



# Jefferson County Revolving Loan Fund Application

Administrator

Jefferson County Economic Development Consortium  
(JCEDC)

To Applicant:

The application is required to be completed for Jefferson County to consider your request for funding from the Jefferson County Revolving Loan Fund (JCRLF). The fund is administered by the Jefferson County Economic Development Consortium (JCEDC) staff, with contact information listed below. Jefferson County offers a Revolving Loan Fund for the purpose of providing financial support to businesses that are creating and/or retaining jobs in Jefferson County.

Every effort has been made to keep the application and the document process as simple as practical while still collecting project-specific details and pertinent information needed for a funding decision. Some applications may require additional information and fact checking prior to being accepted by the JCEDC. Please note: submitting an application does not mean that you will receive any funding or that you will receive the amount requested. The process for decision making begins when the application is considered complete.

The process for receiving a letter of approval includes a review by the JCEDC staff prior to scheduling a review and interview with the RLF Loan Review Committee. If the committee agrees to the loan request, a recommendation is then sent to the JCEDC Board of Directors and/or the County Board of Supervisors. Only the County Board can provide final approval. Once approved by the County Board, the County and the Applicant will engage in discussions relevant to completing a Loan Commitment that must be signed before any funding takes place.

Please note: the RLF generally adheres to a \$20,000 per FTE formula for loan requests, i.e., if you are applying for a loan of \$100,000, you must show that you will be paying employees for at least 10,400 hours per year (2,080 hours = 1 FTE). Federal guidelines mandate that 51% of the workers qualify as members of “Low-to-Moderate”(LMI) income households. Borrowers are required to have all new hires complete a self-certification form to determine LMI status at the time of hire and certify the number of hours per week each person is hired for.

In addition we may be working with additional funding sources, such as the Wisconsin Economic Development Corporation, and will be discussing the project and the application with them. In fact, we have developed our application which closely follows Wisconsin Economic Development Corporation’s *Prospect Data Sheet*. This will allow you to easily complete both applications with the same information.

If you have any questions about the application or the policies and procedures, please feel free to contact me:

Victoria Pratt, CEcD  
Executive Director  
Jefferson County Economic Development Consortium  
864 Collins Road, Suite 111  
Jefferson, WI 53549

Phone 920.674.8710

Email [victoriap@jeffersoncountywi.gov](mailto:victoriap@jeffersoncountywi.gov)

# Jefferson County Revolving Loan Fund Application

## Administrator: Jefferson County Economic Development Consortium (JCEDC)

You may press F11 to complete form electronically.

Double click on the boxes and choose "Checked" in the Default Value section to mark box with an "X"

TO BE COMPLETED BY JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM STAFF ADMINISTERING THE RLF:				
Date Received:	By:	Current RLF Fund Bal:	Other Programs:	Staff:

### SECTION I-PROSPECT/APPLICANT INFORMATION

Type of Business :       C Corp     S Corp     LLC     LLP     Partnership     Sole Proprietor  
 Non Profit

Legal Name:

Trade Name:

Address:

City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

FEIN #: \_\_\_\_\_ State of Organization: \_\_\_\_\_  
(Federal Employee Identification Number -Tax ID or Social Security Number)      (Per Articles of Incorporation/Organization)

WWW: \_\_\_\_\_

Tele. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

CEO Name: \_\_\_\_\_ CEO Title: \_\_\_\_\_

*Individual To Contact Regarding Questions About The Company:*

Co. Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tele. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

*Individual To Contact Regarding Questions About The Project:*

Project Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tele. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### SECTION II-BUSINESS INFORMATION

Date Established: \_\_\_\_\_ SIC or NAICS: \_\_\_\_\_

Minority Owned:     Yes     No    If Yes, the Minority Classification is:     Eskimo     Native Hawaiian     Hispanic     Native American  
 Aleut     Asian-Indian     Asian-Pacific     African American

Women Owned:     Yes     No    Owned by a Person with a Disability:     Yes     No

Foreign Owned:     Yes     No    If yes: Country: \_\_\_\_\_ % of ownership: \_\_\_\_\_

Primary Product or Service: \_\_\_\_\_

Total Company Employment:      Full Time:      Part Time:

