

Northern Plains Electric Cooperative

Revolving Loan Fund Application

I. BASIC INFORMATION

Name of business: _____

Address: _____

City: _____ Zip Code: _____

Business contact person: _____

Phone: (____) _____ Fax Number: _____

Alternate Phone No. _____

Federal Tax ID #: _____ (or Social Security # if a sole proprietorship)

DUNS Number _____ NAICS Code _____

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 _____

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 _____

Average Wage Per Hour _____

4. EMPLOYMENT 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 county? _____ Yes _____ No

B. Will any current employees lose their jobs if this project is not approved? _____ Yes _____ No

C. Is this company willing to give preference in hiring to low and moderate income persons _____ Yes _____ No

5. EXPLANATION OF ASSISTANCE REQUIRED. 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).

The following items must be included in the application package:

Business Plan

Financial Statements

1. Sources/Uses of Funds for the project (*see attached form*)
2. Monthly Cash Flow Analysis for Next 12 Months
3. Profit and Loss Statement: last three years and current quarter (if existing business), plus two year projection.
4. Balance Sheet: last three years and current quarter (if existing business), plus two-year projection.
5. Schedule of Existing Business Indebtedness including outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.

Statement of Proposed Collateral

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

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.

Commitment Letters

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

Affiliates

Description of any affiliates or subsidiaries of the business or principals requesting assistance.

Appraisals/Proposed Lease/Purchase Options or Agreements

An independent appraisal may be required for any real estate which is a subject of the proposed Northern Plains' 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, if applicable.

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

Other Required Documents

1. Copy of last year's submitted business income tax statement (existing business)
2. Copy of last year's submitted personal income tax statement (if sole proprietorship)
3. Articles of Incorporation (or Organization if L.L.C.)
4. Bylaws
5. Evidence of payment of last quarter's payroll tax (existing business) or copy of
6. 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 Northern Plains Electric 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 Loan Review Committee and the Northern Plains Electric 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 fees, appraisals and environmental reviews.

NAME OF APPLICANT:

(Individual, general partner, trade name, corporation, or political subdivision)

By _____ Date _____
(signature)

Typed Name _____ Title _____

Attest by _____
(signature)

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 Northern Plains Electric Cooperative's access rights 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 Northern Plains Electric Cooperative retains any interest in the loan.

ACKNOWLEDGMENT

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 (if applicable)

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, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity provider and employer.