



20. PROVIDE INFORMATION BELOW ON KEY PEOPLE (PROPRIETOR, PARTNERS, OFFICERS, DIRECTORS, KEYS EMPLOYEES AND STOCKHOLDERS WITH 20% OR MORE INTEREST IN THE BUSINESS). ALSO INCLUDE PERSONS OR CORPORATION THAT WILL GUARANTEE LOAN. (\*Optional, used for monitoring purposes only.)

| NAME AND POSITION | RACE * | SEX * | U.S. CITIZEN YES OR NO | ANNUAL COMPENSATION | % OF OWNERSHIP | OUTSIDE NET WORTH | PERSONAL/ CORPORATE GUARANTEE YES OR NO |
|-------------------|--------|-------|------------------------|---------------------|----------------|-------------------|---|
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |
|                   |        |       |                        |                     |                |                   |   |

ATTACH THE FOLLOWING IF NOT ALREADY SUBMITTED:

- 21. ATTACH BUSINESS PLAN that should as a minimum include description of business or project, management experience, products or services, proposed use of funds, community benefits, type and number of jobs, availability of labor or raw materials or supplies, names of any corporate parents, affiliates, subsidiaries and describe relationship, including products, ownership between borrower, parent, affiliates, etc..
- 22. "Certification of Non-Relocation and Market Capacity Information Report," Form 4279-2. (*Not applicable to Section 9006 Program*).
- 23. State Clearinghouse comments or recommendations.
- 24. For companies listed on major stock exchanges and or subject to the Securities and Exchange Commission regulations, a copy of Form 10-K," Annual Report Pursuant to Section 13 or 15D of the Act of 1934."
- 25. "Request for Environmental Information," Form RD 1940-20, and attachments. (*If applicable*)
- 26. Independent Feasibility Study. (*if applicable, see RD Instruction 4279-B, for Section 9006 Program, see §4280.128(b)(1)(vii).*)
- 27. Architectural or Engineering Plans. (*if applicable*)
- 28. Cost estimates and forecasts of contingency funds to cover cost increases or project changes.
- 29. Financial Statements; a) At least 3 years historical income statements and balance sheets (if an existing business), including parents, affiliate and subsidiary firms, Annual Audits if available; b) Current (not more than 90 days old) balance sheet and profit and loss statement (if an existing business); c) Pro-forma balance sheet (at startup); d) 2 years of projections: income statements, balance sheets and cash flow statements supported by a list of assumptions (monthly first year, quarterly for 2nd year). For the Section 9006 program, instead of complying with this item, comply with the requirements in §4280.128.
- 30. Record of any pending or final regulatory or legal (civil or criminal) action against the business, parent, affiliate, proposal guarantors, subsidiaries, principal stockholders, officers and directors.
- 31. If a health care facility, a "Certificate of Need" (*if required by state law*).
- 32. Current personal (not more than 60 days old) and corporate (not more than 90 days old) financial statements on guarantors in Item 20, above.
- 33. Technical Report (Section 9006 Program only; see §4280.128(b)(1)(vi) or §4280.128(c)(1)(ii), as applicable.

By my signature, I certify that I have read the General Borrower Certifications contained in this application. My signature represents my agreement to comply with the limitations outlined in the General Borrower Certifications.

CORPORATE SEAL

BORROWER SIGNATURE

ATTEST \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

## GENERAL BORROWER CERTIFICATIONS

### (1) ASSURANCE AGREEMENT (TITLE VI, CIVIL RIGHTS ACT OF 1964)

"Recipient" herein hereby assures the United States Department of Agriculture that Recipient is in compliance with and will continue to comply with title VI of the Civil Rights Act of 1964 (42 U. S. C. 2000d et. seq.), 7 C.F.R. part 15, and USDA regulations promulgated hereunder, 7 C.F.R. § 1901.202 of subpart E of part 190 1. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

A. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof

B. Recipient shall:

- (1) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain compliance with this agreement and the regulations.
- (2) Permit access by authorized employees of the USDA during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
- (3) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the USDA finds necessary to inform such persons of the protection assured them against discrimination.

