

City of Plymouth and Plymouth Economic Development Corporation (PEDC) Covid - 19 Small Business Financial Support Guidelines and Procedures

Purpose To provide recovery funding for small businesses in Plymouth, Indiana affected by the 2020 Covid -19 Pandemic. Any funds used to support this program and repaid will become part of the Plymouth Economic Development Corporation's (PEDC) Small Business Revolving Loan Fund to support small businesses in Plymouth, Indiana.

Process Business applicants will initiate an application for funds through the Plymouth Economic Development Corporation by submitting required documents within the published timeline and through the published procedures. Documentation may include, but not be limited to:

Profit/Loss Summary for 2019 Personal Credit Report Report showing income reduction from sales for the months of March 2019 thru May 2019 and March 2020 thru May 2020

Brief summary of owners' business rejuvenation plan Documentation showing no property tax liens or judgements Any information related to an application for and the awarding of the SBA Payroll Protection Program and Economic Injury Disaster Loan

A Loan Review Committee approved by the PEDC Board will approve or deny requests after a review of all documentation and a comparison to predetermined qualification criteria.

The Review Committee may meet in person, by conference call, or a web based meeting. A quorum will consist of one more than 50% of the loan committee. A simple majority (51%) of those members voting shall be necessary to approve, deny, or table an application. Any tied vote will be considered a tabled application.

Upon approval of a grant or loan a representative appointed by the PEDC Board will perform due diligence which may include title searches, UCC searches, or any other loan generation process, prepare the promissory note, loan agreement, security agreement and/or collateral documents, guaranty agreements, etc. and perform a loan closing. If necessary a processing fee of \$100 may be charged the client to be used for these administrative expenses.

Eligibility Criteria

1. Business must be located in Plymouth, Indiana.
2. Businesses must have no more than 25 employees.
3. Businesses must not be a national chain or franchise.

Loan Conditions - All Awards are at the discretion of the Loan Committee

There are two levels of awards in this program.

The first is a grant of \$2500 with no repay requirement. The second is a loan of no less than \$3,000 and no more than \$10,000.

A loan will be granted at a 0% interest rate with a 6 month deferred first payment from loan initiation.

The term of the loan will be determined by the loan committee There are not prepayment penalties Borrower agrees to meet with the Loan Committee or a member for consistent development and progress consultations.

Potential Use of Funds May Include, But Not Be Limited To

Employee retention, payroll expenses, salaries,
etc. Rent/mortgage payment Purchase of
Equipment Furnishings/Supplies/Raw
Materials/Inventory Technical/Professional Support
Other (must be specified in the application)

Prohibited Use of Funds

For personal use

For personal debt

Confidentiality of Personal Information

As personal, financial, and perhaps other personal information will be included in the loan application, it is imperative that careful control of personal and confidential information is done. Indiana Code 5-14-3 Access to Public Records, clearly states that those records are excepted from disclosure requirements. Those types of records could include, but not be limited to employer identification, confidential financial information, trade secret records, etc.

The Loan Review Committee strives to provide equal credit opportunity and will make every effort to ensure nondiscrimination with respect to race, color, national origin, disability, sex,

sexual orientation, gender identity, religion, age, low income status, limited English proficiency, or familial status.