



LOAN APPLICATION

(Please provide all requested information and be sure to sign and date the application. Attach additional sheets if necessary.)

APPLICANT/ COMPANY INFORMATION

1. Company Name: _____
Year Founded: _____ **New Start-up**
Contact/Title: _____
Contact Email: _____
Street Address: _____
City: _____ Zip Code: _____
Telephone: _____ Fax: _____
FTI or SS#: _____ NAICS Code _____

Other Participating Party (Developer, individual, seller)

2. Other Party: _____
Contact/Title: _____
Contact Email: _____
Street Address: _____
City: _____ Zip Code: _____
Telephone: _____ Fax: _____
FTI or SS#: _____ NAICS Code _____

3. Please check and complete as applicable:

_____ C Corporation	_____ Limited Partnership
_____ S Corporation	_____ Limited Liability Company
_____ Sole Proprietorship	_____ Employee Stock Ownership Plan (ESOP)
_____ Partnership	_____ Minority Owned (MBE)*, >51%
_____ Joint Venture	_____ Woman Owned (WBE) >51%

* Please attach copy of state certification

4. **Corporation, Partnership, Shareholder, Owner Information (complete as applicable)**

- a. Names of all Partners, JV Partners, Shareholders and/or Owners with 10% or greater ownership

_____	_____ % held
_____	_____ % held
_____	_____ % held
_____	_____ % held

Attach additional pages if necessary

- b. State of Incorporation: _____ Date of Incorporation: _____

If incorporated, attach copy of State Certificate of Good Standing

**State of Partnership
formation:** _____

**Date of Partnership
formation:** _____

If a partnership, attach copy of Partnership Agreement

PROJECT INFORMATION

5. Description of the Business. **Submit a business plan or narrative that provides the following information:**
- History of the business – include any changes in ownership and business name changes.
 - Products and Services
 - Future Plans
 - Customers & Sales Contracts (over 10% of total sales)
 - Suppliers & Contract Obligations (include sole source suppliers)
 - List Parent or Subsidiary Relationships and their locations
6. Description of the Project. Submit detailed answers to the following as applicable:
- Project Site location/address
 - Expansion or acquisition? Please fully describe.
 - Will site be leased or owned?
 - New construction or renovation? If yes, please fully describe, include sq. ft.
 - What type of operations at project site (manufacturing, headquarters, distribution, R&D, retail sales, etc.)
 - List equipment to be purchased
7. Describe how the project will benefit the business.
8. Project will commence _____ Project will be completed on: _____
9. Describe any real or personal property used in the business, or to be acquired as part of the project loan proceeds that is owned personally or through a partnership by the business owner, a shareholder, or partner in the business.

EMPLOYEE INFORMATION

10.	Annual Wage Range Per Job	Current Employee Level		Employee Level 2 Years After Project Completion	
		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
		(Over 30 hrs per wk) # of Jobs	(30 hrs. or less per wk.) # of Jobs	(Over 30 hrs per wk) # of Jobs	(30 hrs. or less per wk.) # of Jobs
	\$0-7,500	_____	_____	_____	_____
	\$7,500 - 15,000	_____	_____	_____	_____
	\$15,000 -	_____	_____	_____	_____
	\$23,000 -	_____	_____	_____	_____
	\$50,000 +	_____	_____	_____	_____

11. Number of female employees: _____
12. Number of minority employees: _____
13. Do you offer health insurance to full-time _____ Yes _____ No
14. Estimated increase in jobs within two years? _____ Full-time _____ Part-time

OTHER INFORMATION

15. Is any owner, shareholder, partner, officer or director of the business, its parent company _____ Yes _____ No

or subsidiary, or any member of the immediate family of any such person, an employee of the Ashtabula County 503 Corporation?

If yes, give the name and relationship to the employee.

16. Is hazardous waste or toxic substances used, produced, or generated by the Business? ____ Yes ____ No
If yes, please identify the substance(s), describe the manner of its use, production or generation and describe Controls to prevent its release into the environment.

