



phone: 865.828.5927
toll-free: 800.814.6355
fax: 865.828.5212
www.clinchpowell.net

Building strong communities. Caring for people. Protecting natural resources.

Dear Business Owner:

Thank you for your interest in working with Clinch-Powell to help you apply for program funding to facilitate growth in your small business and the local economy! Clinch-Powell partners with USDA Rural Development on a Rural Small Business Loan Fund to stimulate economic development in rural East Tennessee. The maximum loan amount is \$45,000 and interest will be below market rates, based on credit score, loan amount, and collateral. The loan terms will depend on the loan purpose, amount and collateral.

To be eligible for our Small Business Loan Funds your business must:

- Be located in one of the following counties:
Grainger, Claiborne, Hamblen, Hancock, Hawkins, Union, Jefferson, Greene, Cocke, Campbell, and rural areas of **Knox**
- Currently have 10 or fewer employees.
- Have acceptable collateral for the loan (which can be what you are purchasing with the loan proceeds)
- Be a US citizen or meet eligible non-citizen requirements.
- Comply with Title VII- Equal Opportunity Employer and Provider regulations

Eligible Uses of funds include:

- Equipment, real property, contracted materials (with some limitations). General operating funds, inventory and investments are not eligible. Limitations on some agricultural purposes.

*WHAT YOU WILL NEED TO PROVIDE US:

- Completed & **Signed Application** (*Must be signed by all business owners*)
- Completed **financial statement** for each business owner (enclosed, or download from www.clinchpowell.net)
- Copy of your **last 2 Years full Business Tax returns**
- Year to Date Business **Profit & Loss Statement**
- Copy of your **Business License**
- Proof of business or other type of **Insurance(s)**, *if applicable.*
- Business Plan (*With as much historical financial data as possible and a marketing plan with 5 year projections*)
**A template is available if needed*
- Marketing Materials (*Brochures, Website, Business Cards, Photos of products, etc.*)
- Photocopies of **Driver's License & Social Security Card** (*of business owners*)
- A **Written Narrative** of what you believe you can accomplish in your business with the proceeds of this loan. (EX: More employees, faster production, more environmentally conscious, higher net income, etc.)
- Written summary of how you plan to use the loan proceeds. Include the following information at a minimum:
 - **Equipment** – *Make/Model, Description, Serial number if known, explanation of usage, etc.*
 - **Real Property** – *Address, Description, Value, etc.*
 - **Contracted Materials** – *Contract price, material price, usage, etc*

For more information, contact Candy Barbee candy@clinchpowell.net or 865-828-5927.

You can send us your application, forms, and information by e-mail, fax, mail (PO Box), or hand-delivery using the contact information at the bottom of the page.

PO BOX 379 | 7995 RUTLEDGE PK | RUTLEDGE, TN 37861



Clinch-Powell Resource Conservation & Development Council, is a 501(c)(3) non-profit organization. Clinch-Powell is a Community Housing Development Organization and housing counseling agency that serves East Tennessee. All programs of the RC&D are available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status, because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission- 600 Pennsylvania Avenue, NW, Washington DC 20580.

NMLS# 195063; S. Knight # 920625, K. Cook #1372118





BUSINESS INFORMATION

Is the company registered to do business in the state of Tennessee? YES NO, Explain _____

Legal Structure of Business: Sole Proprietor Partnership S-Corporation LLC C-Corporation

Business Name _____
 DBA Name (if applicable) _____
 Business Mailing Address: PO Box (if applicable) _____
 Street _____
 City _____ State _____ Zip _____
 Business Location (N/A if same as mailing address)
 Street _____
 City _____ State _____ Zip _____
 County of Business: _____
 Phone (____) _____ Fax (____) _____
 Website _____

Date Business Opened _____
 Your experience in the filed prior to this business: _____ Yrs
 Explain: _____
 Ave. Gross Monthly Sales \$ _____
 Previous Annual Sales: (Include last 3 Fiscal Year totals if applicable)

	Gross		Net
FY 2016	\$ _____		\$ _____
FY 2015	\$ _____		\$ _____
FY 2014	\$ _____		\$ _____

 Current Number of Employees: _____ Number after loan: _____
 Business TIN/FEIN _____
 Do you have business insurance? No Yes _____

Brief description of products and services: _____

Loan Amount Requested: \$ _____
Please briefly explain how these loan funds will be used: _____

SCHEDULE OF COLLATERAL

**Collateral can be vehicles, equipment, property/buildings you are purchasing with the loan or you already own (free title) and are not currently being used elsewhere as collateral for another loan (business or personal).*

