August 7, 2018

Dear Loan Applicant,

Thank you for considering Roane County’s Economic & Development Agency for your loan needs.

There are a number of steps to secure a loan from our Loan Fund.

Enclosed you will find much of the requirement information which includes:
1. A checklist of the application process
2. Applicant statement for credit verification
3. Standards and special conditions of the Loan Fund
4. Loan Application

Please make sure you read and understand the application process and the information that is required for consideration of a loan.

Our Loan Manager Amber Cofer and/or County Executive, Ron Woody will be willing to meet with you prior to the completion of your loan application. We can be reached at 865-376-5578

Thank You

[Signature]
Ron Woody
Roane County Executive
Office of the County Executive
Roane County Courthouse

Roane County Economic Development
Administration Revolving Loan Fund

Application Process

☐ Meet with the Roane County EDA Loan Manager to discuss your business plan and needs and how they will fit into the RLF funding plan.

☐ Complete the Roane County EDA RLF loan application with a $250.00 application fee.

☐ Signature of application acknowledging receipt of Standards and Special Conditions of the Roane County EDA Revolving Loan Fund.

☐ Supply personal and business tax returns, if there is an existing business (last 3 years).

☐ Evidence demonstrating that credit is not otherwise available.

☐ Meet with a business advisor from SCORE (free, contact provided by the county).

☐ Complete a business plan including pro formas (3 years).

☐ Make a brief presentation (less than 20 minutes) to the Board explaining your loan request and business concept/plan.

☐ Upon successfully obtaining a loan, the applicant must purchase key person life insurance for the amount of the loan with the county being the beneficiary.

☐ Provide collateral as approved by the Board including personal guaranties.

☐ Supply additional information as requested by the Board.

SCORE
FOR THE LIFE OF YOUR BUSINESS

Dana Peterka, Counselor
Roane Co. Chamber of Commerce
1209 North N. Kentucky Street
Kingston TN 37763
Phone: 865-376-5572

Knoxville Score Chapter
Suite 450
412 N. Cedar Bluff Rd.
Knoxville TN 37923
www.scoreknox.org

P.O. Box 643 · Kingston, TN 37763 · Phone: 865.376.5578 · Fax: 865.717.4215
APPLICANT STATEMENT OF CREDIT VERIFICATION

The Applicant, by the signature of its authorized representative below, hereby certifies that: the foregoing has been carefully read by the Applicant and is given to you for the purpose of obtaining the credit described above and other credit from time to time in whatever form; the information in this application and any other documents or information submitted in connection with this application or any other credit request are or will be true and correct exhibits of the Applicant’s financial condition and may be treated by you as a continuing statement thereof until replace by a new application or until the Applicant specifically modifies you in writing of a change therein; and the credit requested herein and any other credit obtained from you by the Applicant on the basis of the information contained in this application shall be used solely for business or commercial purposes.

The Applicant authorizes you to: verify any information submitted to you by or on behalf to the Applicant; obtain further information concerning the credit standing of the Applicant, its representative and guarantors; and exchange credit information with others.

The Applicant agrees to provide additional information upon request and agrees that, unless otherwise directed by the Applicant in writing, all statements and notices regarding any credit granted by you to the Applicant shall be mailed to the Applicant at the address shown above. Any person signing below as the duly authorized representative of the Applicant attests that the Applicant is a valid business entity and that each person signing below is authorized to request credit on behalf of the Applicant.

APPLICANT SIGNATURE AND
TITLE

PRINT NAME

DATE
STANDARDS AND SPECIAL CONDITIONS OF
THE ROANE COUNTY EDA REVOLVING LOAN FUND

1. A portfolio minimum goal of $5,000.00 of Revolving Loan Fund money for each job created or retained.

2. The Revolving Loan Fund program will attempt to direct twenty (20%) percent of all jobs created to the long-term unemployed and underemployed.

3. Priority will be given to loan applicants who meet the needs of Roane County by providing permanent jobs and training opportunities for unskilled and semi-skilled workers.