Total Wisconsin Employment:      Full Time:      Part Time:

Total Project Location Employment:      Full Time:      Part Time:

% of Project Location Full Time Employees that are WI Residents: \_\_\_\_\_

Provide the Following for All Other Existing Wisconsin Operations:

Address(Street, City, Zip): _____	Number of Full Time Employees: _____
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**SECTION III-PROJECT INFORMATION**

Project Location: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village Of:		County:
Project Street Address	Square Footage of Project Facility(ft <sup>2</sup> ):	
Brief Project Summary:		

**SECTION IV-PROJECT TIME-LINE**

Secure all financing by:	Break ground/lease by:
Begin production by:	Achieve full production by:

**SECTION V-PROPOSED PROJECT BUDGET**

USES OF FUNDING <small>(equip, bldg, work cap, training, etc.)</small>	SOURCES OF FUNDING* <small>(Bank, Equity, SBA, RLF, etc.)</small>				TOTAL
	From this Application	SOURCE #1 NAME:	SOURCE #2 NAME:	SOURCE #3 NAME:	
					\$
					\$
					\$
					\$
					\$
<b>TOTAL</b>	\$	\$	\$	\$	\$

*\* Please provide the following for the sources listed above*

Source	Source Name:	Contact Name:	Contact Title	Email Address	Phone Number
1.					
2.					
3.					

**SECTION VI-PROJECTED EMPLOYMENT**

Full Time Positions Only (2,080 hours/year)

Existing Positions		Position Title	Positions Created				
			Year One		Year Two	Year Three	Total
Avg. Hourly Wage	Number of Existing		Avg. Starting Hourly Wage	Number Created	Number Created	Number Created	Number Created
<b>TOTAL</b>							

**SECTION VII-BENEFIT INFORMATION**

Check (4) the Health Insurance Provided to Employees:	<input type="checkbox"/> None	<input type="checkbox"/> Individual	<input type="checkbox"/> Family
Percent of Health Insurance Premium Paid by Company:		%	%
Average Deductible Paid by Employee:		\$	\$
Other Benefits Provided to the Majority of the Workforce:	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Pension	<input type="checkbox"/> 401(k) <input type="checkbox"/> Childcare
<input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Other: (Specify)			
Will new employees be provided with substantially the same benefits as described above:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**SECTION VIII-OWNERSHIP INFORMATION (unless publicly owned)**

Name: (First, Middle Initial, Last)		Phone Number	Personal Financial Statement Attached	Ownership %*
1.			<input type="checkbox"/> YES	%
2.			<input type="checkbox"/> YES	%
3.			<input type="checkbox"/> YES	%
4.			<input type="checkbox"/> YES	%
5.			<input type="checkbox"/> YES	%
All Others:				%

\*Personal Financial Statements are required for all owners with 20% or more. We may review information from any source including a Dun and Bradstreet report and delinquent tax filings on the applicant. The loan administrator may also review a personal credit report and delinquent tax filings on each individual that owns 20% or more.

100%

**SECTION IX-LEGAL INFORMATION\***

**YES/NO**

Has the applicant, any owner, officer, subsidiary or affiliate been involved in any lawsuits in the last 5 years or have any lawsuits pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary or affiliate ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary or affiliate had any civil or criminal charges in the last 5 years that could have a material adverse impact on the project or have any charges pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the applicant, any owner, officer, subsidiary or affiliate have any outstanding tax liens?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach a detailed explanation of any YES responses.

\*An Application will be deemed ineligible and denied based on the falsification of information

**SECTION X-MARKET INFORMATION**

THREE MAJOR CUSTOMERS:	% OF SALES
1.	
2.	
3.	

THREE MAJOR COMPETITORS	LOCATION (City and State)
1.	
2.	
3.	

**SECTION XI-SUMMARY OF HISTORICAL FINANCIAL INFORMATION**

FYE	/ /	/ /	/ /
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			
WI Income Tax Liability (C Corporations Only)			

**SECTION XII-SUMMARY OF PROJECTED FINANCIAL INFORMATION**

FYE	/ /	/ /	/ /
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			
WI Income Tax Liability (C Corporations Only)			

**ATTACHMENT A  
SUPPORTING DOCUMENTATION**

**BUSINESS PLAN**

All start-ups or businesses less than 3 years old must submit an up-to-date comprehensive business plan that fully describes the proposed project. We reserve the right to require an up-to-date comprehensive business plan for all projects.