17. List all locations used or occupied by the Business, and state whether the premises are owned by the Business or leased. If leased, from whom? State the use of the location (warehouse, store, plant, etc.)

ADDRESS	LEASED OR OWNED	USE OF LOCATION

18. Is any equipment used in the Business leased? (other than motor vehicles) ____ Yes ____ No
If yes, briefly describe the equipment and state from whom it is leased:

19. Related firms, if any (affiliates, subsidiaries, etc.) and addresses of principal offices thereof:

20. Business Banking/Financing Institution Information

Account Type	Bank	Contact Name	Contact Phone
Business Checking			
Business Savings			
Line of Credit			
Mortgage #1			
Mortgage #2			
Other:			
Other:			

21. Please list all names under which you do business: _____
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22. Are there any unsatisfied judgements of a Court outstanding against the Business, any Owner of the Business, or any proposed guarantor of the requested loan? ☐ Yes ☐ No
If yes, list the name of the Court case, the Court in which the judgement was entered, the amount of the judgement, and a brief description of the case.
23. Is the Business, any owner of the Business, or any proposed guarantor of the requested loan involved in any pending bankruptcy or insolvency proceeding? ☐ Yes ☐ No
If yes, give the name of the case, the court or agency in which the matter is pending, and a brief description of the nature of the matter:
24. Is the Business, any owner of the Business, or any proposed guarantor of the requested loan involved in any pending or threatened litigation before a court or administrative agency, including Worker's Compensation disputes? ☐ Yes ☐ No
If yes, give the name of the case, the court or agency in which the matter is pending, and a brief description of the nature of the matter:
25. Is a governmental license, permit, or the like, required for conduct of the Business, either at present or after completion of the subject project? ☐ Yes ☐ No
If yes, please describe in full:
26. Does the Business currently participate or anticipate participating in contracts with the Federal government or any other governmental agency? ☐ Yes ☐ No
If yes, please furnish details: _____

BE SURE TO ANSWER THE NEXT TWO QUESTIONS CORRECTLY BECAUSE THEY ARE IMPORTANT. AN ARREST OR CONVICTION RECORD WILL NOT DISQUALIFY YOU.

27. Is the corporation, partnership, sole proprietorship, or individual owner(s) of the Business presently under Indictment, on parole or on probation? ☐ yes ☐ no *If yes, please furnish details:* _____

28. Has the corporation, partnership, sole proprietorship, or individual owner(s) of the Business ever been convicted of any criminal offense other than a juvenile criminal offense or a minor motor vehicle violation? ☐ yes ☐ no
If yes, please furnish details. _____

PROJECT COSTS - USE OF FUNDS

	TOTAL	BORROWER EQUITY	PRIVATE LENDER	503 CORP	OTHER PUBLIC (PLEASE IDENTIFY)
FIXED ASSET COSTS					
A. Land					
B. Building					
- Acquisition					
- New Construction					
- Renovation					
- Leasehold Improvements					
C. Machinery & Equipment					
D. On-Site Infrastructure/Site Preparation (List):					
E. Professional Fees/ Interim Costs					
- Arch/Eng/Appraisal					
- Construction Interests					
TOTAL FIXED ASSET COSTS					
NON-FIXED ASSET COSTS					
G. Furniture/Fixtures					
I. WORKING CAPITAL					
J. Other Costs (Specify)					
TOTAL NON-FIXED ASSET					
TOTAL COMPANY INVESTMENT					

Fees charged to client when loan is closed are as follows:

Approximately \$850 for legal work completed by attorney for loan documents & filing fees.

AC503's loan origination fee:

Loans - \$7,500 - \$100,000 = 1% of total loan to be paid at time of loan closing.

Loans - \$100,001 - \$200,000 = .75% of total loan to be paid at time of loan closing.

Loans - \$200,001 - \$500,000 = .50% of total loan to be paid at time of loan closing.

