic violations)*

Yes/No

If yes, complete the following:

Nature of Crime: _____

Charge or Conviction: _____

Date of Charge or Conviction: _____

State and County: _____

Signature: _____

Name of Company: _____

Position: _____

Date: _____

CCIDA/CCEDC LOAN APPLICATION PROJECT START PRIOR TO LOAN CLOSING

The undersigned hereby certifies that if commitments to purchase or actual purchases of land, building, machinery, equipment, or working capital needs have occurred before final approval is received and the loan is rejected, the undersigned will be personally responsible for such debts.

Signature: _____

Name of Company: _____

Position: _____

Date: _____

CCIDA/CCEDC LOAN APPLICATION

SAMPLE RESOLUTION

RESOLUTION OF THE _____
Company name

I hereby certify, as President of _____, a for-profit corporation and existing under the laws of the Commonwealth of Pennsylvania, that the actions set forth in the following Resolution were adopted by the Board of Directors, at a meeting duly held in accordance with the by-laws of which a quorum was present.

RESOLVED, that this corporation borrow _____ (\$ _____) Dollars from Carbon County Industrial Development Authority (CCIDA) or Carbon Chamber & Economic Development (CCEDC), said loan to be repaid over a period of _____ (_____) years in regular monthly installments, with interest at the rate of _____ (_____%) percent per annum, and in accordance with all other requirements, policies and procedures.

RESOLVED, that this corporation executes a Promissory Note indicating the corporations' indebtedness to the CCIDA/CCEDC which note shall contain the terms and conditions of said loan.

FURTHER RESOLVED, that this corporation is authorized to execute the delivery of all such documents, instruments and certifications as may be required in connection with this loan to the CCIDA/CCEDC in accordance with requirements of the loan program.

Adopted and approved this _____ day of _____ 20_____.

Name of Corporation

By: _____

Title: _____

Certified:

Secretary

SEAL

CCIDA/CCEDC LOAN APPLICATION Financial Assistance Record

Company Name: _____

FEIN: _____

Complete the following for all public and private fund sources:

1) Source of Funds _____

Total amount this source: \$ _____ % Participation _____

Rate: _____ Term: _____ Status: _____

2) Source of Funds _____

Total amount this source: \$ _____ Participation _____

Rate: _____ Term: _____ Status: _____

3) **CCIDA/CCEDC LOAN**

Total amount this source: \$ _____ % Participation _____

Rate: _____ Term: _____

Evidence that financial gaps exist and reason for CCIDA/CCEDC amount: _____

CCIDA/CCEDC LOAN APPLICATION NOTICE TO APPLICANTS

This notice to you is provided as required by the “Right to Financial Privacy Act of 1978”. In seeking a loan through one or more of the various Loan Funds administered by the Carbon County Industrial Development Authority (CCIDA) or the Carbon Chamber and Economic Development Corporation (CCEDC) you hereby grant access rights to financial records held by financial institutions that are or have been doing business with you or your business, including financial institutions participating in this loan. Also, you hereby grant CCIDA/CCEDC the right to obtain a credit report through The Jim Thorpe Neighborhood Bank from a credit bureau service relative to your company and personal credit reports on any principals with twenty (20%) percent or more ownership in the company. CCIDA/CCEDC utilizes The Jim Thorpe Neighborhood Bank to conduct credit checks; however, The Jim Thorpe Neighborhood Bank has no interest in the application process or decision on approval of the loan. Access rights continue for the term of any approved loan without further notice or authorization. Under certain Loan Funds, verification of employment and payment of unemployment compensation and worker’s compensation will be made through the Pennsylvania Department of Labor and Industry.

This authorizes the CCIDA/CCEDC to use or transfer financial records on an application for an approved loan as necessary to process, service, or foreclose a loan or collect on a defaulted loan. No other transfer of your financial records will be permitted.

I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan and to CCIDA members or CCEDC’s Economic Development Committee and to the funding source.

I/We give assurance that we will comply with Sections 112 and 113 of Volume 13 of the Code of Federal Regulations. These Code Sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age, or national origin by recipients of federal financial assistance and require appropriate report and access to books and records. In addition, I/we give assurance that we will comply with the requirements of Federal and State laws concerning the environment, flood protection insurance if project site is located within a flood plain area, and access for the physically handicapped. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/we do not comply with these requirements, CCIDA/CCEDC can call or, terminate, or accelerate repayment on my/our loan.

I/We give assurances that I/we will comply with the provisions of the Americans With Disabilities Act. We understand and agree that no individual with a disability shall, on the basis of the disability, be excluded from employment or activities provided for under any loan which CCIDA/CCEDC shall make available under its Loan Funding Program.

I/We give assurance that, to the best of my/our knowledge, my/our project has no effect upon historical/archaeological properties and in compliance with the requirements and objectives of the National Historic Preservation Act of 1966; as amended, Presidential Executive Order 11593, May 13, 1971; and Procedures for the Protection of Historic and Cultural Properties.

I/We give assurance that my/our project does not involve relocation as herein defined. Certain CCIDA/CCEDC loan programs capitalized through federal assistance do not allow its funds to be part of any project involving the relocation of an establishment from one area to another causing unemployment at the location where such work was previously performed. For the purposes of this paragraph, “area” means that geographic area which will allow employees of relocated businesses to retain their jobs.

Authority to Collect Personal Information -This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974).

Effects of Nondisclosure – Omission of an item means your application might not receive full consideration.

Agreement of Nonemployment of CCIDA/CCEDC personnel – I/We agree that if CCIDA/CCEDC approves this loan application, I/we will not, for at least two (2) years, hire as an employee or consultant anyone that was employed by the CCIDA/CCEDC during the one-year period prior to the disbursement of the loan.

Release and Identification – The undersigned applicant has submitted an application to CCIDA/CCEDC for one or more loans for use in a business either now existing or to be formed or acquired. In conjunction with the consideration of such loan(s) and in furtherance of its mission to provide economic assistance to businesses within its constituent counties, CCIDA/CCEDC, may, from time to time, provide advisory services in connection with the formation and operation of the applicant’s business and the means of obtaining appropriate financing for such business.

It is expressly acknowledged that CCIDA/CCEDC makes no representation or warranty as to the probability of success of Borrower’s business. It is further acknowledged that CCIDA/CCEDC is under no obligation, either contractual or otherwise, to provide or locate funds needed by the undersigned in either the start-up or operation of the business. Except as expressly set forth in writing, CCIDA/CCEDC makes no commitment that any such funding will be made available.

In consideration of consultation, technical, advisory, management services being provided, the undersigned hereby releases and discharges CCIDA/CCEDC from all liability for any loss or damage resulting from the failure of the business, including without limitation, the inability of such business to obtain necessary financing or to meet projections established in any business plan prepared or reviewed by CCIDA/CCEDC. Additionally, the undersigned hereby agrees to indemnify and hold it harmless from all loss or liability which may result from the operation of the said business.

All information is true and complete to the best of my/our knowledge.

I/We certify that I/we have read this “Notice to Applicants” and that I/we have been given a copy of it.

Company Name

EIN _____

By: _____ Date _____
(President or Duly Authorized Executive)

Proprietorship/Partnership

_____ Signature	_____ Social Security #	_____ Date
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_____ Signature	_____ Social Security #	_____ Date
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Completed application shall be submitted to:

Carbon Chamber and Economic Development Corp.
c/o Jared Soto, Economic Development Specialist
137 South Street
Lehigh, PA 18235

Email Address: jsoto@carboncountychamber.org
Phone No: 484-274-2080

10/01/2025