

**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
LENDING/COLLECTION POLICY AND PROCEDURES**

Amended: June 3, 2010,  
September 6, 2012  
Amended 11/6/14  
Amended 3/5/15  
Amended 12/3/15  
Reviewed 10/1/20

**1. GENERAL STATEMENT**

The Jefferson County Industrial Development Agency (JCIDA) functions, among other activities, as a lending institution, making loans for economic development purposes to qualified applicants. Loan procedures will be reviewed periodically to insure that all rules and regulations are being complied with.

The JCIDA will review applications for need of JCIDA funds, appropriateness of project and ability to attain the stated goals.

The Board of Directors (BOD) has the ability to approve exceptions to the lending policy in order to enhance the agency's ability to stimulate economic development and help spur job creation/retention.

**2. LENDING AREA**

The loans will be made to businesses and industries situated in or having a significant positive economic impact in Jefferson County.

**3. TYPES OF LOANS**

The JCIDA may lend funds to businesses and/or non profit entities for the following purposes:

Business/real estate acquisition  
Working Capital  
Fixed assets  
Inventory

There must be a positive economic benefit to Jefferson County as defined by:

- a. job creation
- b. job retention
- c. community redevelopment
- d. community enhancement
- e. generate positive net cash flow as defined by businesses that generate a substantial portion of their revenue from sales outside the County

**4. DESCRIPTION OF LOAN PROGRAMS**

Currently, the JCIDA oversees three loan programs. These programs are defined in Exhibit A.

## **5. EQUITY CONTRIBUTION OF BORROWER**

A minimum equity contribution of 10% of the total eligible project costs is required of the Borrower. The equity contribution required for a start-up business may be greater, depending upon the circumstances. The equity contribution can be in the form of cash or substantial equity in collateral being offered.

## **6. INTEREST RATES AND REPAYMENT TERMS**

Interest rates on the JCIDA loans will be determined by the Board of Directors. The interest rates will generally range from prime minus 3 to prime plus 2 and will generally be on fixed rate basis adjusted every 5 years, when applicable. Recommendations will be made to the Loan Review Committee for applicable loans. Repayment terms for real estate loans will generally range from 10 to 20 years; repayment terms for machinery and equipment purchases will generally range from seven to 10 years. Each RLF and Microenterprise loan will include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.

## **7. CLOSING FEES**

The Borrower shall pay all costs connected with the issuance of the loan.

Specific fees are outlined in Exhibit A for each loan program.

## **8. DOCUMENTS**

The JCIDA will require the completed written business plan and application to include three years of personal financial statements, three years of tax returns and/or business financials. Closing documents necessary to perfect its security interest are required by its commitment letter to fully comply with all Federal regulations and will include personal guarantees.

## **9. RESPONSIBILITY OF LOAN REVIEW COMMITTEE**

The Chairman will appoint up to three representatives of the Board to serve on this Committee for the purpose of initially determining the eligibility of a prospective loan and analysis of the application for presentation to the Board. Upon completion of this analysis the committee will provide a recommendation to the Board at the next scheduled meeting.

## **10. RESPONSIBILITY OF BOARD OF DIRECTORS**

The Board will maintain an active Loan Review Committee. The Board will act on the recommendations of the Committee at their regular scheduled meetings. The Chief Executive Officer will prepare a letter advising the Borrower of the Board's decision. If approved, the letter, among other things, will set forth the general and specific terms and conditions under which the JCIDA is willing to grant the loan; such as the interest rate, repayment period, expected collateral, etc. The letter will also advise the proposed Borrower that he will be obligated to pay all costs incurred by the JCIDA in connection with his application, even if the loan does not close as expected. The letter must include an acceptance of the letter within two weeks. The offer shall expire in 120 days from the date of the letter allowing a reasonable time

for the proposed Borrower to meet the terms and conditions of the loan. An extension of the letter must be approved by the Board of Directors. For JCIDA loans for projects which will have construction financing, the commitment shall be for the anticipated construction period plus two months, and the construction must start within 180 days. An extension of the commitment must be approved by the Board of Directors. The Chief Executive Officer will present to the Board a written report of all delinquent accounts for the Board's review.