C. The obligations of this agreement shall continue:

- (1) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer.
- (2) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
- (3) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.

D. Upon any breach or violation of this agreement the Government may, at its option:

- (1) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
- (2) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

### (2) EQUAL OPPORTUNITY AGREEMENT (EXECUTIVE ORDER 11246, AS AMENDED)

"Recipient" (whether one or more) and the USDA, pursuant to the rules and regulations of the Secretary of Labor ("Secretary") issued under the authority of Executive Order 11246, as amended, agree:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 unless exempted by rules, regulations or orders of the Secretary issued pursuant to section 204 of Executive Order 11246 of September 4, 1965.

A. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause" :

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
  - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
  - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement as required pursuant to section 202(3) of Executive Order 11246, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - (4) The contractor will comply with all provisions of Executive Order 11246, and of all rules, regulations and relevant orders of the Secretary of Labor and of any prior authority which remain in effect.
  - (5) The contractor shall furnish all information and reports required by Executive Order 11246, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA, Office of Civil Rights, and the Secretary for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - (6) In the event of the contractor's noncompliance with the Equal Opportunity (Federally Assisted Construction) clause or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government Contracts or Federally Assisted construction contracts on accordance with procedures authorized in Executive Order No. 11246, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246, or by rule, regulation or order of the Secretary, or as provided by Law No.
  - (7) The contractor will include the provisions of this Equal Opportunity (Federally Assisted Construction) clause in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246, so that such provisions will be binding upon each such subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order USDA may direct as a means of enforcing such provisions, including sanctions for non compliance: Provided, however, that in the event the contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.
- B. To be bound by the provisions of the Equal Opportunity Clause in construction work performed by Recipient and paid for in whole or in part with the aid of such financial assistance.
  - C. To notify all prospective contractors to file the required "Compliance Statement," Form RD 400-6, with their bids.
  - D. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt Federal and Federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
  - E. To assist and cooperate actively with the USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the provisions of the Equal Opportunity Clause and the said rules, regulations, and orders, to obtain and furnish to the USDA and the Secretary, Form AD-560, "Certification of Nonsegregated Facilities", to submit the Monthly Employment Utilization Report, Form CC-257, as required and such other information as may be required for the supervision of such compliance, and to otherwise assist the USDA in the discharge of its primary responsibility for securing compliance.

- F. To refrain from entering into any contract, or extension or other modification of a contract, subject to such Executive Order with a contractor debarred from Government contracts or Federally assisted construction contracts pursuant to part 11, subpart D, of such Executive Order or to prior authority; and to carry out such sanctions and penalties for violation of the provisions of the Equal Opportunity Clause as may be imposed upon contractors and subcontractors by the USDA or the Secretary pursuant to such subpart D.
- G. That if Recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: (a) cancel, terminate, or suspend said financial assistance in whole or in part; (b) refrain from extending any further assistance under the program involved until satisfactory assurance of future compliance has been received from Recipient; and (c) refer the case to the USDA Office of Civil Rights Enforcement and Adjudications Program Complaint and Adjudication Division, U. S. Department of Agriculture for appropriate action.

### (3) FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS

- A. The Recipient (Borrower) certifies, acknowledges and agrees that any loss claim(s) paid by the Government to the Lender on account of any guarantee made pursuant to this application will be a Federal debt owed to the Government by the Recipient. In such a case, the Government may use all legal collection remedies, including those under the Debt Collection Improvement Act. The Government's right to collect this Federal debt will not be affected by any release provided to the Recipient by the Lender. Lender agrees that any collection by the Government of this Federal debt will not be shared with the Lender.
- B. The Federal Government is authorized by law to take any and all actions in the event your loan payments become delinquent or you default on your loan:
- Report your name and account information to a credit reporting agency.
  - Assess interest and penalty charges for the period of time that payment is not made.
  - Assess charges to cover additional administrative costs incurred by the Government to service your account.
  - Offset amounts to be paid to you under other Federal programs.
  - Refer your account to a private collection agency to collect the amount due.
  - Foreclosure on any security you have given for the loan.
  - Pursue legal action to collect through the courts.
  - Report any written off debt to the Internal Revenue Service as taxable income.
  - If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
  - Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the Executive Branch of the Federal Government for a period of debarment or suspension.