Collateral Description	Make / Model / Year	Serial Number / VIN	Purchase Price / Current Value

Certificate of Eligibility

I hereby certify to the best of my knowledge that **1.** I am eligible to participate in the Clinch-Powell RC&D Council, Inc. Rural Small Business Loan Program and sign below as Principal and Guarantor; **2.** I intend to establish or expand a small business enterprise in a rural area of Tennessee; **3.** My business has fewer than 10 employees including the owners; **4.** I have established that I have financial need, am financially sound and capable of repaying the monies I borrow under this loan program; **5.** I have completed a business plan or am willing to create a business plan; **6.** I agree to have my application reviewed by representative(s) from participating lenders including banks and USDA RD; **7.** I authorize Clinch-Powell to utilize credit bureau/reporting agencies and/or its own agents for purposes of verifying the accuracy of any information provided by borrower and for purposes of assessing and monitoring borrower credit status; **8.** If the loan is awarded, all proceeds will be used strictly for business purposes; **9.** If the loan is awarded, the company concurs understanding of USDA RD's and Clinch-Powell's opportunity to audit program spending; **10.** As a recipient of federal funds, I agree that my business will comply with Title VII regulations; **11.** This application may only be modified as approved in writing by the loan manager. No other representative of RC&D or other agency is authorized to make any verbal or written modification to this application; **12.** All the information provided herein is true and accurate.



BORROWER _____ DATE _____

CO-BORROWER _____ DATE _____

*Make copies of this page if needed.

BORROWER INFORMATION <i>Each person with 20%+ ownership in business must fill out.</i>	CO-BORROWER INFORMATION <i>Each person with 20%+ ownership in business must fill out.</i>
<p>Name _____ First Middle Last</p> <p>Birth date _____ Age _____</p> <p>Social Security Number: _____ - _____ - _____</p> <p>Primary Phone Number (_____) _____</p> <p>E-mail Address _____ <i>By providing an e-mail address, you attest it's secure & you will check it regularly</i></p> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Percentage of Ownership in Business _____ %</p> <p>Is your personal residence/vehicle used in the operation of the business? <input type="checkbox"/> No <input type="checkbox"/> Yes _____</p> <p>Do you own 20% + of any other business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total Annual Gross Income \$ _____</p> <p>Sources of Income: <input type="checkbox"/> Salary <input type="checkbox"/> Sales <input type="checkbox"/> Investment <input type="checkbox"/> Other Explain: _____</p> <p>Do you have current asset/liabilities statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Citizenship:</u> <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Citizen National <input type="checkbox"/> Lawful Permanent Resident <input type="checkbox"/> An Alien Authorized to Work</p>	<p>Name _____ First Middle Last</p> <p>Birth date _____ Age _____</p> <p>Social Security Number: _____ - _____ - _____</p> <p>Primary Phone Number (_____) _____</p> <p>E-mail Address _____ <i>By providing an e-mail address, you attest it's secure & you will check it regularly</i></p> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Percentage of Ownership in Business _____ %</p> <p>Is your personal residence/vehicle used in the operation of the business? <input type="checkbox"/> No <input type="checkbox"/> Yes _____</p> <p>Do you own 20% + of any other business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total Annual Gross Income \$ _____</p> <p>Sources of Income: <input type="checkbox"/> Salary <input type="checkbox"/> Sales <input type="checkbox"/> Investment <input type="checkbox"/> Other Explain: _____</p> <p>Do you have current asset/liabilities statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Citizenship:</u> <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Citizen National <input type="checkbox"/> Lawful Permanent Resident <input type="checkbox"/> An Alien Authorized to Work</p>
<p>The following information is requested by the federal government for certain types of loans, in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information, but encouraged to do so.</p>	
<p><u>OPTIONAL DEMOGRAPHIC INFO:</u> <input type="checkbox"/> Prefer not to answer</p> <p><u>Gender:</u> <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><u>Race:</u> <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Native-American or Alaskan Native <input type="checkbox"/> Other</p> <p><u>Ethnicity:</u> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic</p> <p><u>Disabled:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes <u>Veteran:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Active duty</p> <p>Highest Level of Education Obtained: _____</p>	<p><u>OPTIONAL DEMOGRAPHIC INFO:</u> <input type="checkbox"/> Prefer not to answer</p> <p><u>Gender:</u> <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><u>Race:</u> <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Native-American or Alaskan Native <input type="checkbox"/> Other</p> <p><u>Ethnicity:</u> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic</p> <p><u>Disabled:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes <u>Veteran:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Active duty</p> <p>Highest Level of Education Obtained: _____</p>

Monitoring Questions *If any of the following are true for any borrower, attach and explain on an additional sheet.

