

**City of Webster City**  
**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND APPLICATION**

**1. BASIC INFORMATION**

Name of business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business contact person: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 SS # or Federal ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 D&B DUNS #(required) \_\_\_\_\_

Other contact(s)/ application assistance providers:

Name	Telephone #
_____	(    ) _____
_____	(    ) _____

Type of business:

\_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Corporation    \_\_\_\_\_ Partnership

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

\_\_\_\_\_

**2. 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 \_\_\_\_\_

**3. FINANCING PURPOSED AND SOURCES**

Purposes for which funds are to be used	RLF	Bank #1	Bank #2	Other #1 (Owner)	Other #2 (Specify)	New Equity	TOTAL
Property Acquisition							
Site Improvements							
Building Renovation							
New Construction							
Machinery & Equipment							
Working Capital							
Inventory							
Other (Specify)							
Total							
Total Project Costs							

#### 4. FINANCING TERMS AND CONDITIONS

	RLF	Bank #1	Bank #2	Other #1	Other #2	New Equity	TOTAL
Amount							
% of Project Costs							
Term (years)							
Interest Rates							
Collateral Offered Asset:							
Lien Position (by rank)							
Participating Bank #1							
Contact Person:					Phone #:		
Participating Bank #2							
Contact Person:					Phone #:		
Other Lender #1:							
Contact Person:					Phone #:		
Other Lender #2:							
Contact Person:					Phone #:		

#### 5. BUSINESS PLAN OUTLINE

##### A. History of Business

Briefly describe the past operation of the business and/or the events leading to its creation.

##### B. 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 & Sales Promotion
6. Sales Promotion

##### C. Products

1. Description of the product line
2. Proprietary position of patents, copyrights, legal, and technical considerations
3. Comparison to competition

##### D. Manufacturing Process

1. Materials

2. Production Methods

**E. Financial Projects**

1. Monthly Cash Flow Analysis for Next 12 Months
2. Profit and Loss Statement: last three years and current quarter, plus two-year projection
3. Balance Sheet: last three years and current quarter, plus two-year projection

**F. Schedule of Existing Debt**

List outstanding balance, interest rate, term, maturity date, and collateral in all existing debt.

**G. Statement of Proposed Collateral**

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

**H. 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.

**I. Commitment Letters**

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

**J. 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.

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

An independent appraisal may 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.

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

**6. 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. Evidence of payment of last quarter's payroll tax.

4. Evidence of Worker's Compensation insurance coverage.

**7. CHECK LIST FOR FINAL APPLICATION**

The following is a checklist of the information and documentation necessary to submit a final application.

- A. History of Business
- B. Market Analysis and Strategy
- C. Products
- D. Manufacturing Process
- E. Financial Information
  - 1. Monthly Cash Flow Analysis for Next 12 Months
  - 2. Profit and Loss Statements: Last three years, current, and two year projections
  - 3. Balance Sheet: Last three years, current, and two year projections
- F. Schedule of Business Debts
- G. Statement of Collateral
- H. Resumes and personal Financial Statements
- I. Commitment Letters
- J. Affiliates
- K. Appraisals/Proposed/Lease/Purchase Agreements
- L. Corporate/Partnership Authorization

**8. ADDITIONAL ATTACHMENTS**

- A. Copy of last year's submitted business income tax statement.
- B. Copy of last year's submitted personal income tax statement.
- C. Evidence of payment of last quarter's payroll tax.
- D. Evidence of Worker's Compensation insurance coverage.
- E. Supporting Resolution from the City Council

**TO BE SIGNED BY APPLICANT**

I have willfully furnished this confidential information to the City of Webster City for the purpose of applying for a loan from their Economic Development Revolving Loan Fund (RLF). 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. I further authorize RLF staff to contact any individuals and/or institutions listed in this application or in any supporting document(s) attached to this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Part A - Consent to Obtain Credit Report**

I consent to the City of Webster City and its agents obtaining a report of my credit record and using the information from that report in determining whether to make a Revolving Loan Fund loan to me. I understand that I will be allowed to review the credit report for accuracy before it is included in the application packet reviewed by the Loan Review Committee and City of Webster City City Council.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_  
Phone

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Today's Date

\*\*\*\*\*

**Part B - Credit Report Accuracy Verification and Consent to Use**

I have had the opportunity to review the credit report that was obtained with my consent by the City of Webster City and believe it to be accurate in content. I hereby authorize the use of my credit report by the City of Webster City for the purpose of obtaining loan approval.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Today's Date

**City of Webster City is an equal opportunity provider, employer, and lender.**

To file a complaint of discrimination, write to USDA, Office of the Secretary for Civil Rights, 1400 Independence Avenue, SW, Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 337-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

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\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(\_\_\_\_)\_\_\_\_-\_\_\_\_\_  
Phone

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Today's Date

\*\*\*\*\*

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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 the 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 all that apply)

White \_\_\_\_\_ Black or African American \_\_\_\_\_  
American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander \_\_\_\_\_

Sex: Male \_\_\_\_\_  
Female \_\_\_\_\_

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  
[www.rurdev.usda.gov](http://www.rurdev.usda.gov)

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

# How to Get and Maintain a D&B DUNS® Number

A data universal numbering system, or DUNS, number is a unique nine-digit identifier that's become the industry standard for business listings worldwide. You can get a DUNS number to potentially generate new business.

The number, which is provided and maintained by Dun & Bradstreet, is required for any business submitting federal grant and cooperative agreement applications, as well as businesses applying for the Small Business Administration's America's Recovery Capital loans.

Getting a DUNS number is easy and free. Here's how you can get a DUNS number:

- First make sure you don't already have one. Call D&B toll-free at (800) 700-2733. A representative will tell you if you need to apply for a new number.
- Before you call D&B or visit the "D&B DUNS Numbers" page to apply for a DUNS number online, make sure you have all of the information that you'll need on hand.
- Remember that DUNS numbers are site-specific. This means that a number is required for each distinct physical location of an entity (branches, divisions, headquarters, etc.).
- It's recommended that organizations try to keep their DUNS numbers to a minimum, especially large organizations with many locations. You can request a family-tree report from D&B that tells you all of the DUNS numbers that are associated with your organization by calling (800) 700-2733. Review the report carefully to make sure all the information is current and accurate.
- If yours is a multicampus organization, you can use a parent DUNS number to aggregate information for your entire organization. The main campus will be assigned a parent DUNS number and each satellite campus can reference this number when obtaining its own number.



- D&B also recommends that organizations with multiple DUNS numbers identify a single person who will control DUNS number requests and make sure that all appropriate locations have DUNS numbers. This should generally be someone who is knowledgeable about the structure of your organization as a whole and who has decision-making authority. It's common to pick a finance or accounting person or someone else who works across all lines and departments of the organization.
- When you get a DUNS number, you'll automatically be placed on D&B's master marketing list, which is sold to other companies. If you don't want to be placed on this list, you can call D&B and ask to be removed from the marketing file. Or simply ask the representative you speak with when obtaining your DUNS number (if you obtain a number over the phone).
- If your business is located outside the continental United States, Puerto Rico, or the U.S. Virgin Islands, you can't get a DUNS number over the phone. Instead you must obtain one online.

\*This information was pulled from the Dun & Bradstreet website on 4-3-12. Go directly to their website for more information: <http://www.dandb.com>