



# BUSINESS LOAN APPLICATION INSTRUCTIONS

**\*\*PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING\*\***

Applications will be processed in the order they are received. Completed applications will be reviewed by the loan review committee, who will make a recommendation (along with loan terms and provisions) to the Region XII Development Corporation Board, who will make a final approval or denial. **A non-refundable application fee of 0.5% of the loan amount must be submitted with the completed application. A 1.0% closing fee will be collected at closing time.** Submit the completed and signed application and all required attachments. Incomplete applications will not be reviewed until all sections are complete and all required information is submitted. The following items make up the application packet:

**SECTION 1.** All applications must be sponsored by an organized economic development group. In many cases, this will be one of the county economic development organizations, although applications may be sponsored by local (community) economic development groups as well. All applications must be signed by an authorized representative of the economic development group.

**SECTION 2.** Complete all sections regarding business information including full legal name, address, Federal Employer Identification number, etc. NAICS codes can be found at [www.naics.com](http://www.naics.com). Applications must be signed by an authorized representative of the business applying for funds. **\*\*IMPORTANT\*\***: The Federal government requires that all loan applicants for Federal assistance have a Unique Entity ID. Because Region XII's Revolving Loan Fund includes Federal Funds, Unique Entity ID's are required for all RLF applicants. It is a twelve-digit identification number provided by SAM.gov that validates an organization's name and address. Business owners can request a Unique Entity ID for **FREE** by completing an online application. Please visit [www.SAM.gov](http://www.SAM.gov) and follow the instructions below:

1. Click the "Get Started" link under Register Your Entity or Get a Unique Entity ID
2. Click the "Get Started" link again & then ACCEPT
3. Click "Create an Account"
4. Proceed with answering their questions. **Obtain a Unique Entity ID ONLY. Registration is NOT required.**

**SECTION 3.** A primary goal of the RLF program is to increase employment opportunities and stabilize existing jobs in the region. Provide detailed information on the current (if a business expansion) jobs and projected jobs created as a result of the project, including wages and benefits.

Describe the security being offered for the RLF loan (i.e., 2<sup>nd</sup> Mortgage, 1<sup>st</sup> lien on equipment, etc.). Please note that the loan review committee may require alternate or additional security from that offered by the applicant.

**SECTION 4.** Provide detailed information on the budget for the project. Additional sheets may be attached if necessary. Include detailed information on the sources and terms of all funds in the project. Applicants may propose specific loan terms (Section 4.3) on an RLF loan, although the actual terms extended if a loan is approved may vary after review by the loan review committee.

**SECTION 5.** Complete and sign all required forms. Attach additional required items per instructions.

**\*\*APPLICATIONS ARE DUE TO REGION XII DEVELOPMENT CORPORATION  
NO LATER THAN THE 25<sup>TH</sup> OF EACH MONTH.\*\***

This institution is an equal opportunity provider, employer and lender. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)



# REGION XII

## DEVELOPMENT CORPORATION

1009 East Anthony St., PO Box 768  
 Carroll, Iowa 51401  
 (712) 792-9914 • FAX (712) 792-1751

<i>FOR OFFICE USE ONLY</i>	
DATE RECEIVED: _____	STAFF: _____
COMMITTEE REVIEW: _____	BOARD: _____
PROJECT NUMBER: _____	
FUND: _____	

## BUSINESS LOAN APPLICATION

PLEASE TYPE OR PRINT

SECTION 1. SPONSOR INFORMATION			
All applications must be sponsored by a recognized Economic Development Organization, including local, County-wide, or multi-County groups.			
SPONSOR			
ADDRESS			
CITY/STATE		ZIP CODE	
CONTACT PERSON NAME		PHONE NUMBER	
SIGNATURE		E-MAIL	

SECTION 2. APPLICANT INFORMATION			
BUSINESS NAME			
FED. ID #			
UNIQUE ENTITY ID			
INDUSTRY NAICS CODE			
ADDRESS			
CITY/STATE		ZIP CODE	
CONTACT PERSON		E-MAIL	
PHONE		FAX	
I, the undersigned, hereby give permission to Region XII Council of Governments to research the company's history, make personal credit checks for major shareholders, contact the company's financial institution(s), and perform any other related activities for the reasonable evaluation of this project and the financial information contained herein.			
TYPED NAME COMPANY OFFICER		DATE	
SIGNATURE			

**\*\*Note\*\*** A Non-refundable Application Fee of 0.5% of the loan amount requested is due at the time this application is submitted and a closing fee of 1.0% will be collected at closing. Loans will not be scheduled for review until the application fee is received.

**\*\*APPLICATIONS MUST BE SUBMITTED NO LATER THAN THE 25<sup>TH</sup> OF EACH MONTH.\*\***

**SECTION 3. EMPLOYMENT & JOB CREATION INFORMATION**

**3.1** Current Employees

Full-Time:	Part-Time:

**3.2** How many new employees will the company hire in future years as a result of this project?

	Full-Time	Part-Time
New jobs in first year:		
New jobs within first two years (total, including year one):		
Total new jobs within 5 years:		

**3.3** Will any current employees lose their job if this project does not proceed? If so, provide the number of employees and a detailed explanation of why the job will be lost.

**3.4** What is the projected hourly wage or annual salary for each new employee? Explain fully in detail, including wage information on different job classifications if necessary.

**3.5** What type of security (i.e., mortgage, UCC-1 filing, automobile lien, etc.) and what position (first, second etc.) will the business provide to Region XII to secure this loan if financing is approved?