Are you in default on a federal student loan or on any type of government loan? Yes No

Do you owe back payments for child support in any state? Yes No

Have you ever been convicted of a felony? Yes No

Are you or any of your company's officers, major shareholders or partners, or the spouses or close relatives of such individuals presently employed by Clinch-Powell or USDA? Explain _____ Yes No

Will any of the loan proceeds be used for new construction, breaking ground, etc.? Yes No

Authorization to Verify & Release Information

As a participant in the Clinch-Powell Rural Business Loan Program, I authorize Clinch-Powell RC&D Council, Inc. to use my Social Security number for the purpose of obtaining my credit report for the purpose of evaluating my credit history. I also authorize the release of my credit report to Clinch-Powell RC&D Council, Inc. by those credit reporting agencies from which Clinch-Powell RC&D Council, Inc. may request my credit report. I understand that the information on my credit report will be used by Clinch-Powell RC&D Council, Inc., its affiliates, lenders, USDA Rural Development, only for the purpose of determining my qualification for a business loan and my eligibility for assistance. This information will not be disclosed to any other third parties without my consent.

BORROWER
DATE
CO-BORROWER
DATE

DISCLOSURE & CONFLICT OF INTEREST



Clinch-Powell RC & D Council is a non-profit Community Housing Development Organization and a HUD-approved counseling agency (82394) that, among other activities, helps families with affordable housing goals. Most services are available in alternative formats and locations upon request.

Clinch-Powell receives funding for its housing programs through grants and loans from a number of sources, including but not limited to: USDA Rural Development, US Dept. of Housing & Urban Development [HUD], Corporation for National and Community Service, Federal Home Loan Bank, the Environmental Protection Agency, Tennessee Housing Development Agency, Fahe/ Just Choice Lending, Citizens Bank & Trust Co. of Grainger County, BB&T Bank, SunTrust Bank, public fundraising, and private donations.

As a housing counseling agency, Clinch-Powell offers the following services: 1) Pre-Purchase Homebuyer Education Workshops-- utilizing the *Realizing the American Dream* curriculum; 2) Pre-Purchase Counseling -- financial readiness to purchase/own an affordable home; 3) Post-Purchase Counseling and Workshops-- non-delinquency home improvement, energy efficiency; 4) Foreclosure Prevention/ Loss Mitigation Counseling—assisting to resolve mortgage defaults; 5) Rental Counseling--locating safe/decent rental housing; 6) Household Budgeting & Credit Repair Counseling and Workshops--financial literacy and personal money management; 7) High-Cost Mortgage Counseling -- requirement of certain mortgage loans to ensure borrower's understanding of the risk of the loan. Clinch-Powell, along with Clinch-Powell Construction Company develops affordable single-family homes to sell to low- to moderate- income families. In addition to coordinating the packaging and servicing of select loan products, Clinch-Powell itself occasionally offers low-interest loans and grants for various affordable housing activities. Clinch-Powell NMLS #195063; Kelsey Cook NMLS #1372118, Andrea Karr NMLS #1553157. Please visit <http://mortgage.nationwidelicingsystem.org/> to find more information regarding history and profile as a mortgage lender. Lastly, Clinch-Powell is a property manager for a multi-family low-income apartment building, as well as, multiple single-family rental housing units which it also owns.

In addition to residential lending, Clinch-Powell provides small business loans through USDA RD Rural Business Development Grant program. Clinch-Powell owns and operates River Place on the Clinch; and administers the Appalachian Quilt Trail. Clinch-Powell administers an AmeriCorps program, AppalachiaCARES, which places service members in multiple agencies and national parks in East in Middle TN. Clinch-Powell administers environmental conservation, agricultural, and grazing programs directly and in partnership with the Nature Conservancy.

As the client, you have the right to inquire as to specific relationships Clinch-Powell or its employees have with other entities. You also have the right to choose (or not) the products or services that you feel are right for your household, regardless of any option presented or recommendation made by the housing counselor. **YOU ARE UNDER NO OBLIGATION TO UTILIZE/RECEIVE, OR EVEN CONTINUE WITH SERVICES THROUGH YOUR HOUSING COUNSELOR OR CLINCH-POWELL AS A WHOLE.** Your decision to utilize or not utilize certain programs and products will not in any way affect your housing counseling service. If you decide to discontinue services with Clinch-Powell, or if your need is beyond the scope of the agency's capabilities, Clinch-Powell staff will assist you locating a more suitable local agency.