4. In terms of project leverage, the Revolving Loan Fund program is working on attaining a ratio of two (2) private dollars to one (1) Revolving Loan Fund dollar. Private dollars will include any non- Revolving Loan Fund monies from other lenders, private or public, such as financial institutions, CDBS and UDAG.

5. Business and industries who provide permanent jobs and training opportunities for Roane County underemployed, unemployed and minority citizens and meet the Revolving Loan Fund criteria can be considered eligible for a loan. Borrowers may be either expanding or establishing a business which will address local needs by providing employment for Roane County residents.

6. As a major priority, Revolving Loan Fund will direct its funding toward minority-owned or minority-controlled businesses and toward women’s business development.

7. The minimum loan will be $25,000 and maximum shall not exceed $100,000.

8. No more than 50% of the Revolving Loan Fund funds will be used for working capital.

9. The minimum interest rate is 4% points below the then current prime rate. The minimum interest rate shall not be less than 4% or more than 10%.

10. By submission of an application, the applicant agrees to submit to a credit check concerning their business and/or personal background in accordance with the EDA Board Policy.

11. A borrower is eligible to Revolving Loan Fund financing only when credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project activities to be financed. The Revolving Loan Fund grantee is responsible for determining that a borrower meets this requirement by: (a) providing a writing analysis in each loan file documenting the basis for the determination, and (b) normally obtaining support documentation in the form of bank rejection letters or other outside documentation substantiating the grantee’s written analysis.
12. In addition to normal types of collateral and security, the Revolving Loan Fund may require security in the form of assignment of patents and licenses, the acquisition of hazard and other forms of insurance, including life insurance by closely held corporations, partnerships or proprietorships dependent on their continual success on certain individuals.

13. Applicants who do not meet the criteria for the Roane County Revolving Loan Program will be referred to the East Tennessee Development District who operates a regional revolving loan fund.

14. A report (authorized by the applicant) documenting their receipt of financial counseling/mentoring from a local SCORE representative will be required of all new applicants.

15. Civil Rights: Borrowers agree not to discriminate against an employee or applicant and agree to abide by all state and federal laws and regulations regarding equal opportunities. Any company with more than 50 employees must have an affirmative action plan in place.

16. Environmental consideration: No project will be approved that produces an insurmountable, harmful alteration of the natural environment.

17. Non-relocation: No portion of the loan funds shall be used in any way to assist in a transfer of jobs relocating from one labor market area to another.

18. Floor Hazard Insurance: Borrowers will obtain required flood hazard insurance when applicable. Proof that insurance has been applied for must be presented to the loan closing.

19. Conflict of Interest: Anyone with control or influence in this program is prohibited from obtaining personal or financial interest or benefit including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.

20. Prevailing Wage Rates: All projects will abide by the Davis-Bacon Wage Rates for Roane County.

21. All applicable general and special terms as set out in EDA guidelines. Detailed copies are available on request.
# Loan Application

## Business Information

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address &amp; Zip</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person Name</th>
<th>Address &amp; Zip</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Ownership Structure**

- [ ] Proprietorship
- [ ] Partnership
- [ ] Corporation
- [ ] Sub-Chapter S
- [ ] LLC

**Nature of Product and Industry:**

Accountant: [ ]

Telephone: [ ]

## Principal Owners

<table>
<thead>
<tr>
<th>Name</th>
<th>Address &amp; Zip</th>
<th>Date of Birth</th>
<th>Social Security #</th>
<th>% Ownership</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Project Description

**Type of Project:** (Check all that apply)

- [ ] Expansion
- [ ] New Location
- [ ] Relocation
- [ ] Start-up
- [ ] Purchasing Existing Business
- [ ] Retention
- [ ] Other (Specify)

**Job Creation:**

*Current Employment:* [ ]

*To be hired in 18 months:* [ ]

*Jobs retained (if any):* [ ]