### (4) STATEMENT REQUIRED BY THE PRIVACY ACT

The USDA is authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 *et. seq.*) or other Acts administered by USDA to solicit the information requested on USDA application forms.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Account or Federal Identification Number, will result in the rejection of your application.

The principal purposes for collecting the requested information are to determine eligibility for USDA credit or other financial assistance, the need for interest credit or other servicing actions, for the servicing of your loan, and for statistical analysis. Information provided may be used outside of the Department of Agriculture for the following purposes:

- To provide the basis for borrower success stories in USDA news releases.
- Referral to the appropriate law enforcement agency as required by 40 FR 38924 (1975).
- Referral to employees, business, landlords, creditors or others to determine repayment ability and eligibility for USDA programs.
- Referral to a contractor providing services to USDA in connection with your loan.

- Referral to a credit reporting agency.
- Referral to a person or organization when USDA decides such referral is appropriate to assist in the collection or servicing of the loans.
- Referral to a Federal Records Center for storage.

Every effort will be made to protect the privacy of applicants and borrowers.

#### WARNING

All information supplied to USDA by you or your agents in connection with your loan application may be released to interested third parties, including competitors, without your knowledge or consent under the provision of the Freedom of Information Act (5 U.S.C. 522).

Much information not clearly marked "Confidential" may routinely be released if a request is received for same. Further, if we receive a request for information marked "Confidential," the Federal Government will release the information unless you can demonstrate to our satisfaction that release of the information would be likely to produce substantial competitive harm to your business or would constitute a clearly unwarranted invasion of personal privacy. Also, forms, consultant reports, etc., cannot be considered confidential in their entirety if confidential material contained therein can reasonably be segregated from other information.

Information submitted maybe made available to the public during the time it is held in Government files regardless of the action taken by USDA on your application.

#### FEDERAL EQUAL CREDIT OPPORTUNITY ACT STATEMENT

Federal law does not allow discrimination of any kind. You cannot be denied a loan because of your race, color, religion, national origin, sex, marital status, handicap, or age (if you can legally sign a contract). You cannot be denied a loan because all or part of your income is from a public assistance program. If you believe that you have been discriminated against for any of these reasons, you can write the secretary of Agriculture, Washington, D. C. 20250. You cannot be denied a loan because you exercised your rights under the Consumer Credit Protection Act. You must have exercised these rights in good faith. The Federal Agency responsible for seeing this law is obeyed is the Federal Trade Commission, Washington, D.C. 20580.

**PART B: Completed By Lender**

|  |   |   |  |
|--|---|---|--|
| 1. NAME OF LENDER  |   | 2. ADDRESS (Include Zip Code)           |  |
| 3. LENDER TAX ID NUMBER  | 4. CONTACT PERSON                       | 5. TELEPHONE NUMBER (Include Area Code) |  |
| 6. IS LOAN WITHIN LENDER'S LEGAL LENDING LIMIT? <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. GUARANTEE PERCENT REQUESTED? _____ % | 8. WHY IS GUARANTEE NEEDED?<br>_____    |  |

9. LIST ANY OFFICER, DIRECTOR, STOCKHOLDER OR EMPLOYEE WHO HAS A FINANCIAL INTEREST IN THE BORROWER, OR VICE VERSA AND DESCRIBE THE RELATIONSHIP AND INTEREST:

10. LIST ALL FEES LENDER WILL CHARGE FOR THE LOAN, INCLUDING THE USDA GUARANTEE FEE:

11. LENDER'S SERVICING PLAN (FIELD INSPECTIONS, INTERIM STATEMENTS, ANNUAL AUDITS CREDIT ANALYSIS, ETC.):

12. LIST ANY OTHER USDA GUARANTEED BUSINESS AND INDUSTRY LOANS MADE BY LENDER:

| Borrower Name | Program Type | Total Loan Amount | Guaranteed Loan Amount | Closing Date |
|---------------|--------------|-------------------|------------------------|--------------|
|               |              |                   |                        |              |
|               |              |                   |                        |              |
|               |              |                   |                        |              |
|               |              |                   |                        |              |

13. PROPOSED KEY EMPLOYEE LIFE INSURANCE, EMPLOYEE NAME(S) AND AMOUNT(S)

|  |                              |
|--|------------------------------|
|  | Assigned to Guaranteed Loan? |
|  | Assigned to Guaranteed Loan? |
|  | Assigned to Guaranteed Loan? |

14. COLLATERAL AVAILABLE FOR THE USDA GUARANTEED LOAN:

| Presently Owned or to be Acquired | Value | Value Type | Discount Factor | Prior Liens * | Net Collateral Value |
|-----------------------------------|-------|------------|-----------------|---------------|----------------------|
| Accounts Receivable               |       |            |                 |               |                      |
| Inventory                         |       |            |                 |               |                      |
| Office Furniture and Equipment    |       |            |                 |               |                      |
| Automotive Equipment              |       |            |                 |               |                      |
| Machinery and Equipment           |       |            |                 |               |                      |
| Building                          |       |            |                 |               |                      |
| Land                              |       |            |                 |               |                      |
| Other:                            |       |            |                 |               |                      |
| TOTALS                            |       |            |                 |               |                      |

\* Indicate by asterisk liens to be paid of with USDA guaranteed loan funds

|     |                                    |                       |                      |             |       |
|-----|------------------------------------|-----------------------|----------------------|-------------|-------|
| 15. | Project Purpose and Funding        | Borrower Contribution | USDA Guaranteed Loan | Other Funds | Total |
|     | Working Capital                    |                       |                      |             |       |
|     | Office Furniture and Equipment     |                       |                      |             |       |
|     | Automotive Equipment               |                       |                      |             |       |
|     | Machinery and Equipment            |                       |                      |             |       |
|     | Real Estate                        |                       |                      |             |       |
|     | Debt Restructuring                 |                       |                      |             |       |
|     | Fees: Professional, USDA Guarantee |                       |                      |             |       |
|     | Other                              |                       |                      |             |       |
|     | <b>TOTAL</b>                       |                       |                      |             |       |

|     |                    |             |                            |                       |                       |                           |                 |                  |
|-----|--------------------|-------------|----------------------------|-----------------------|-----------------------|---------------------------|-----------------|------------------|
| 16. | Proposed Financing | Loan Amount | Interest Rate "V" variable | Base Rate As of Today | Interest Rate Tied To | Days Interest Computed On | Term "Y" - "Mo" | Monthly Payments |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     |                    |             |                            |                       |                       |                           |                 |                  |
|     | <b>TOTAL</b>       |             |                            |                       |                       |                           |                 |                  |

|     |   |  |
|-----|---|--|
| 17. | B & I   | Section 9006 Program   |
|     | Tangible book equity cannot include appraisal surplus or subordinated debt. May include Proprietorship, Partnership, or other forms of Net Worth. | Cash equity injection or fair market value of equity in real property that is to be pledged as collateral for the loan.                |
|     | When Loan Note Guarantee is Issued:   | Cash equity: \$  |
|     | Common Stock  | Equity in real property: \$  |
|     | Preferred Stock   | TOTAL EQUITY: \$   |
|     | Retained Earnings   |  |
|     | Capital Surplus   | Total Eligible Project Cost: \$  |
|     | Other *   | Equity percentage: (=Total Equity/Total Project Cost) %  |
|     | <b>TOTAL</b>  | USDA use:<br>15% Equity if loan <= \$600,000 <input type="checkbox"/> OK<br>25% Equity if loan > \$600,000 <input type="checkbox"/> OK |