NOTE: If you do not currently have a Comprehensive Business Plan, There may be financial assistance available to finance a portion of the costs incurred to develop one through Wisconsin's Department of Commerce under its Early Planning Grant (EPG) and the Entrepreneurial Training Grant (ETG) programs. Commerce may provide grants to assist with the development of a comprehensive business plan. Contact us or visit their website at [www.commerce.gov](http://www.commerce.gov) for additional information on these programs.

**COMPANY INFORMATION**

Check the appropriate box if the information is detailed in your business plan or attached

**Business Plan**

**DATED:**

/ /

**Attached**

**INFORMATION NEEDED**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | History of the company's operations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Resumes or short summaries of the current management team that detail relevant experience, education and length of time with the company  |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of any affiliates or subsidiaries   |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of the market niche for the company's product or service  |
| <input type="checkbox"/> | <input type="checkbox"/> | A detailed description of the proposed project including environmental remediation  |
| <input type="checkbox"/> | <input type="checkbox"/> | Three years of historical financial statements that include: <ul style="list-style-type: none"><li>• balance sheets</li><li>• cash flow statements</li><li>• income statements</li><li>• accountant's notes</li></ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Most recent quarterly financial statements if the year-end was more than 90 days prior to submission  |
| <input type="checkbox"/> | <input type="checkbox"/> | Three years of financial projections that include: <ul style="list-style-type: none"><li>• balance sheets</li><li>• cash flow statements</li><li>• income statements</li><li>• detailed notes on all significant accounting assumptions used</li></ul> The first year should be presented on a monthly basis so that we can analyze the applicant's working capital needs.<br>(Not Applicable for those projects only looking for training funds) |
| <input type="checkbox"/> | <input type="checkbox"/> | All individuals that own 20% or more of the company must submit a signed and dated personal financial statement. A sample form is attached. Substitute formats are acceptable provided that the social security number of the individual is also included. (Not applicable for those projects only looking for tax credits).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of commitment letters outlining the terms of the other funding sources in the project budget.  |

**ATTACHMENT B  
CERTIFICATION STATEMENT**

***THE APPLICANT:***

1. Certifies that to the best of its knowledge and belief, the information being submitted to is true and correct.
2. Certifies that the applicant is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it.
3. Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors.
4. Certifies that Jefferson County is authorized to obtain a credit check and Dun and Bradstreet on the applicant, the business and/or the individual(s).
5. Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project.
6. Understands that unless it qualifies as trade secret, all information submitted is subject to Wisconsin's Open Records Law.

The applicant requests that the following items are to be treated as **TRADE SECRET**:

	<u>Yes</u>	<u>No</u>	<u>NA</u>
A. Personal financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Personal or business tax returns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Historical business financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Business financial projections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Plan or study to be funded by Commerce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Business Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Section 6 is left blank then all information provided will be open to examination and copying.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Authorized Representative)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Authorized Representative)*

**ATTACHMENT C  
PERSONAL FINANCIAL STATEMENT**

*Please complete the following for EACH owner with 20% or more interest. Make additional copies as necessary.*

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>ASSETS</b>		<b>LIABILITIES</b>	
Cash (Schedule 1)		Secured Notes Payable (Sch. 5)	
Listed Securities (Schedule 2)		Unsecured Notes Payable (Sch.5)	
Unlisted Securities (Schedule 3)		Accounts Payable	
Real Estate Owned (Schedule 4)		Unpaid Income Taxes	
Automobiles		Real Estate Mortgages (Sch. 4)	
Personal Property		Real Estate Taxes	
Cash Value Life Insurance		Credit Cards	
Vested Profit Sharing/Pension		Other Debts (list below)	
Other Assets (list below)			
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>TOTAL LIABILITIES</b>	<b>\$</b>
		<b>EQUITY -(Total Assets - Total Liabilities)</b>	

<b>INCOME:</b>	<b>CONTINGENT LIABILITIES:</b>
Salaries/bonuses	Endorser/Co-maker/Guarantor
Dividends/interest	Legal Claims
Other:	Other:



Schedule 1 Cash and Equivalents

Type	Financial Institution	Amount	Account Name	PLEDGED?