CERTIFICATIONS:

As a duly authorized representative of the applicant business, I acknowledge being informed that the 503 Corp. will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of firms receiving 503 Corp. loans, the amount of the loans, federal programs used, if any, and the development impact of the loans (jobs created, tax base impact and total project investment). I have been assured by the 503 Corp., and I understand, that other financial information provided in connection with this application or with a loan from the 503 Corp., if one is made (including, but not necessarily limited to, business and personal financial statements, business operating statements, data on historical and projected future sales, proprietary, patented or licensed information, research and development or other aspects of business performance, and business plans) will, to the extent permissible by law, be treated as confidential. This will confirm that I have relied upon such assurances by the 503 Corp. in providing to the 503 Corp. financial information, and that, but for such assurances, such information would not be provided.

The Ashtabula County 503 Corporation prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

I certify that the information contained in this application and in all attached exhibits is, to the best of my knowledge, true and correct.

Signature: _____

Title: _____

Date: _____

USDA RACIAL/ETHNIC COMPLIANCE STATEMENT

The following information is requested by the Federal Government for USDA RLF loans in order to monitor the Ashtabula County 503 Corporation's (the "lender") compliance with equal credit opportunity. You are not required to furnish this information but are encouraged to do so. The law requires that the lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish the requested information, under Federal regulations, the lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish the information, please check the box below.

This is an Equal Opportunity Program; Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the USDA, Director, Office of Civil Rights, Washington, DC 20250.

Applicant Information- Please check applicable boxes

United States Citizen YES _____ NO _____

Race/Ethnicity		Male	Female
I don't want to furnish this information			
Hispanic or Latino			
Not Hispanic or Latino			
American Indian or Native Alaskan			
Asian			
Black or African American			
Native Hawaiian or Pacific Islander			
White			

1. Project site address: _____

2. Area description: _____

3. Is the project site served by the following: Name of Utility Provider:
- | | | | |
|-----------------------|-----------|----------|-------|
| Paved Access | _____ Yes | _____ No | _____ |
| Public Water | _____ Yes | _____ No | _____ |
| Public Sanitary Sewer | _____ Yes | _____ No | _____ |
| Public Storm Sewers | _____ Yes | _____ No | _____ |
| Natural Gas | _____ Yes | _____ No | _____ |
| Electric | _____ Yes | _____ No | _____ |
| Telephone | _____ Yes | _____ No | _____ |
4. Does applicant have a state or Federal EPA permit? _____
5. Has applicant ever been cited by state or Federal EPA? If yes, please explain: _____

6. Will project alter, increase, or create air or water pollution? (if yes, explain) _____

7. Are there any solid waste problems expected to result from this project? _____
Explain disposal methods: _____

8. Describe the existing transportation systems serving the project area. Indicate any present problems related to the systems or potentially resulting from the project. Indicate any expected changes in traffic patterns and their impact on nearby sensitive land uses, such as schools, hospitals, and residences.

9. Indicate the nature of any impacts on the human environment as a result of relocation, noise levels, visual appearance, and radiation. Describe existing noise levels in the project area and the new sources associated with the project.

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10. Indicate whether objections have been raised to the project on environmental grounds. Indicate whether a public hearing has been held to include the results and a summary of any objections raised. Indicate any other evidence of the community's awareness of the project, such as newspaper articles.
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11. Are radioactive materials used by applicant for any purpose? If yes, explain.
-

12. Check the following construction activities or elements which are involved in the proposed project:

	<u>Yes</u>	<u>No</u>	<u>Unkn</u>
A. Alteration of natural drainage	_____	_____	_____
B. Surfacing, paving	_____	_____	_____
C. Cut and fill	_____	_____	_____
D. Fencing, other barriers	_____	_____	_____
E. Pipelines, transmission lines	_____	_____	_____
F. Surface excavation	_____	_____	_____
G. Dams, water impoundments	_____	_____	_____
H. Renovation of existing structure	_____	_____	_____
I. Demolition of structures	_____	_____	_____
J. Water intake or discharge structure	_____	_____	_____
K. Air emission sources	_____	_____	_____
L. Odor emission sources	_____	_____	_____
M. Water discharge source	_____	_____	_____