ATTACH THE FOLLOWING IF NOT ALREADY SUBMITTED:

- 18. Intergovernmental Review Clearance *(If applicable)*.
- 19. Credit reports on the borrower, its principles, and any parent, affiliate or subsidiary firms.
- 20. Proposed term Loan Agreement between lender and borrower *(See subpart B to 4279, section 4279.161 (b)(11) for minimum requirements). For the Section 9006 Program, see §4279.128(b)(2)(xii)*
- 21. Appraisal reports *(Submit as soon as available)*.
- 22. Lender's analysis including: spreadsheets of the balance sheets and income statements for 3 years historical, proforma balance sheet at start up, 2 years projected yearend balance sheets and income statements with appropriate ratios and comparison with industrial standards (such as D&B, RMA). All data must be shown in total dollars and also in common size form, obtained by expressing all balance sheet items as a percentage of assets, and all income and expenses as a percentage of sales. The lender's credit analysis must address the borrower's management, repayment ability, history of debt repayment, necessity for any debt refinancing, and the credit reports on the borrower, its principals, and any parent, affiliate or subsidiary firms.

GENERAL LENDER CERTIFICATION

Lender certifies that it has reviewed the General Lender Certifications contained in this application. Lender's signature represents the lending institution's agreement to comply with the limitations outlined in the General Lender Certifications.

Lender institution certifies that it meets all criteria to be considered as an Eligible Lender.

Lender certifies that it has completed a comprehensive analysis of the proposal, the proposed borrower is eligible, the loan is for authorize purposes, and there is reasonable assurance of repayment ability based on the proposed borrower's history, projections, equity, and the collateral to be obtained.

\_\_\_\_\_  
*Lender's Name*

\_\_\_\_\_  
*Date*

By: \_\_\_\_\_  
*Officer Signature*

\_\_\_\_\_  
*Officer Title*

## GENERAL LENDER CERTIFICATIONS

LENDER \_\_\_\_\_

### (1) RESTRICTIONS AND DISCLOSURE OF LOBBYING ACTIVITIES

If any funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by §3017.510, Participants' responsibilities. The regulations were published as part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

### (2) CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12649, Debarment and Suspension, 7 C.F.R. §3017.510, Participants' responsibilities. The regulations were published as part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause.

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," and "voluntarily excluded," as used in this clause, have the meanings set out in Definitions and Coverage sections of rules implementing Executive Order 12649. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tiered Transactions, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of this section, if a participant in a covered transaction knowingly enters into a

lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate this transaction for cause or default.

- (A) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal, or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - (3) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A. 2. of this certification; and
  - (4) have not within a three-year period preceding this application or proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (B) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PROJECT SUMMARY**  
**(Business & Industry and 9006 Program)**  
**Part C: Completed by USDA**

**B&I ASSISTANCE PROPOSED**

|    |                                  |
|----|----------------------------------|
| \$ | Loan Amount                      |
| %  | Percentage Guarantee Recommended |
| %  | Guarantee Fee                    |

**APPLICATION PROCESSING TIME-LINE**

|                      |  |
|----------------------|--|
| Preapplication       |  |
| Field visit          |  |
| Complete application |  |

Insert the following, only if appropriate:

**NOTE: Lender requested \$ \*\*\*. A reduced amount is recommended in this Project Summary.**

**BORROWER**

**BORROWER**

**Type of Business**

**Location**

(proprietorship/partnership/corporation /cooperative)

(1990 population = )

**In Business Since**

**Affiliated Businesses**

**dba**

**Case Number**

00-0

**Congressional District**

Borrower:

Lender:

**PROJECT**

**Project Type**

**Project Description**

If this is a business acquisition project, edit the following comment as appropriate:

This business acquisition will:

- keep the business from closing
- prevent the loss of employment opportunities
- provide expanded job opportunities

because ...