All programs of Clinch-Powell are available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status, because all or part of the applicants income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission- 600 Pennsylvania Avenue, NW, Washington DC 20580.



PRIVACY POLICY NOTICE

We may collect non-public personal information about you from the following sources: A) Information that you provide to us orally or written, such as on applications or other forms; B) Information about your transaction with us or others; and C) Information from others, such as credit bureaus, real estate appraisers, lenders and employers.

We do not disclose any non-public personal information about you without your consent to anyone, except:

- information provided to your lender as required to gain approval for a loan or protect your current home,
- to government agencies and grantors in compliance with their respective monitoring and reporting requirements,
- in broader forms to partnering agencies for reporting purposes, joint applications, and/or compilation of statistical data,
- as required by law.

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information in order to provide you products and services requested with this application. We may disclose certain limited information to relevant third parties as part of a particular service as further described in the specific program authorization. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information. As a client, you have the right to opt-out and direct us to withhold non-public personal information from third parties, or to specify/limit to whom such information is provided. If you choose to opt-out, we will not be able to answer questions from third parties. To opt-out, you will need to make special note of this on this page, written separately, or explicitly stated to your counselor; not signing this page is not sufficient to opt-out. If at any time, you wish to change your decision with regard to your opt-out, you may call us at 865-828-5927 and do so.

If you decide to discontinue services through Clinch-Powell, we will still adhere to the policies and practices as described in this notice. The agency will continue to safely maintain your records for a period of time, of at least three (3) years, after which all digital files will be purged and paper documents will be shredded and destroyed.

I have been provided a copy of, fully read, and understand the information within this disclosure, as well as, Clinch-Powell RC & D's policies regarding conflicts of interest and the confidentiality of client information as state above.

BORROWER

DATE

CO-BORROWER

DATE

Personal Financial Statement completed on (date): _____

Each person with 20%+ ownership in business must fill out a copy of this page. Please indicate which, if any, are associated with the business. Indicate if any of the following are solely for the business.

Assets	(to nearest dollar)	Liabilities	(to nearest dollar)
Cash and Checking Account(s) Number of Accts: _____	\$	Accounts Payable (See Below) Number of Accts: _____	\$
Savings Account(s) Number of Accts: _____	\$	Notes Payable to Banks & Others Number of Debts: _____	\$
IRA or Retirement Account(s) Number of Accts: _____	\$	Describe on separate sheet. Secured Debts Unsecured Debts	\$
Accounts & Notes Receivable Describe on separate sheet.	\$		\$
Life Insurance Cash surrender value only.	\$		\$
Stocks & Bonds Describe on separate sheet.	\$	Installment Accounts Number of Accts: _____ Auto Installment Monthly payment \$ _____	\$
Real Estate Describe on separate sheet.	\$	Other Installment Monthly Payment \$ _____	\$
Automobile (Present Value) <i>Use kbb.com – Fair condition</i>	\$	Mortgage Debt on Real Estate Describe on separate sheet.	\$
Personal Property valued over \$5000 Describe on separate sheet.	\$	Taxes Payable Describe on separate sheet.	\$
Other Assets Describe on separate sheet.	\$	Other Liabilities Describe on separate sheet.	\$
TOTAL ASSETS:	\$	TOTAL LIABILITIES:	\$
TOTAL ASSETS – TOTAL LIABILITIES = NET WORTH			\$

DEBTS		↓ COMPANY NAME ↓	Balance Owed	Interest	ACTUAL MONTHLY PAYMENT
MONTHLY DEBT	Mortgage:			%	\$
	Credit Card:			%	\$
	Credit Card:			%	\$
	Auto Payments:			%	\$
	Other: _____:			%	\$
	Other: _____:			%	\$
	Other: _____:			%	\$
	Other: _____:			%	\$
SUBTOTAL:					

SOURCES OF INCOME		(Other than this business)	GROSS INCOME	NET INCOME
MONTHLY INCOME	Salary:		\$	\$
	Investment Income:		\$	\$
	Real Estate Income:		\$	\$
	Other: _____:		\$	\$
	Other: _____:		\$	\$
	Other: _____:		\$	\$
TOTAL MONTHLY INCOME:			\$	\$

BORROWER

DATE