

# Prairie Energy Cooperative

## *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 #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other contact(s)/application assistance providers:

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

Type of business:

Sole Proprietorship                       Corporation                       Partnership

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

### II. NATURE OF THE LOAN REQUEST

Amount of loan request \_\_\_\_\_ Total Project Cost \_\_\_\_\_

New Business \_\_\_\_\_ Business Expansion \_\_\_\_\_

**Related to Project Only:**

# 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**

	PECO RLF	RLF	Bank	Other #1	Other #2	New Equity	TOTAL
Property Acquisition	_____	_____	_____	_____	_____	_____	_____
Site Improvements	_____	_____	_____	_____	_____	_____	_____
Building Renovation	_____	_____	_____	_____	_____	_____	_____
New Construction	_____	_____	_____	_____	_____	_____	_____
Machinery & Equipment	_____	_____	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____	_____	_____
Inventory	_____	_____	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

**IV. FINANCING TERMS AND CONDITIONS**

	PECO RLF	RLF	Bank	Other #1	Other #2	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: \_\_\_\_\_  
 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 Director, current or former officer or Loan Review Committee member for the Revolving Loan Fund for Prairie Energy Cooperative?  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 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.

### **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 lease(s), purchase options or agreements, or any other financial arrangements.

**M. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency**

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

**N. 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. 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 quarter's payroll tax
7. 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.

Likewise, the undersigned has willfully furnished this confidential information to Prairie Energy Cooperative 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 Review Committee and Prairie Energy Cooperative Board of Directors. I further authorize RLF 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 feels, 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 Prairie Energy Cooperative's access right 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 Prairie Energy Cooperative retains any interest in the loan.

ACKNOWLEDGEMENT

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 civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider, employer, and lender.

\*\*\*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
- Public Body

Information provided by:

- Borrower
- Lender

Free Resources for Small Business

The Small Business Administration  
[www.sba.gov](http://www.sba.gov)

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

The Small Business Development Centers in Iowa  
[www.iowasbdc.org](http://www.iowasbdc.org)



## Step-by-Step Process to Register with iUpdate and Obtain a DUNS Number

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

1. Click or copy the following link to your browser <http://fedgov.dnb.com/webform>
2. Click on “Begin D-U-N-S Search / Request Process” at the top of the left hand tool bar
3. In the “Search” screen select “United States of America” (It will be at the top of the list) from the drop down list and click “Continue”
4. In the “iUpdate – Webform Page” click on “Continue to iUpdate” arrow at the bottom of the screen
5. In iUpdate, locate the center box titled “Find DUNS or Request new DUNS” and click on the “Start Now” button
  - You must successfully complete 4 easy steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress.
6. You must first make sure your company is not already on file. In the “Company Look-up” screen, please enter your Business Name, City and State and click the “Search” button.

### Company Look-up

Having trouble finding your company? Follow the below tips:

- Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the “&” sign from your search
  - Avoid any type of punctuation marks
  - Only enter the first word or two of the business name. Sometime less search criteria is better
  - Avoid abbreviations if not specifically part of the legal company name
  - If the company name carries the proper name of an individual, only enter Last Name of the individual in the “Business Name” section
  - Exclude corporate status designations in the “Business Name” section. (i.e. - Inc, Corp, LLC, Co. etc)
  - If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.
7. If you do not locate your company, click on the “Request a D-U-N-S Number” arrow at the bottom of the screen

8. You will now be in the New D-U-N-S Registration Process. Two **IMPORTANT NOTES**:

- **PERSONAL** information is required at this step to validate your **PERSONAL** identity and eliminate fraudulent activity. **Do not** enter your **company address** as your registration will **fail**.
- Please ensure you see the ReCaptcha box at the bottom of the screen. If you do not have the ReCaptcha box, you will need to return to Step 8. When you get the box “Do you want to view only the webpage content that was delivered securely?” Click the “No” button.

### **Step 1 - Personal Information**

This information is required at this step to validate your **PERSONAL** identity. **Do not enter** your **company address** as your registration will fail.

- Legal First Name and Legal Last Name:
  - Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver’s License, Mortgage, Mailing Address, etc..
  - Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
- Enter **your** current physical **home** address.
- Home Telephone:
  - What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

### **Step 2 – Company Info.**

- Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number.

### **Step 3 – Review Details**

- Review your company details. If correct proceed to Step 4.

### **Step 4 – Request Confirmation**

- Click the “Submit” button to complete your request.

**Note:** Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.

It is recommended that you go directly to the D&B website to register for your DUNS number; however, you may call D&B at 1-800-333-0505 for assistance. If calling in:

- enter option “2” to register your business for Federal Assistance, then
- enter option “1” for Federal Registration.
- A service representative will answer and may suggest optional “products” to purchase – remember, obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal Government.