If the loan is less than \$750,000, edit the following comment as appropriate:

SBA financing is not appropriate:

- This applicant is not eligible for SBA assistance because ...
- The applicant has already used up their SBA authority.
- This lender does not use the SBA guaranteed lending program.
- This is a subsequent loan to a B&I borrower.

**OWNERSHIP**

| <u>Owners</u> | <u>Share</u> | <u>Position</u> | <u>Citizenship</u> | <u>Commercial Guaranty</u> | <u>Outside Net Worth</u> |
|---------------|--------------|-----------------|--------------------|----------------------------|--------------------------|
|               | %            |                 | US                 | yes/no                     | \$                       |
|               | %            |                 | US                 | yes/no                     | \$                       |

**LENDER**

**LENDER**

**Loan Officer**

**PROJECT SUMMARY (Business & Industry and 9006 Program)**

**B&I LOAN**

| <u>Loan</u> | <u>Amount</u> | <u>Rate</u> | <u>IR Formula</u> | <u>V/F</u> | <u>Term</u> | <u>Monthly Payment</u> | <u>Annual Debt Service</u> |
|-------------|---------------|-------------|-------------------|------------|-------------|------------------------|----------------------------|
| Initial     |               |             |                   | F          |             |                        |                            |

Approval Level  
State or National Office

Funding Plan  
FY00 Regular State allocation or National Office Reserve

**SOURCE & USE OF FUNDS**

| <b>Purpose</b>        | <b>Borrower Contribution</b> | <b>B&amp;I Loan</b> | <b>Other *</b> | <b>Total</b> |
|-----------------------|------------------------------|---------------------|----------------|--------------|
| Land                  |                              |                     |                |              |
| RE Improvements       |                              |                     |                |              |
| Contingency & Reserve |                              |                     |                |              |
| M&E                   |                              |                     |                |              |
| Working Capital       |                              |                     |                |              |
| Refinance **          |                              |                     |                |              |
| Fees & Costs          |                              |                     |                |              |
| <b>Total =</b>        |                              |                     |                |              |

#DIV/O!  
#DIV/O!  
#DIV/O!  
#DIV/O!  
#DIV/O!  
#DIV/O!  
#DIV/O!

Percent Contribution =      #DIV/O!                      #DIV/O!                      #DIV/O!

If there is an "Other" source of funds, use the following table as appropriate:

**\* Other source of funds:**

| <b>Source</b> | <b>Type of Assistance</b> | <b>Amount</b> | <b>Rates &amp; Terms</b> | <b>Comment</b> |
|---------------|---------------------------|---------------|--------------------------|----------------|
|               | Grant                     |               |                          |                |
|               | Loan                      |               |                          |                |
|               | Line of Credit            |               |                          |                |

If there is debt refinance, use the following table as appropriate:

**\*\* Explanation of refinance:** The debt being refinanced is owed to .                      The original purpose of this loan was .

| <b>Annual debt service before refinance</b> | <b>Annual debt service after refinance</b> | <b>Annual savings</b> | <b>Additional benefits:</b>   |
|---|--|-----------------------|---|
| \$ /yr                                      | \$ /yr                                     | \$ /yr                | <ul style="list-style-type: none"> <li>• Creates and/or saves *** jobs.</li> <li>• removes balloon payment</li> <li>• allows lender to gain needed lien priority</li> <li>• frees up SBA authority for other project</li> </ul> add or delete benefits as appropriate |

If the lender is refinancing its own debt, edit the following comment as appropriate:

The debt being refinanced that is in the lender's existing portfolio has been current for the last 12 months not due to debt restructuring. This refinance represents only % (<50%) of the loan.

PROJECT SUMMARY (Business & Industry and 9006 Program)

**COMMUNITY & JOBS IMPACT**

|                     |                      |                   |                          |
|---------------------|----------------------|-------------------|--------------------------|
| <u>Jobs created</u> | <u>Jobs retained</u> | <u>Total Jobs</u> | <u>Average Wage Rate</u> |
|                     |                      |                   | \$ /hour                 |

Loan to Job Ratio:  
*(Loan / No. Jobs)*  
 \$ /job

|                              |
|------------------------------|
| <u>Priority Score Points</u> |
|                              |

Community Benefits

Targeted Area?

