

## Butler County REC Revolving Loan Fund Application Instructions

Thank you for your interest in Butler County Rural Electric Cooperative's Revolving Loan Fund. Below are a few items to note when filling out the application.

- Applications are reviewed by a committee, who makes a recommendation to the BCREC board of directors. Incomplete applications will not be considered.
- **Completed** applications are due by the 6<sup>th</sup> of each month. Incomplete applications will not be considered for that month.
- Non-manufacturing businesses do not need to complete Item E of the business plan outline. All other sections must be completed.
- Butler County Rural Electric Cooperative's collateral for the loan application must be provided. See Item H on the application.
- Loans are presented to the BCREC board at the end of each month. If approved, loan closing can take up to 60 – 90 days. However, this is a guideline. This can occur sooner or later depending on individual loan circumstances.
- Applications can be submitted by dropping them off at Butler County REC in Allison or by emailing [klabree@butlerrec.coop](mailto:klabree@butlerrec.coop) for electronic submittal instructions. Office hours are 7:00 a.m. – 3:30 p.m., Monday-Friday.
- If you have questions, please do not hesitate to contact Katie LaBree, business development manager, at [klabree@butlerrec.coop](mailto:klabree@butlerrec.coop) or at 319-267-2726 ext. 123 between the hours of 7:00 a.m. and 3:30 p.m., Monday-Friday.



**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	_____	_____	_____	_____	_____	_____	_____
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. 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 Butler County REC 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 Butler County REC 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 Butler County REC'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 Butler County REC 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 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, DC 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](http://www.sba.gov)

##### USDA Rural Development Programs

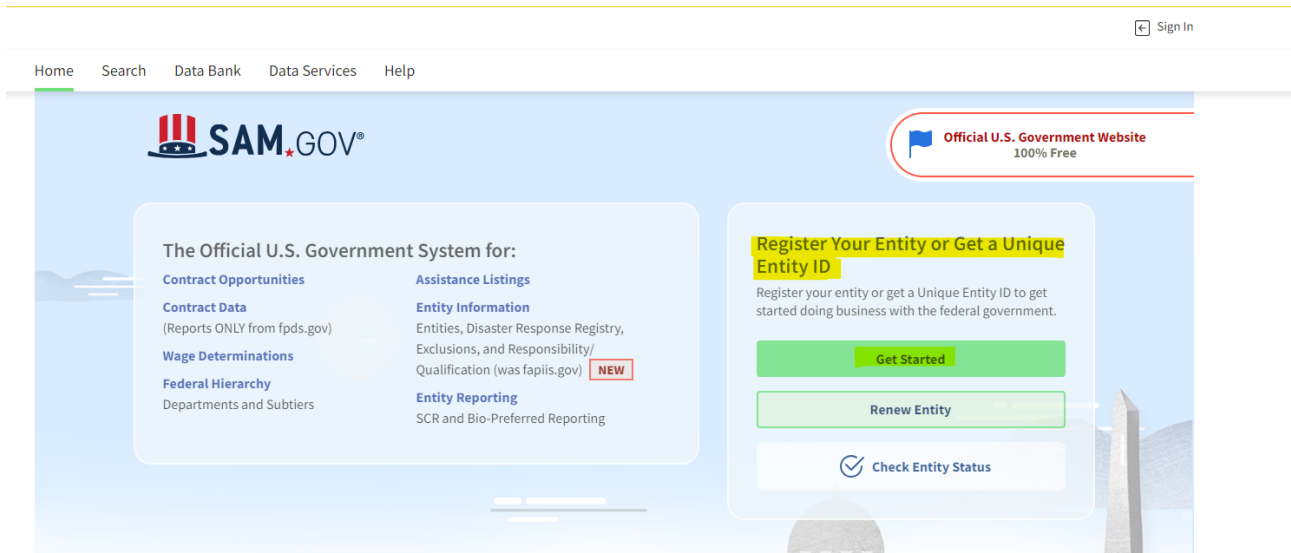
<http://www.rurdev.usda.gov/>

##### The Small Business Development Centers in Iowa

<http://www.iabusnet.org>

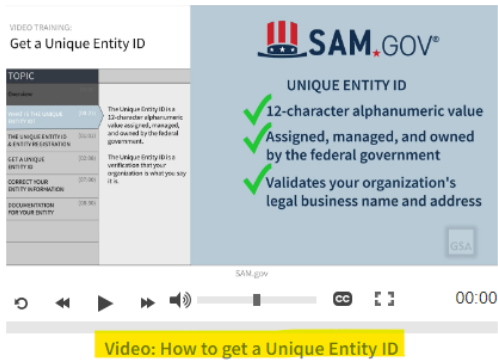


To apply for a Unique Entity ID (UEI) visit the website: <https://sam.gov>.  
Click "Get Started" to begin.



There is also a video available to further explain the process.

### Have Questions about SAM.gov?



#### Frequently Asked Questions

- 🔍 Do I need a user account? [🔗](#)
- 🔍 What's the difference between signing up and registering? [🔗](#)
- 🔍 What if I already have a login.gov account? [🔗](#)
- 🔍 What do I need to register my entity? [🔗](#)