

# NIACC JOHN PAPPAJOHN ENTREPRENEURIAL CENTER

## REVOLVING LOAN FUND APPLICATION

### General Information

Name of Applicant:			
Business Street Address:	City:	State:	Zip Code:
Phone Number:	Fax:		
Email:			
Legal Entity Status: (e.g. LLC, C/S Corp, etc)	Date Established:		
Business Name:			
Federal Employer ID#	DUNS Number:		
Contact Person:	Phone Number:		

### Ownership of Business Entity

Owner	Co-Applicant/Owner
Percentage Owned:	Percentage Owned:
Name:	Name:
Home Address:	Home Address:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Co-Applicant/Owner	Co-Applicant/Owner
Percentage Owned:	Percentage Owned:
Name:	Name:
Home Address:	Home Address:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:

## Uses and Sources of Funds

**Project Cost** – (Enter Gross Dollar Amounts Rounded to the Nearest Hundreds)

Purchase and/or Repair of Machinery and Equipment – Describe:	\$
Inventory Purchase – Describe:	\$
Working Capital – Describe:	\$
Acquisition of Existing Business – Describe:	\$
Refinance Debt – Describe:	\$
Other – Describe:	\$
<b>Total project Cost*</b>	<b>\$</b>

### Sources of Funds

Personal Investment – Describe where the funds will come from:	
	\$
Financial Institution – Name:	
Payment Amount:                      Payment Frequency:                      Maturity Date:	
Collateral:	\$
Other – Sources:	
Payment Amount:                      Payment Frequency:                      Maturity Date:	
Collateral:	\$
Other – Sources:	
Payment Amount:                      Payment Frequency:                      Maturity Date:	
Collateral:	\$
NIACC JPEC Revolving Loan Fund – Terms Requested	
Payment Amount:                      Payment Frequency:                      Maturity Date:	
Collateral:	\$
<b>Total Sources of Funds</b>	<b>\$</b>
*Total Project Cost should equal Total Sources of Funds	

## Job Creation

Please Complete the following tables concerning jobs created or brought and saved into NIACC Region II within the first three years of operation

### Jobs Created

Position	Number of Jobs Created or Brought into the NIACC Region II					
	Full Time			Part-Time		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year

### Jobs Saved

Position	Number of Jobs saved in the NIACC Region II					
	Full Time			Part-Time		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year

Is the Applicant a United States Citizen or Entity? <i>1942.307 At least 51 percent of the outstanding interest in the project has membership or is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence.</i>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Has the Applicant ever been in receivership or bankruptcy? If yes, please list below.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Is there any legal action pending against the Applicant? If yes, please list.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Has the Applicant ever co-signed someone else's liabilities? If yes, please list.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Does the Applicant have any taxes in delinquent status or dispute? If yes, please list.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Are all the state and federal income taxes filed? If no, please explain.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Are there other business names used by the Applicant? If yes, please list.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Has the Applicant pledged any of its assets for any other loans? If yes, please list assets pledged and loans.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is an equal opportunity provider and employer and is prohibited from discriminating on the basis of race, religion, color, creed, sex, sexual orientation, pregnancy, gender identity, marital status, national origin, age, physical or mental disability. (Not all prohibited bases apply to all programs.)*

"USDA is an Equal Opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)-632-9992 to request the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

## Required Attachments

Do you need language assistance? (Yes or No)	<input type="checkbox"/>
Business Plan:	<input type="checkbox"/>
Personal resume(s) of company management and a brief history of the company:	<input type="checkbox"/>
Current personal financial statement:	<input type="checkbox"/>
Current credit report:	<input type="checkbox"/>
Current balance sheet and YTD income statement for the business: (if available)	<input type="checkbox"/>
Business balance sheets and income statements for each of the past three years: (if available)	<input type="checkbox"/>
Three-year income and expense projections	<input type="checkbox"/>
Federal Tax returns filed by the business for the previous three years, if the Applicant is a sole proprietorship, partnership, or corporation that does not have audited financial statements:	<input type="checkbox"/>
Complete and sign Form RD 400-4, Assurance Agreement. (Notary required) <a href="https://www.rd.usda.gov/sites/default/files/VT_NH_RBDG_400-4%20Assurance%20Agreement.pdf">https://www.rd.usda.gov/sites/default/files/VT_NH_RBDG_400-4%20Assurance%20Agreement.pdf</a>	<input type="checkbox"/>
Data Collection Information: [Racial, ethnicity, and gender survey located after the signature block below]	<input type="checkbox"/>
DUNS Number (if applicable)	<input type="checkbox"/>

*I certify that everything I have stated in this application and on any attachments is correct. The NIACC John Pappajohn Entrepreneurial Center Revolving Loan Fund is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein and determine the undersigned's creditworthiness. Applicant(s) will promptly notify NIACC John Pappajohn Entrepreneurial Center Revolving Loan Fund of any subsequent changes that would affect the accuracy of this statement. NIACC John Pappajohn Entrepreneurial Center Revolving Loan Fund is further authorized to answer any questions about NIACC John Pappajohn Entrepreneurial Center Revolving Loan Fund's credit experience with Applicant(s).*

By signing below, each Applicant representative declares that he/she has read and understands the statement above.

Signature

Date:

Signature

Date:

# Data Collection Information Required Per Assurance Agreement

## Important Notice

In order to meet the requirements of the Federal Register Vol 62 No. 210, Revision to the Standards for the Classification of Federal Data on Race and Ethnicity, all application forms for Rural Development financed programs must include below the signature and date block the following disclosure statement:

"The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information but are encouraged to do so. The law requires that a lender 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 lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below."

I do not wish to furnish this information:				<input type="checkbox"/>	
<b>Ethnicity:</b>					
Hispanic or Latino:	<input type="checkbox"/>	Not Hispanic or Latino:	<input type="checkbox"/>		
<b>Race: (Mark one or more)</b>					
White:	<input type="checkbox"/>	Black or African American:	<input type="checkbox"/>		
American Indian/Alaska Native:	<input type="checkbox"/>	Asian:	<input type="checkbox"/>		
Native Hawaiian or Other Pacific Islander:	<input type="checkbox"/>				
<b>Gender:</b>					
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," requires the United States Department of Agriculture (USDA) Rural Development (R.D.) to ensure services provided by R.D. recipients comply with the requirements to examine the services provided, identify any need for services to those with Limited English Proficiency (L.E.P.) and develop and implement a system to provide such services to enable persons with L.E.P. to have meaningful access to R.D. funded programs.

L.E.P. is a National Origin issue covered by Title VI of the Civil Rights Act of 1964 and is part of the requirements associated with your R.D. funded program. Specifically, the Assurance Agreement (RD-400-4) attached to your project assures compliance with Title VI (42 U.S.C. 2000d), 7 C.F.R. Part 15, and 7 C.F.R. Part 1901.202.

The following measures will be utilized to assist L.E.P. person, including, but not limited to:

- Free computer translation services such as freetranslation.com or other commercially available telephonic interpretation services, including an interpretation card found at: <https://www.lep.gov/resources/SpeakCards2004.pdf>
- Volunteer interpreters for the language group needed.
- A trained translator will be made available if needed.
- NIACC instructor who teaches Spanish on campus.
- Bilingual (Spanish) Admissions Advisor is on campus.
- Bilingual (Spanish) Workforce Advisor is at the IowaWORKS office
- Google Translate app on our cell phone for any other languages as needed.