

ALGONA MUNICIPAL UTILITIES

REVOLVING LOAN FUND APPLICATION

I. BASIC INFORMATION

Name of Business: _____
Address: _____
City: _____
Business Contact Person: _____ Phone: _____
DUNS #: _____
Federal Tax ID (Social Security # for Sole Proprietorship): _____

Other contact(s)/application assistance providers:

Name: _____ Telephone: _____

Type of business:

- Sole Proprietorship Partnership Corporation L.L.C

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

II. NATURE OF THE LOAN REQUEST

Amount of loan request: \$ _____ Total Project Costs: \$ _____
New Business: _____ Business Expansion: _____
of existing jobs: _____ # of jobs created: _____ # of jobs retained: _____

III. FINANCING PURPOSE AND SOURCES

Purposes for which funds are to be used:	AMU RLF	Bank #1	Bank #2	Other #1 (Specify)	State of IA or Other #2 (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

	AMU RLF	Bank #1	Bank #2	Other #1 (Specify)	State of IA or Other #2 (Specify)	New Equity	TOTAL
Amount	_____	_____	_____	_____	_____	_____	_____
% of Project Costs	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
Term (years)	_____	_____	_____	_____	_____	_____	_____
Interest Rates	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
Annual 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 Kossuth 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 Trustee of the Algona Municipal Utilities Board, current or former member of the AMU Revolving Loan Fund Committee?
 Yes No

VI. BUSINESS PLAN OUTLINE

- A. **Executive Summary of the Company and 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 and time line
2. Has the project started? If yes, please explain
3. Break down the number of new employees to be hired within next 24 months including average wage
4. Include construction blueprints and/or 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.

G. Financial Statements

1. Sources/Uses Statement for the project
2. Monthly Cash Flow Analysis for next 12 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

H. Statement of Proposed Collateral

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

I. 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.

J. Commitment Letters

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

K. 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.

L. 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.

Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency

Include minutes of the corporate meeting adopting this certification, where applicable.

VII. OTHER REQUIRED DOCUMENTS

1. Copy of last year's submitted business income tax statement.
2. Copy of last year's submitted personal income tax statement.
3. Articles of Incorporation (or Organization if L.L.C.)
4. Bylaws
5. Evidence of payment of last quarter's payroll tax.
6. Evidence of Worker's Compensation insurance coverage.

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.

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

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 Algona Municipal Utilities access right to financial information records held by financial institutions that are or have been doing business with your or your business, including any financial institution participating in this loan or loan guaranty in connection with your application. The law provides that the access rights continue for the term of any approval loan without further notice as long as Algona Municipal Utilities retains any interest in the loan.

ACKNOWLEDGEMENT

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

Business Name: _____

By: _____
(Name and Title)

Date: _____

Proprietors, Partners, Principals and Guarantors

Date: _____ (Signature)

Date: _____ (Signature)

Date: _____ (Signature)

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, sex, religion, age, disability, or marital or family status. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA Director Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity provider and employer.

IMPORTANT NOTICE

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 the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. 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 observation or surname.

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- White
- American Indian/Alaska Native
- Native Hawaiian or Other Pacific Islander
- Black or African American
- Asian

Sex:

- Male
- Female

Information provided by:

- Borrower
- Lender

Free Resources for Small Business

The Small Business Administration
www.sba.gov

USDA Rural Development Programs
<http://www.rurdev.usda.gov/>

The Small Business Development Centers of Iowa
<http://www.iabusnet.org>