



# City of Pocahontas

## Revolving Loan Fund Application

### I. BASIC INFORMATION

Name of business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business contact person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 Federal Tax ID #: \_\_\_\_\_ ( or Social Security # if a sole proprietorship)  
 D & B DUNS #: \_\_\_\_\_  
 Assessors Parcel # (required): \_\_\_\_\_

Proposed Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other contact(s)/application assistance providers:

Name	Telephone #
_____	(____) _____
_____	(____) _____
_____	(____) _____

Type of business:  
 \_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Corporation    \_\_\_\_\_ L.L.C.    \_\_\_\_\_ Partnership

Have you ever filed personal or corporate bankruptcy? Yes\_\_\_ No\_\_\_ If yes, please explain

\_\_\_\_\_

### II. NATURE OF THE LOAN REQUEST

Amount of loan request \$ \_\_\_\_\_ Total project cost \$ \_\_\_\_\_  
 New business \_\_\_\_\_ Business expansion \_\_\_\_\_  
 # of existing jobs \_\_\_\_\_ # of jobs created \_\_\_\_\_ # of jobs retained \_\_\_\_\_  
 Average wage per hour \_\_\_\_\_

### III. FINANCING PURPOSE AND SOURCES

Purposes for which funds are to be used	IRP RLF	Bank #1	Bank #2	Other #1 (Specify)	State of IA (Specify)	New Equity	TOTAL
Property Acquisition	_____	_____	_____	_____	_____	_____	_____
Site Improvements	_____	_____	_____	_____	_____	_____	_____
Building Renovation	_____	_____	_____	_____	_____	_____	_____
New Construction	_____	_____	_____	_____	_____	_____	_____



Machinery & Equipment	_____	_____	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____	_____	_____
Inventory	_____	_____	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

**IV. FINANCING TERMS AND CONDITIONS**

	RLF	Bank #1	Other #1 Bank #2	Other #2 (Specify)	State of IA (Specify)	Equity	TOTAL
Amount	_____	_____	_____	_____	_____	_____	_____
% of Project Costs	_____	_____	_____	_____	_____	_____	_____
Term (years)	_____	_____	_____	_____	_____	_____	_____
Interest Rates	_____	_____	_____	_____	_____	_____	_____
Debt Service	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:							
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:							
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____

Participating Bank #1: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Participating Bank #2: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Other Lender #1: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Other Lender #2: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

**V. QUESTIONS**

- A. Will you agree to make a conscientious effort to hire your employees from this area when possible, paying particular attention to displaced farm families, the underemployed and the unemployed in the county? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Will any current employees lose their jobs if this project is not approved? Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Explain why our assistance is needed and why it is not feasible to obtain assistance elsewhere (i.e. specific reasons why the project could not be or would not be accomplished without our assistance).



D. Is this company willing to give preference in hiring to low and moderate income persons Yes\_\_\_\_\_ No\_\_\_\_\_

E. Are you related to any current or former member of the City of Pocahontas City Council, current or former officer of the City of Pocahontas, Loan Review Committee member, or the Development Finance Director of the City of Pocahontas? Yes\_\_\_\_\_ No\_\_\_\_\_

F. Ownership: All owners of at least 20% or more the applicant's business

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

G. Have any of the persons listed above ever been charged with or convicted of any criminal offenses, other than a minor motor vehicle violation? Yes\_\_\_\_\_ No\_\_\_\_\_

H. Has the applicant or any person listed above had any credit problems in the last 5 years? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, please explain:

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

I. What other Pocahontas County companies could be considered your competitors?

Who are your regional competitors?