Training Requirements/Availability

---

1
Roane County Economic Development Administration Revolving Loan Fund

**LOAN REQUEST INFORMATION**

**PRIMARY USE/PURPOSE**
- Working Capital
- Purchase Equipment
- Purchase Commercial Real Estate
- Line of Credit
- Make Business Improvements/Expansions
- Other: ______________

**AMOUNT REQUESTED**

<table>
<thead>
<tr>
<th>MONTHS TO REPAY OR PAYMENTS REQUESTED</th>
<th>INCREASE EXISTING LINE/LOAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ __________ TO $ __________</td>
</tr>
</tbody>
</table>

**WHAT WILL BE YOUR PRIMARY SOURCE OF PAYMENT?**

<table>
<thead>
<tr>
<th>SECONDARY SOURCE OF PAYMENT?</th>
</tr>
</thead>
</table>

Collateral Available

*Please describe and supply current market value (including any assets to be acquired with proceeds):*

<table>
<thead>
<tr>
<th>REAL ESTATE</th>
<th>MARKET VALUE</th>
<th>INVENTORY</th>
<th>MARKET VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>MARKET VALUE</td>
<td>PERSONAL ASSETS</td>
<td>MARKET VALUE</td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>MARKET VALUE</td>
<td>OTHER</td>
<td>MARKET VALUE</td>
</tr>
</tbody>
</table>

**PRINCIPAL'S SOURCES OF INCOME** (BUSINESS AND PERSONAL)

<table>
<thead>
<tr>
<th>SALARY</th>
<th>OTHER INCOME</th>
<th>PERSONAL NET WORTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRINCIPAL'S MONTHLY EXPENDITURES** (BUSINESS AND PERSONAL)

<table>
<thead>
<tr>
<th>MORTGAGE/RENT</th>
<th>INSTALLMENT NOTES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRINCIPALS' GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>AMOUNT OF LIFE INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A $ __________ B $ __________ C $ __________ D $ __________</td>
</tr>
</tbody>
</table>

APPLICANTS BANK REFERENCES

<table>
<thead>
<tr>
<th>Deposits: NAME OF FINANCIAL INSTITUTION</th>
<th>LOCATION</th>
<th>TYPE OF ACCOUNT</th>
<th>ACCOUNT NUMBER</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans: NAME OF FINANCIAL INSTITUTION</td>
<td>CONTACT</td>
<td>CURRENT BALANCES</td>
<td>MONTHLY PAYMENT</td>
<td>MATURITY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ARE YOU AN ENDORSER, CO-MAKER OR GUARDIAN ON ANY OTHER NOTES OR LIABILITIES?  **YES**  **NO**

IF YES, AMOUNT $ __________

**OTHER INFORMATION**

1. Is the business involved in any claim or lawsuit?  **NO**
2. Are there any taxes not currently paid or in dispute?  **NO**
3. Is the business liable for any amounts via leases, guaranties, commitments, or other contingency agreements?  **NO**
4. Has the business ever been declared bankrupt or had a judgment against it?  **NO**
5. Is any collateral offered to Roane County currently pledged to other creditors?  **NO**

If yes to any questions, please explain: ________________

2
EMPLOYEE REPORTING FORM

Roane County Government
Name of Grantee

Name of Company

Type of Product

List below the number of employees projected in each job category.

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Job Category Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Low/Moderate Income Persons | □ yes □ no | □ yes □ no | □ yes □ no |
| Minority                  | □ yes □ no | □ yes □ no | □ yes □ no |
| Female                    | □ yes □ no | □ yes □ no | □ yes □ no |
| Male                      | □ yes □ no | □ yes □ no | □ yes □ no |
| Handicapped               | □ yes □ no | □ yes □ no | □ yes □ no |
| Elderly                   | □ yes □ no | □ yes □ no | □ yes □ no |

Note: Persons who can be hired without specific skill or job categories and can be trained through a job training program (WIA) or company training program.

This acknowledges receipt of Standards and Special Conditions of the Roane County EDA Revolving Loan Fund

Signature ___________________________ Date ___________________________

3