13. Check the following environmental resources which may be affected by the proposed project:

	<u>Yes</u>	<u>No</u>	<u>Unkn</u>
A. WATER			
Surface (river, lake, reservoir)	_____	_____	_____
Underground	_____	_____	_____
B. AIR QUALITY	_____	_____	_____
C. FLORA			
Trees	_____	_____	_____
Crops	_____	_____	_____
Endangered Species	_____	_____	_____
D. FAUNA			
	<u>Yes</u>	<u>No</u>	<u>Unkn</u>
Birds	_____	_____	_____
Animals	_____	_____	_____
Fish	_____	_____	_____
Endangered Species	_____	_____	_____

14. LAND USE

Check uses that are directly affected or adjacent to affected property.

A.	Wilderness	_____	_____	_____
B.	Open Spaces	_____	_____	_____
C.	Wetlands	_____	_____	_____
D.	Grazing – pastures	_____	_____	_____
E.	Agricultural	_____	_____	_____
F.	Residential	_____	_____	_____
G.	Commercial	_____	_____	_____
H.	Industrial	_____	_____	_____
I.	Flood plain	_____	_____	_____
J.	Mining, quarrying	_____	_____	_____
K.	Recreational	_____	_____	_____
L.	Transportation	_____	_____	_____
M.	Historical, Archeological sites	_____	_____	_____
N.	Shoreline	_____	_____	_____
O.	Wildlife refuge	_____	_____	_____

Prepared by: _____ Date: _____
Title: _____

**ASHTABULA COUNTY 503 CORPORATION
STATEMENT OF PERSONAL HISTORY**

Name: _____
Address: _____
Phone: _____

1. Marital Status: _____ Married _____ Single _____ Other
a. Spouse's name in full (include maiden name): _____
2. Applicant Place of birth (City, State) _____
a. Date of Birth _____
3. Are you a citizen of the United State of America? _____ Yes _____ No

4. Have you ever been in receivership or adjudicated bankrupt? _____ Yes _____ No
If yes, furnish details on separate attachment.
5. Starting with present address, list residence addresses for the past 15 years:
Dates: _____ Addresses: _____

6. Starting with present employer, list all employers during the last 15 years:

<u>Dates</u>	<u>Employer</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Educational Background

<u>School Attended</u>	<u>Address</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Name and Address of your Bank

Signature _____
Title _____ Date: _____

ADDITIONAL COMPANY INFORMATION

Attorney Representing Company:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____

Accountant Representing Company:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____

I CERTIFY THAT THE SITE FOR/OF THE PROPOSED CONSTRUCTION IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA, AS DEFINED AND DESIGNATED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THAT I HAVE MADE AN INVESTIGATION TO DETERMINE THAT IT IS NOT IN SUCH AN AREA.

Applicant: _____

Title: _____

Date: _____

Applicants are hereby notified that the provisions of the Prevailing Wage Act, (Federal Decisions OH83-5122 and OH83-5125) and the Preference to Citizens on Public Works Project Act (Sec. 4115.03 to 4115.16 of the Revised Code of Ohio) may apply to the project which is the subject of this application. Construction cost estimates should consider the effect of said Acts.

MEMORANDUM OF UNDERSTANDING

By signing below, the applicant, or its agent, hereby holds harmless the Ashtabula County 503 Corporation and its employees in actions relating to the loan request submitted.

I (we) agree that this application does not indicate a commitment on the part of Ashtabula County 503 Corporation to provide financing for the purposes of the application submitted. It is further agreed that the Ashtabula County 503 Corporation will use the information contained herein to make appropriate credit determination, within the constraints of the guidelines of its federal funding sources and pursue due diligence on the loan request which allow the Board to reach an ultimate decision.