J. What is the business' financial contribution to the project? Explain:

K. Do current or proposed business operations generate solid or hazardous waste? Yes\_\_\_\_\_ No\_\_\_\_\_



- L. Are underground tanks (whether or not in current use) for the storage of petroleum products, agricultural or other chemicals, waste oil, or other liquid waste, or any other inflammable, corrosive, reactive, or explosive liquid or gas located on the business site? If yes, please explain:
  
- M. Will you be storing above ground liquid gas or an inflammable, corrosive, reactive, or explosive solid, in tanks or otherwise for any length of time or any purpose on or about your business premises? If yes, please specify:
  
- N. Will any part of the project take place in a 100-year flood plain? If yes, please explain:
  
- O. Are you currently in default on any loan payments or are there mechanic's liens filed against your company? If yes, specify:

#### **IV. BUSINESS PLAN OUTLINE**

- A. **Executive Summary of the Company and the Project**
- B. **Brief History of Business**
  - 1. Describe the past operation of the business and/or the events leading to its creation
  - 2. Current or proposed ownership
  - 3. Number of employees; average wage; benefit and training package
- C. **Market Analysis and Strategy**
  - 1. Description of current buyers and target markets (provide verification of purchase orders, contracts, etc., which relate to reasons for the loan request)
  - 2. Competition
  - 3. Pricing
  - 4. Distribution
  - 5. Advertising
  - 6. Sales Promotion
- D. **Products**
  - 1. Description of product line



2. Proprietary position of patents, copyrights, legal and technical considerations
3. Comparison to competition

**E. Manufacturing Process**

1. Materials
2. Production methods

**F. Describe the Project**

1. Describe the project to be undertaken & timeline
2. Has the project started? If yes, please explain
3. Breakdown the number of new employees to be hired within next 24 months including average wage
4. Include construction blueprints and/or a list of equipment to be purchased as part of the project. If contractor, architect, or equipment vendor have been selected, please include information on that business.

**IV. OTHER REQUIRED DOCUMENTATION**

**A. Financial Statements**

1. Sources or uses statement for the project
2. Monthly cash flow analysis for next 12 months (if the business suffered a loss in the past three years of operation include cash flow analysis for the next 24 months)
3. Profit and loss statement: last three years and current quarter, plus two-year projection.
4. Balance sheet: last three years and current quarter, plus two-year projection.
5. Schedule of existing business debt including outstanding balance, interest rate, term, maturity date, and collateral on all existing debt. (Attachment C)

**B. Statement of Proposed Collateral**

A detailed list of all collateral offered, its value, and security position by funding source.

**C. Resumes and Personal Financial Statements**

Include resumes of all principals as well as current, dated, and signed personal financial statements on all principals with a significant financial interest in this business. Must be dated no more than 90 days prior to application. (Attachment B)

**D. Commitment Letters**

Include commitment letters from banks or others which state the terms and conditions of their participation.



**E. Affiliates**

Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years on such affiliates or subsidiaries.

**F. Appraisals/Proposed Lease/Purchase Options or Agreements**

An independent appraisal will be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed leases(s), purchase options or agreements, or any other financial arrangements including, but not limited to, quotations, contracts, orders, invoices, sales agreements, and documentation.

**G. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency;** include minutes of the corporate meeting adopting this certification, where Applicable.

**H. Miscellaneous Documentation**

1. Copy of last three years submitted business income tax statement
2. Copy of last three years submitted personal income tax statement for all owners, partners, and stockholders with at least 20% or more ownership in the business
3. Articles of Incorporation (or Organization if L.L.C.)
4. Bylaws
5. Written verification from primary lender that project could not be funded from commercial sources—either due to underwriting guidelines, rates, and/or term.
6. Evidence of payment of last quarters payroll tax
7. Evidence of Worker’s Compensation insurance coverage
8. All businesses must complete an employment form (Attachment A)
9. Breakdown of proposed cost with written estimates from contractors or suppliers. Purchase agreements, when applicable
10. Copy of business license; if applicable
11. Map showing location of proposed project



**CERTIFICATION TO BE SIGNED BY APPLICANT**

The undersigned, duly authorized officers of Applicant, hereby certify that the filing of this application was duly authorized by its Board of Directors (or governing body), that the statements made in the foregoing application and in all exhibits and documents submitted in connection therewith are true and correct to be the best information and belief of the undersigned and are submitted as a basis for the loan.

Likewise, the undersigned has willfully furnished this confidential information to the City of Pocahontas for the purpose of applying for a loan. I understand that this information will be reviewed by RLF staff. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee and the City of Pocahontas Board of Directors. I further authorize RLF staff to be in contact with those individuals and institutions involved in the proposed project.