Dept. of Labor Clearance

**BUSINESS REPUTATION & CREDIT HISTORY**

Business and personal credit reports indicate . All existing loans are .

**FINANCIAL POSITION**

**Historical Balance Sheets**

None. This is a start-up.

OR

(in \$1,000's)

|                          | 12/31/2002 | 12/31/2003 | 12/31/2004 | Current 6/30/2005 | RMA |
|--------------------------|------------|------------|------------|-------------------|-----|
| Current Assets           | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           | ?   |
| Fixed Assets             | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           | ?   |
| <u>Other Assets</u>      | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           |     |
| <b>Total Asset</b>       | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           |     |
| Current Liabilities      | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           | ?   |
| <u>Term Liabilities</u>  | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           |     |
| <b>Total Liabilities</b> | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           | ?   |
| <b>Equity</b>            | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!           | ?   |

Discussion of significant changes or trends in liquidity and solvency

Compared to RMA industry standards,

**PROJECT SUMMARY (Business & Industry and 9006 Program)**

**Tangible Balance Sheet Equity calculation**

| (in \$1,000's)           | Current<br>6/30/2005 | less<br>intangibles | plus<br>Additions | less<br>Subtractions | <b>Tangible Pro Forma</b> |
|--------------------------|----------------------|---------------------|-------------------|----------------------|---------------------------|
| Current Assets           | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| Fixed Assets             | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| Other Assets             | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| <b>Total Asset</b>       | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| Current Liabilities      | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| Term Liabilities         | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| <b>Total Liabilities</b> | #DIV/O!              |                     |                   |                      | #DIV/O!                   |
| <b>Equity</b>            | #DIV/O!              |                     |                   |                      | #DIV/O!                   |

Pro forma working capital position and liquidity

Compared to RMA industry standards,

The business will have adequate operating capital from \_\_\_\_\_

Pro forma equity position and solvency

Compared to RMA industry standards,

The business will meet the \_\_\_\_\_ % minimum pro forma equity requirement for an  existing or  startup business.

**FEASIBILITY & REPAYMENT ABILITY**

Feasibility study:

Management experience:

Industry trends -- strength & weakness:

Market -- supply/demand, competition, locational factors, & demographics:

Lease or contractual commitments:

Support from related enterprises:

PROJECT SUMMARY (Business & Industry and 9006 Program)

**Historical & Projected Income Statements**

| (in \$1,000's)   | 12/31/2002 | 12/31/2003 | 12/31/2004 | 6/30/2005 | RMA | Year 1  | Year 2  |
|--|------------|------------|------------|-----------|-----|---------|---------|
| <b>Gross Revenue</b>   |            |            |            |           |     |         |         |
| <b>CGS</b>   |            |            |            |           |     |         |         |
| Gross Profit   | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!   |     | #DIV/0! | #DIV/0! |
| Op'g & Other Exp   |            |            |            |           |     |         |         |
| <b>Net Profit</b>  | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!   |     | #DIV/0! | #DIV/0! |
| <b>Add Back</b>  |            |            |            |           |     |         |         |
| +Rent  |            |            |            |           |     |         |         |
| +Depreciaton   |            |            |            |           |     |         |         |
| Interest   |            |            |            |           |     |         |         |
| <b>Funds Available</b>   | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!   |     | #DIV/0! | #DIV/0! |
| <i>Debt Service Ability (comparing historical / projected Funds Available with projected Debt Service)</i> |            |            |            |           |     |         |         |
| New B&I Loan   |            |            |            |           |     |         |         |
| Continuing Debt  |            |            |            |           |     |         |         |
| <b>Debt Service</b>  |            |            |            |           |     |         |         |
| <b>Margin</b>  |            |            |            |           |     |         |         |
| Coverage   | #DIV/0!    | #DIV/0!    | #DIV/0!    | #DIV/0!   |     | #DIV/0! | #DIV/0! |

