



Office of the County Executive
Roane County Courthouse

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

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 3years).
- 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.



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

Roane County Economic Development
Administration Revolving Loan Fund

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 replaced 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. Flood 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.

Roane County Economic Development Administration Revolving Loan Fund

Loan Application

BUSINESS INFORMATION

Business Name	Address & Zip	Telephone
Contact Person Name	Address & Zip	Telephone
Type of Ownership Structure		
<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
		<input type="checkbox"/> Sub-Chapter S
<input type="checkbox"/> LLC		
Nature of Product and Industry:		
Accountant:		Telephone:

PRINCIPAL OWNERS

NAME	ADDRESS & ZIP	DATE OF BIRTH	SOCIAL SECURITY #	% OWNERSHIP	TITLE/POSITION
A					
B					
C					
D					

PROJECT DESCRIPTION

Type of Project: (Check all that apply)

<input type="checkbox"/> Expansion	<input type="checkbox"/> New Location	<input type="checkbox"/> Relocation	<input type="checkbox"/> Start-up	<input type="checkbox"/> Purchasing Existing Business
<input type="checkbox"/> Retention	<input type="checkbox"/> Other (Specify)			

Job Creation:

Current Employment:
To be hired in 18 months:
Jobs retained (if any):

Training Requirements/Availability

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	MONTHS TO REPAY OR PAYMENTS REQUESTED	INCREASE EXISTING LINE/LOAN \$ TO \$
WHAT WILL BE YOUR PRIMARY SOURCE OF PAYMENT?		SECONDARY SOURCE OF PAYMENT?

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

REAL ESTATE	MARKET VALUE	INVENTORY	MARKET VALUE
EQUIPMENT	MARKET VALUE	PERSONAL ASSETS	MARKET VALUE
ACCOUNTS RECEIVABLE	MARKET VALUE	OTHER	MARKET VALUE

PRINCIPAL'S SOURCES OF INCOME (BUSINESS AND PERSONAL)

SALARY	OTHER INCOME	PERSONAL NET WORTH
A		
B		
C		
D		

PRINCIPAL'S MONTHLY EXPENDITURES (BUSINESS AND PERSONAL)

MORTGAGE/RENT	INSTALLMENT NOTES	OTHER
A		
B		
C		
D		

PRINCIPALS' GENERAL INFORMATION

AMOUNT OF LIFE INSURANCE A \$ _____ B \$ _____ C \$ _____ D \$ _____

APPLICANTS BANK REFERENCES

Deposits: NAME OF FINANCIAL INSTITUTION	LOCATION	TYPE OF ACCOUNT	ACCOUNT NUMBER	BALANCE
Loans: NAME OF FINANCIAL INSTITUTION	CONTACT	CURRENT BALANCES	MONTHLY PAYMENT	MATURITY

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? yes no
 2. Are there any taxes not currently paid or in dispute? yes no
 3. Is the business liable for any amounts via leases, guaranties, commitments, or other contingency agreements? yes no
 4. Has the business ever been declared bankrupt or had a judgment against it? yes no
 5. Is any collateral offered to Roane County currently pledged to other creditors? yes no
- If yes to any questions, please explain: _____

**Roane County Economic Development
Administration Revolving Loan Fund**

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.

Job Description	Job Category Titles				
Number of Employees					
Wage Amount					
Low/Moderate Income Persons	<input type="checkbox"/> yes <input type="checkbox"/> no				
Minority	<input type="checkbox"/> yes <input type="checkbox"/> no				
Female	<input type="checkbox"/> yes <input type="checkbox"/> no				
Male	<input type="checkbox"/> yes <input type="checkbox"/> no				
Handicapped	<input type="checkbox"/> yes <input type="checkbox"/> no				
Elderly	<input type="checkbox"/> yes <input type="checkbox"/> 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