Likewise, the undersigned has agreed for a credit check to be obtained as a formal process in the loan application. Credit checks will be completed by Citizens State Bank in Pocahontas on behalf of the RLF and the City of Pocahontas.

In addition, the undersigned also acknowledges that the loan applicant will be responsible for all "out of pocket" expenses such as, but not limited to, attorney fees, abstract charges, filing fees, appraisals and environmental reviews.

**NAME OF APPLICANT**

\_\_\_\_\_  
(Individual, general partner, trade name, corporation, or political subdivision)

By \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Attest by \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_



RIGHT TO FINANCIAL PRIVACY ACT OF 1978

-NOTICE-

This Act is designed to protect your right to financial privacy. This is notice to you, as required by the Right to Financial Privacy Act of 1978, of the City of Pocahontas' access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institution participating in this loan or loan guaranty in connection with your loan application. The law provides that the access rights continue for the term of any approved loan without further notice as long as the City of Pocahontas retains any interest in the loan.

ACKNOWLEDGMENT

I (We) certify that I (we) have read this notice and that I (we) have been given a copy of it.

Business Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_

Proprietor, Partners, Principals and Guarantors

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)



**NONDISCRIMINATION STATEMENT**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

\*\*\*IMPORTANT NOTICE\*\*\*

The following information is requested by the Federal Government for certain types of loans and grants, in order to monitor compliance with civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that a program recipient may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this program representative is required to note race/ethnicity on the basis of visual observation or surname."

\_\_\_\_\_ I do not wish to furnish this information.

**Ethnicity:**

- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ Not Hispanic or Latino

**Gender:**

- \_\_\_\_\_ Male
- \_\_\_\_\_ Female

**Race: (Mark one or more)**

- \_\_\_\_\_ White
- \_\_\_\_\_ Black or African American
- \_\_\_\_\_ American Indian/Alaska Native
- \_\_\_\_\_ Asian
- \_\_\_\_\_ Native Hawaiian or other Pacific Islander

Information provided by:

Borrower \_\_\_\_\_  
Lender \_\_\_\_\_



## STATEMENT OF UNDERSTANDING

I understand that my application to the City of Pocahontas Revolving Loan Fund will be reviewed, in its entirety, by the Loan Review Committee. I understand that I am providing information including, but not limited to:

- Income tax information
- Social Security Number
- Private financial information

This information, in conjunction with other required documents can be reviewed by the Loan Review Committee at any time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## ADMINISTRATION FEES

I understand that, upon approval, I will be charged a 1% administration fee which must be rendered at the time of loan closing. I also understand that I will be charged (if applicable) for any professional fees associated with my loan application including but not limited to: attorney, engineer, recorder, appraiser, and/or accountant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



AGREEMENT TO CREDIT CHECK

Name of business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Spouse (if joint): \_\_\_\_\_

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employments:

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

Any questions or concerns may be addressed to:  
**Eric List**  
City of Pocahontas Economic Development Director  
23 West Elm Avenue  
P.O. Box 69  
Pocahontas, IA 50574  
712-335-4841  
Fax – 712-335-4482  
[pokyed@evertex.net](mailto:pokyed@evertex.net)



AGREEMENT TO INSURE ASSETS / LOSS PAYEE

Are you pledging equipment as collateral for your loan? \_\_\_\_\_ YES \_\_\_\_\_ NO

I acknowledge that it is my responsibility to contact the insurance company that will be insuring the assets I am pledging as collateral and list the City of Pocahontas as the loss payee. Contact information for listing the City of Pocahontas as loss payee is:

City of Pocahontas  
23 West Elm Avenue  
PO Box 69  
Pocahontas, IA 50574

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Any questions or concerns may be addressed to:  
**Eric List**  
City of Pocahontas Economic Development Director  
23 West Elm Avenue  
P.O. Box 69  
Pocahontas, IA 50574  
712-335-4841  
[pokyed@evertek.net](mailto:pokyed@evertek.net)