Is any employee, officer, director, or controlling group of Region XII Council of Governments or Region XII Development Corporation an officer, director, or holder of any direct or indirect pecuniary interest in the business?\*

NO
  YES *(explain below):*

*\*\*Lists of these persons will be provided upon request.*

**SECTION 4. PROJECT BUDGET (SOURCES AND USES OF FUNDS)**

**4.1 Project Costs (Uses of Funds)**

A. Building or property acquisition	\$	_____
B. Building construction or remodeling	\$	_____
C. Machinery/Equipment	\$	_____
D. Working Capital (inventory, operation, startup costs, etc.)	\$	_____
E. Job Training	\$	_____
F. Other (Specify below):		_____
_____	\$	_____
_____	\$	_____
<b>TOTAL PROJECT COSTS (TPC)</b>		<b>\$</b> _____

**4.2 Proposed financing sources (Sources of Funds):**

A. Cash/Equity (Minimum 10% of Total Project Cost)	\$	_____
B. Bank: Term Loan	\$	_____
C. Bank: Line of Credit	\$	_____
D. State Assistance (Grants, Loans, Tax Credits, etc.)	\$	_____
Explain: _____		
E. Other (Specify below):	\$	_____
_____		
<b>F. Revolving Loan Fund Amount Requested:</b>	<b>\$</b>	_____
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$</b> _____

**4.3 Financing Terms:**

RLF Request Amount (from 4.2-F above)	\$	_____
Interest Rate		_____ %
Term Length (number of years, balloon, etc.)*		_____
Payment Amount	\$	_____
Other terms (explain):*		_____
_____		
Bank Financing Amount (from 4.2-B above)**	\$	_____
Interest Rate		_____ %
Payment Terms (monthly, quarterly, etc.) Number of Payments		_____
Payment Amount**	\$	_____
Other terms (explain)		_____
_____		
<b>TOTAL MONTHLY DEBT SERVICE</b> (all payments, including RLF, bank, etc.)		<b>\$</b> _____

\*Loans may be offered with different terms than those requested.

\*\*If multiple bank loans are involved, please include additional sheets detailing each loan, and enter combined payment amounts on this page.

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## SECTION 7. ATTACHMENTS

### READ CAREFULLY AND INCLUDE ALL ATTACHMENTS

**\*\*Incomplete applications will not be reviewed.\*\***

#### **Attached forms required for all applicants**

\_\_\_\_\_ **Non-refundable Loan Application Fee (0.5% of loan amount requested). 1.0% closing fee will be collected at closing.**

\_\_\_\_\_ Data Collection Form *Region XII Development Corporation is required by the Federal Government to request ethnic, racial, and gender information from applicants for financial assistance. This information will be kept strictly confidential and will have no bearing on the review of your application. Please provide the requested information for all owners. If there are multiple owners, please submit one form for each owner.*

\_\_\_\_\_ Personal Financial Statements **AND** attach Tax Returns for 2 years of stockholders/owners with greater than 20% ownership interest in the business. Click [HERE](#) to access Personal Financial Statement document.

#### **Additional documents required with the application**

\_\_\_\_\_ Business Plan - at a minimum please include the following:

- Description and history of the business
- Detail the proposed project for which funding is being requested
- Brief Timeline for the proposed project. If the project has started, please explain
- Description of the project costs. Include details on specific equipment, inventory, etc.
- Analyze target market and competition
- Explain your marketing and sales strategies
- Background of owners and/or management if resume not provided.

\_\_\_\_\_ Current P&L and Balance sheet **AND** past three years of tax returns *(if existing business)*

\_\_\_\_\_ Letter of commitment or credit denial from private financing source (bank)

\_\_\_\_\_ Income Statement projections for the next three years with Notes & Assumptions

\_\_\_\_\_ Detailed cost estimates of construction, machinery/equipment, etc.

\_\_\_\_\_ Resumes of principals or detailed history of employment in business plan

\_\_\_\_\_ Stockholder list *(List Percentage of Ownership for Each Owner)*

#### **Additional Items to include if completed and applicable**

\_\_\_\_\_ Copy of lease or purchase agreement

\_\_\_\_\_ Independent appraisal of the property involved *(if purchase is part of the project)*

\_\_\_\_\_ Copy of deed to the property involved *(if purchase is part of the project)*

\_\_\_\_\_ Franchising agreements

\_\_\_\_\_ Other attachments (describe):

\_\_\_\_\_  
\_\_\_\_\_

# DATA COLLECTION FORM

## IMPORTANT NOTICE TO ALL APPLICANTS FOR ASSISTANCE

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observations or surname. The information on this page will not be used in evaluating your application or to discriminate against you in any way. The information on this sheet will be kept strictly confidential. Please note that this sheet will be removed from the application prior to distribution of application materials to Loan Review Committee members.

<b>Business Name:</b>	
<b>Owner Name :*</b>	

*\*\*If the business seeking assistance is owned by more than one individual, please provide the following information for each individual owner.*

I DO NOT WISH TO PROVIDE THIS INFORMATION.

*NOTE: MARK ONLY ONE BOX PER SECTION*

RACE	ETHNICITY	GENDER
<input type="checkbox"/> ASIAN		
<input type="checkbox"/> WHITE		
<input type="checkbox"/> BLACK OR AFRICAN-AMERICAN	<input type="checkbox"/> HISPANIC OR LATINO	<input type="checkbox"/> MALE
<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE	<input type="checkbox"/> NON-HISPANIC OR LATINO	<input type="checkbox"/> FEMALE
<input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER		NONBINARY

*FOR OFFICIAL USE ONLY*

INFORMATION COMPLETED BY:     Applicant     Region XII Staff: \_\_\_\_\_