



# Community Facilities Guaranteed Loan Program Application

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 IRS TAX ID: \_\_\_\_\_ FISCAL YEAR END: \_\_\_\_\_  
 TYPE OF APPLICANT: (example: corporation) \_\_\_\_\_

**DESIGNATED APPLICANT CONTACT:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**LENDER INFORMATION:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ IRS TAX ID #: \_\_\_\_\_  
 LENDER REPRESENTATIVE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PROJECT INFORMATION:** (check one)

<input type="checkbox"/> A NEW FACILITY <input type="checkbox"/> A NEW BRANCH FACILITY <input type="checkbox"/> TRANSFER OF OWNERSHIP	<input type="checkbox"/> EXPANSION OF EXISTING FACILITY <input type="checkbox"/> DEBT REFINANCING <input type="checkbox"/> OTHER (SPECIFY) _____
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**PROJECT AND LOAN REQUEST BREAKDOWN:**

A. Land Acquisition/Improvement	\$ _____	\$ _____
B. Real Estate Construction/Acquisition	\$ _____	\$ _____
C. Machinery & Equipment/F&F Purchase	\$ _____	\$ _____
D. Debt Refinancing	\$ _____	\$ _____
E. Working Capital	\$ _____	\$ _____
F. Other (Specify)	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

A. GIVE A BRIEF HISTORY OF THE FACILITY AND SERVICE AND/OR DESCRIPTION OF THE NEW OR EXPANDED OPERATIONS.

B. WHAT ARE OR WILL BE THE PRODUCTS AND/OR SERVICES PROVIDED?

C. DESCRIBE THE NEED FOR THIS FACILITY AND CURRENT TRENDS IN THE SERVICE AREA.

D. IS THERE ANY PENDING, ANTICIPATED OR FINAL REGULATORY OR LEGAL (CIVIL OR CRIMINAL) LITIGATION INVOLVING THE FACILITY, PRINCIPALS, OFFICERS OR SHAREHOLDERS? (check one)

\_\_\_\_\_ YES

\_\_\_\_\_ NO

IF YES, THEN GIVE DETAILS:

E. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? (check one)

\_\_\_\_\_ YES

\_\_\_\_\_ NO

IF YES, THEN GIVE DETAILS:

## **Attach the Following Information to your Application Package:**

1. Give names of applicant's officers and directors. Resumes of key personnel should also be attached.
2. Articles of Incorporation and By-Laws for corporation.
3. If an existing facility, include balance sheets and income statements for the past five years. Full audit reports should be provided, if available.
4. If an existing facility, include a current balance sheet and income statement that is less than 90 days old.
5. Provide estimated sales and net income figures for the next three years (can use 1942-A, Guide 5, for requirement for financial feasibility.)
6. For new businesses, provide a pro-forma balance sheet for the first day of operations, which includes the requested financing.
7. Evidence of inability to obtain commercial loan without a guarantee.
8. Attach a letter from the Lender that indicates a willingness to originate the proposed loan. It should contain the proposed rates and terms as well as the collateral and lien position to secure the loan. If refinancing is involved, the Lender should also indicate if the bank examiners classify any of the loans being refinanced.
9. Comments on project from Regional Planning Commission
10. Complete form RD1940-20, Request for Environmental Information

## **Submit completed applications to:**

Rural Development  
Attn: Business & Community Programs  
4949 Kirschling Court, Stevens Point, WI 54481  
Ph: 715-345-7610 • FAX: 715-345-7616  
E-mail: RD.BCP.SO@wi.usda.gov