## 11. COLLECTION PROCEDURE

The following collection policy will be administered by the JCIDA:

### A. 15 days delinquent

When a loan is 15 days delinquent, a late payment notice is sent by the staff to the Borrower requesting the loan be brought current or may otherwise be placed in default.

### B. 30 days delinquent

When a loan is 30 days delinquent, a telephone call is made to the Borrower from the JCIDA staff in order to define the reason for the delinquency. The regular monthly billing is sent to the Borrower, which will include two months payment due plus a late fee, as stated in the Note. A second delinquent letter will be sent requesting the loan be brought current as is subject to be placed in default. **The JCIDA Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of the default letter.**

### C. 60 days delinquent

A third delinquent letter will be sent demanding the loan be brought current immediately; otherwise, the loan is subject to being placed in default and will be turned over to JCIDA attorney within a certain period of time. At this time, the staff will determine the best collection course to pursue.

## 12. REPORTS TO BE KEPT

The original loan documents should be kept in the Office of the JCIDA. In addition to these, the following reports are to be kept and updated as needed:

1. current financial reports ó updated annually
2. evidence of insurance (includes hazard insurance and flood insurance, if required by the loan documents) ó updated annually
3. UCC-1 Financing Statements ó updated every five years
4. Annual Employment Report
5. Periodic site visits
6. Annual financial statements and/or personal financial statements and tax returns

It is the responsibility of the JCIDA staff to attempt to receive and update the above documents.

### **13. ENVIRONMENTAL RISK CONSIDERATION**

To reduce the JCIDA's potential liability the JCIDA will require Environmental Site Assessments which satisfy the standards set forth by the United States Environmental Protection Agency's "All Appropriate Inquiry" Final Rule, 40 C.F.R. Part 312.

### **14. APPRAISALS**

The loan amount cannot exceed the appraisal of real estate or equipment unless approved by the Board. All real estate loan requests will require an acceptable appraisal report determined by the loan review committee.

### **15. RESERVE FOR BAD DEBT**

The Revolving Loan Funds Allowance for Bad Debt will be adjusted annually at fiscal year end. Such adjustment will be a percentage of outstanding Accounts Receivables based on the historical average percentage of Accounts written off over the last three years.

At the discretion of the Board of Directors, any individual Loan may be deemed Non-Performing and an additional adjustment may be made to the Reserve.

EXHIBIT A

**JCIDA Loan Programs**

**Jefferson County Industrial Development Agency (JCIDA)  
Microenterprise Loan Fund**

- Purpose:** The loan fund targets small businesses to create and retain job opportunities, for low to moderate-income residents, in all sectors of the local economy. The program provides equal access to public loan funds and stimulates small business development activity, through start-up and expansion projects.
- Area of Availability:** Businesses in Jefferson County.
- Eligible Activities:** Business owners must be income eligible or plan to create jobs that will be held by income eligible individuals.
- Employment Eligibility:** Businesses having five (5) or less employees including the owner(s).
- Funding Uses:** Acquisition of machinery and equipment, working capital, furniture, fixtures, and real property.
- Funding Limitations:** Loans can be up to \$40,000 (including any amounts provided for technical assistance), and will not exceed 40% of total project costs, which ever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$120,000.
- Equity Participation:** Equity participation of at least ten (10) percent of the total project costs.
- Interest Rate:** Generally, interest rates range from Prime minus 3% to Prime plus 2%. Rates determined on a project specific basis and reviewed after five years.
- Repayment Terms:** Amortization of the loan shall not exceed 12 years. The loan will be amortized over a 12 year period to include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.
- Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter.
- Loan Fund Requirements:** Start up business owners (20% or more ownership) are required to participate in the Entrepreneur Training Course provided by the New York State Small Business Development Center [sbdc@sunyjefferson.edu](mailto:sbdc@sunyjefferson.edu) within one year of the loan closing and provide the JCIDA with a certificate of completion. If the business owner does not meet the requirement within one year of loan closing, the loan will default to the default interest rate as it states in the Note.
- Existing business owners may be required to participate in the Small Business Development Center classes.