Schedule 2 Listed Securities

Cost	Description	Market Value	Account Name	PLEDGED?

Schedule 3 Unlisted Securities

Cost	Description	Market Value	Account Name	PLEDGED?

Schedule 4 Real Estate Owned

Property Type and Address	Cost	Market Value	Mortgage Amt

Schedule 5 Notes Payable

Secured?	Financial Institution	Original Balance	Current Balance	Date Due

LEGAL INFORMATION*	YES/NO
Have you been involved in any lawsuits in the last 5 years or have any lawsuits pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any civil or criminal charges in the last 5 years that could have a material adverse impact on the project or have any charges pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any outstanding tax liens?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail on any YES responses:	

I hereby certify that to the best of my knowledge and belief, this represents a full and accurate disclosure of my assets and liabilities as of the date signed below. I also certify that I have disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project. I also understand submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program and may be subject to civil and/or criminal prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT D**

**W-9 TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION**

*Print or Type*

This form can be made available in alternative formats to qualified individuals upon request.

<p><b>Legal Name:</b> (as entered with IRS)                  Individuals: Enter Last Name, First Name, Middle Initial                  Sole Proprietorships: Enter Last Name, First Name, Middle Initial                  All Others: Enter Legal Name of Business</p>
<p><b>Trade Name:</b>                  Individuals: Leave Blank                  Sole Proprietorships: Enter Business Name                  All Others: Complete only if doing business as a D/B/A</p>
<p><b>Remit Address:</b> Address where awarded funds check should be sent if different from primary address PO Box or Number and Street, City, State, ZIP+4</p>
<p><b>Order Address:</b> Address where order should be mailed                  PO Box or number and street, City, State, ZIP+4</p> <p>[NOT APPLICABLE]</p>
<p><b>Primary Address:</b> Address where 1099 should be sent if different from remit address                  PO Box or number and street, City, State, ZIP+4</p>

**Entity Designation:** (check only one)

- Individual / Sole Proprietor
- Corporation (includes service corporations)
- Limited Liability Partnership
- Limited Liability Corporation
- Government Entity
- Hospital Exempt from Tax or Government Owned
- Long Term Care Facility Exempt from Tax or Government Owned
- All Other Entities

  

**Taxpayer Identification Number (TIN):**  
 If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the Requester.

\_\_\_\_\_

Check Only One

- Social Security Number (SSN)
- Employer Identification Number (EIN)
- Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)

**Certification:** Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, AND
2. I am not subject to back up withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to back up withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (including a US resident alien).

Printed Name	Printed Title	Telephone Number (    )
Signature	Date (mm/dd/ccyy)	

<b><i>For Agency Use Only</i></b>		
Agency Number	Contact	Phone Number
Change <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Other (explain)		

For all projects, this form is used as a reference for issuing checks to Recipients. Jefferson County will file with the IRS appropriate income tax forms for award Recipients based on information that appears on this form. Failure to provide this information may result in delayed payments. This request is being made at the direction of the Wisconsin State Controller. We are required to inform you that failure to provide the correct Taxpayer Identification Number (TIN) / Name combination may subject you to a \$50 penalty assessed by the Internal Revenue Service under section 6723 of the Internal Revenue Code. Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

**ATTACHMENT E**

**PERSONAL INFORMATION**

(Please complete for each individual that owns 20% or more of the company.)

*Submitted to:*

Jefferson County Economic Development Consortium, 864 Collins Rd., Suite 111 Jefferson Wisconsin 53549

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Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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<b>LEGAL INFORMATION*</b>	<b>YES/NO</b>
Have you been involved in any lawsuits in the last 5 years or have any lawsuits pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any civil or criminal charges in the last 5 years that could have a material adverse impact on the project or have any charges pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any outstanding tax liens?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail on any YES responses:	

**Applicant understands submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program and may be subject to civil and/or criminal prosecution.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date