I (we) further agree that any decision regarding my loan request which is reached by the Ashtabula County 503 Corporation will not be contested or challenged in form or in substance by the undersigned, or its agents.

Signed: _____

Title: _____

Date: _____

REQUIRED INFORMATION CHECKLIST

- _____ 1. Corporate Tax Returns for the previous three years.
- _____ 2. Personal Tax Returns for the previous three years.
- _____ 3. Reviewed or audited financial statements for the previous three years.
- _____ 4. A current balance sheet and a current income statement (not over 60 days old).
- _____ 5. Three-year projections including balance sheets and income statements.
- _____ 6. A commitment letter from the bank indicating their participation in the project.
- _____ 7. A brief history and description of the business.
- _____ 8. A schedule of any existing debt including current balance, monthly payment, and rate and term.
- _____ 9. A current personal financial statement.
- _____ 10. Copies of any estimates, contracts, quotations, or purchase agreements regarding any work to be done or equipment or real estate to be purchased
- _____ 11. An appraisal of any real estate to be purchased.
- _____ 12. A copy of any applicable leases.
- _____ 13. A copy of the articles of incorporation or any written partnership agreement, if applicable.
- _____ 14. Current Certificate of Good Standing from the Secretary of State.
- _____ 15. Financial Statements of subsidiaries or affiliates.
- _____ 16. Offer to Purchase
- _____ 17. Resolution from Board of Directors of Corporation authorizing the borrowing
- _____ 18. Other Statements required by Law, as required.
- _____ 19. Resumes or background statements on principals.

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

CMB Approval Not Required

Name of Project

City and State

Project No.

ASSURANCE OF COMPLIANCE WITH DEPARTMENT OF COMMERCE AND THE ECONOMIC DEVELOPMENT ADMINISTRATION REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, PUBLIC LAW 92-65 (as amended), SECTION 504 OF THE REHABILITATION ACT OF 1973, and THE AGE DISCRIMINATION

ACT OF 1975. The form applies to: A. all who are collectively known as "Recipients" due to their receipt of Federal financial assistance from the Economic Development Administration (EDA) including 1. applicants; 2. recipients of Federal financial assistance received from another recipient; 3. subgrantees; 4. lessees of or operators for a recipient; 5. successors, assignees, or transferees, but not ultimate beneficiaries; and B. Other Parties, who are inclusive of any governmental, public, or private agency, institution, organization, or other entity, or any individual who has a direct or substantial participation in the program or project receiving Federal a financial assistance from EDA, such as contractors, subcontractors, providers of employment, or users of the facilities or services. The obligations incurred under this form apply only to the facility or property receiving EDA assistance.

Name of Recipient or Other Party

(hereinafter called the "Recipient or Other Party") assures that, as a Recipient or Other Party, it will comply with Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-2000d 4), the requirements imposed by or pursuant to Regulations, issued for the Department of Commerce and designated as 15 CFR Subtitle A Part 8, and any amendments thereto.

The Recipient or Other Party agrees to comply with the provisions of Section 112 of Public Law 92-65 (42 USC 3123), the requirements imposed by or pursuant to the Regulations of the Economic Development Administration promulgated in 13 CFR Part 311 (as amended by the April 1979 EDA Civil Rights Guidelines), and any amendments thereto. The Recipient or Other Party further agrees to comply with Section 504 of the Rehabilitation Act of 1973 (26 USC 794) and comply with the Age Discrimination Act of 1975 (42 USC 6101 et seq.). In addition, Recipient agrees to secure the compliance or to cooperate actively with EDA to secure the compliance by others with the acts and regulations.

Such requirements hold that no person in the United States shall on the ground of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal financing assistance has been extended.

In accordance with these assurances and without limiting the above, the Recipient or Other Party agrees that these assurances shall be binding upon them, their grantees, assignees, transferees, lessee, and successors in interest. These assurances shall also be binding through every modification or amendment to this project.