**Jefferson County Industrial Development Agency (JCIDA)  
Microenterprise Loan Fund – Cont.**

**Application Deadline:** Must be submitted by the fifteenth day of the month and will be reviewed by the board on the first Thursday of the following month.

**Fees:** Application fee of \$100.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any loan modification request is due at the time of request.

**Point of Contact:** Lyle Eaton  
800 Starbuck Avenue, Suite 800  
Watertown, NY 13601  
315-782-5865

**Jefferson County Industrial Development Agency (JCIDA)  
Revolving Loan Fund (RLF)**

**Purpose:** The loan fund targets manufacturing and eligible service businesses.

**Area of Availability:** Businesses in Jefferson County.

**Eligible Activities:** Manufacturing businesses either start-up or expanding; however, deviation for service based businesses will be addressed on a case by case basis. Also, entities that will enhance the community and economic development initiatives of the County.

**Employment Eligibility:** None.

**Funding Uses:** Fixed assets, working capital and inventory.

**Funding Limitations:** Loans generally range from \$25,000 to \$250,000 or 40% of the total project costs, whichever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$500,000.

**Equity Participation:** Equity participation of at least ten (10) percent of the total project costs.

**Interest Rate:** Generally, interest rates range from Prime minus 3% to Prime plus 2%. Rates determined on a project specific basis and reviewed after five years.

**Repayment Terms:** Loans shall be amortized as follows: Working capital 6 up to five (5) years; Equipment 7 to 10 years; and Real Estate 10 to 20 years. The loan will include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.

Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter.

**Application Deadline:** Must be submitted by the 15<sup>th</sup> day of the month.

**Jefferson County Industrial Development Agency (JCIDA)  
Revolving Loan Fund (RLF) – Cont.**

**Fees:** Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request.

**Point of Contact:** Lyle Eaton  
800 Starbuck Avenue, Suite 800  
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315-782-5865

## Watertown Economic Growth Fund (WEGF)

<b>Purpose:</b>	The loan fund targets eligible businesses in all sectors.
<b>Area of Availability:</b>	Businesses located within the Watertown City Limits.
<b>Eligible Activities:</b>	All business sectors are eligible to apply.
<b>Employment Eligibility:</b>	None.
<b>Funding Uses:</b>	Fixed assets and working capital.
<b>Funding Limitations:</b>	Limited to a maximum of 40% of the total project costs or \$250,000 whichever is less.
<b>Equity Participation:</b>	Equity participation of at least ten (10) percent of the total project costs.
<b>Interest Rate:</b>	Rates are determined on an individual project basis and reviewed after five years.
<b>Repayment Terms:</b>	<p>Loans shall be amortized as follows: Working capital - up to five (5) years; Equipment 7 to 10 years; and Real Estate 10 to 20 years. The loan will include a balloon payment at the end of a five (5) year period equal to the remaining principal and interest charges.</p> <p>Applicant agrees to provide timely repayment of any loan associated with this application according to the terms and conditions found in Loan Documents and as agreed to by participating parties. Staff reserves the right to submit any delinquency to a nationally accredited Credit Reporting Agency if a delinquency has not been cured within 30 days following transmittal of a default letter.</p>
<b>Application Deadline:</b>	Must be submitted by the 15 <sup>th</sup> day of the month.
<b>Fees:</b>	Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request.
<b>Point of Contact:</b>	Lyle Eaton 800 Starbuck Avenue, Suite 800 Watertown, NY 13601 315-782-5865