Historical trends:

Comparison with RMA industry averages:

Basis for projections:

Outlook:



**PROJECT SUMMARY (Business & Industry and 9006 Program)**

**COLLATERAL**

B&I Loan= \$ \_\_\_\_\_

| Type           | Description | Source | Value | Discount | Prior Liens * | Collateral Value |
|----------------|-------------|--------|-------|----------|---------------|------------------|
| RE             | 1st d/t on  | FMV    |       | %        |               |                  |
| RE             |             | FMV    |       | %        |               |                  |
| M&E            |             | Cost   |       | %        |               |                  |
| Inventory      |             | Book   |       | %        |               |                  |
| A/R            |             | Book   |       | %        |               |                  |
| <b>Total =</b> |             |        |       |          |               |                  |

**Total Loan-to-Value =** \_\_\_\_\_

**Coverage =** \_\_\_\_\_

\* Prior lienholders:

Key Person Life Insurance Proposed      Rationale

**LOAN SUPERVISION**

| <u>Level of Financials Proposed</u> | <u>FYE Date</u> | <u>Additional loan covenants needed</u> |
|-------------------------------------|-----------------|---|
|                                     | 12/31           |   |

**ENVIRONMENTAL**

| <u>Type of Environmental Analysis</u>                         | <u>Status</u>                        | <u>Studies Required</u>  | <u>Environmental concerns</u>                |
|---|--------------------------------------|--|--|
| <input type="checkbox"/> Categorical Exclusion (CE)           | <input type="checkbox"/> In Progress | <input type="checkbox"/> Archeological<br>Cost \$ _____<br>BA Cost \$ _____  | <input type="checkbox"/> None                |
| <input type="checkbox"/> Environmental Assessment (EA)        | <input type="checkbox"/> Completed   | <input type="checkbox"/> Historic Structures,<br>Buildings, Objects<br>Cost \$ _____   | <input type="checkbox"/> Mitigation Required |
| <input type="checkbox"/> Environmental Impact Statement (EIS) |                                      | <input type="checkbox"/> Flood Insurance Required<br>Cost \$ _____<br><input type="checkbox"/> TSQ Screening<br>Cost \$ _____<br><input type="checkbox"/> Phase I ESA<br>Cost \$ _____ |  |

Other Environmental Comments:

**PROJECT SUMMARY (Business & Industry and 9006 Program)**

**SUMMARY**

|                  |                   |
|------------------|-------------------|
| <u>Strengths</u> | <u>Weaknesses</u> |
|------------------|-------------------|

**RECOMMENDATION**

Approval is recommended subject to the attached draft conditions. \_\_\_\_\_  
B&I LOAN OFFICER NAME Date

**Use the following only if applicable to the project. Otherwise, delete them.**

**1% GUARANTEE FEE PROPOSAL**

This project appears to satisfy the criteria for a 1% fee, subject to the approval of the RBS Administrator:

| <u>RD Instruction 4279-B, § 4279.107 criteria</u> | <u>B&amp;I Project</u>               |
|---|--------------------------------------|
| <b>High Impact Business</b>                       | 20%+ sales in international markets  |
|   | Industry not now present in area     |
|   | High value products & services       |
|   | Provides market for local businesses |
|   | Locally owned & managed              |
| <b>Hard Hit Community</b>                         | Natural resource value-added product |
|   | Job deterioration                    |
|   | Natural disaster                     |
| Structural change in economic base                |                                      |

**90% GUARANTEE PROPOSAL**

This project appears to satisfy the criteria for a 90% guarantee, subject to the approval of the RBS Administrator:

| <u>RD Instruction 4279-B, § 4279.119(b) criteria</u>                                   | <u>B&amp;I project</u> |
|--|------------------------|
| Project is a high-priority project   |                        |
| Loan will not be made <u>and</u> project will not be completed without a 90% guarantee |                        |