The Recipient or Other Party acknowledges that it has received and read the Department of Commerce and EDA regulations, and that it is aware that if there appears to be a failure or threatened failure to comply with this part, and if the non compliance or threatened noncompliance cannot be corrected by informal means, compliance with this part may be effected by the suspension or termination or refusal to grant or to continue Federal financial assistance or by any other means authorized by law.

Total number of present employees _____

Total number of Minorities _____ Women _____

This assurance is made and accepted this _____ Day of _____

20 _____, for _____
Recipient or Other Party

By _____
(Type Name) (Address)

(Title) (Telephone Number)

(Signature)

I, _____, as Secretary of _____
_____, Inc., a corporation organized and existing

By virtue of the laws of the State of _____; or as

Authorized State Official of the State of _____

or as Sarah Bogardus, Executive Director of the county or municipality of
Authorized Official

Ashtabula County, Ashtabula Co. 503 Corp., in the State of Ohio
and Economic Development Administration

do hereby certify that the foregoing officer who executed this assurance has full authority to bind the Recipient or Other Party. In witness where I set my hand and

affix the corporate, state, or municipal seal this _____ day of _____, 19 _____

(Secretary or other Official)

Form ED-503 (11-84)

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

CERTIFICATE OF NON-RELOCATION

To be Executed by Applicants for Commercial and Industrial Loans Under Titles II, and IV and Commercial Industrial Users of Facilities Assisted Under Titles I, II, and IV.

NOTE - The Public Works and Economic Development Act of 1965 prohibits EDA from making loans or grants which will have the effect of assisting an employer in moving jobs from one area to another. An expansion of an existing business to a new location may be assisted if such an expansion will not cause unemployment in other areas where the business conducts operations or will not enable contractors or subcontractors to undertake contracts or subcontracts heretofore performed elsewhere, the performance of which would result in an increase of unemployment at the previous location of such work. Execution of the following certificate is necessary for EDA to determine the eligibility of the subject project in this regard.

Project _____ Ashtabula, Ohio
(Name of Project) (Location)

I certify that I am _____ of _____
(Official Title) (Name of Company)

and that it is not the intention of said company, or any affiliate, subsidiary or other business entity under direct, indirect, or common control with said company to relocate any present operation as a result of the above designated project; that neither said company, or any affiliate, subsidiary, or other business entity under direct, indirect or common control with said company, has discontinued, liquidated, or curtailed during the past 24 months any production unit similar to that which will be located at

_____, Ohio _____; that to the extent said project is undertaken
to
(City) (State)

to assist in the expansion of the operations of said company through the establishment of a new branch, affiliate or subsidiary of said company, such expansion will not result in an increase of unemployment in the area of original location or in any area where said company or any affiliate, subsidiary or other business entity under direct, indirect or common control now conducts business operations; that any such expansion is not being undertaken with the intention of closing down or curtailing any existing operations of said company or any affiliate, subsidiary or other business entity under direct, indirect or common control with said company; and that such project is not being undertaken with the intention of performing as contractor or subcontractor work heretofore performed by other contractors or subcontractors, the transfer of which would result in the transfer of jobs from one location to another and an increase in unemployment at the previous location of such work.

(Date)

(Signature)

NOTE - Section 710(a) of the Public Works and Economic Development Act of 1965 provides that: "Whoever makes any statement knowing it to be false, or whoever willfully overvalues any security, for the purpose of obtaining for himself or for any applicant any financial assistance under section 101, 201, 202, or 403 or any extension thereof by renewal, deferment or action, or otherwise, or the acceptance, release, or substitution of security thereof, or for the purpose of influencing in any way the action of the Secretary, or for the purpose of obtaining money, property, or anything of value, under this Act, shall be punished by a fine of not more than \$10,000 or by imprisonment for not more than five years, or both."
