

CITY OF FARIBAULT  
Economic Development Authority  
**Revolving Loan Program and JOBZ Pre-Application**

Date: \_\_\_\_\_

1. General Business Information

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

2. The Business Organization is a:

Corporation (List Type) \_\_\_\_\_

Sole Owner \_\_\_\_\_ Partnership \_\_\_\_\_ Other \_\_\_\_\_

Business Tax ID # or Social Security #: \_\_\_\_\_

3. The Business is a: New Business or Startup \_\_\_\_\_  
Existing Business \_\_\_\_\_

If Business is existing, how many years in business? \_\_\_\_\_

4. The Business is primarily:

Manufacturing/Construction \_\_\_\_\_

Retail Sales \_\_\_\_\_

Wholesale Sales \_\_\_\_\_

Service Establishment \_\_\_\_\_

Professional Establishment \_\_\_\_\_

Farm/Agri-processing \_\_\_\_\_

Other \_\_\_\_\_

5. How many employees does the business currently employ?

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

6. Project information: Please briefly describe the proposed project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The proposed project will:  
Create \_\_\_\_\_ new jobs  
Retain \_\_\_\_\_ existing jobs

8. Describe the project costs and financing request.

Project Costs

- Fixed Assets
  - Land \$ \_\_\_\_\_
  - Buildings \$ \_\_\_\_\_
  - Building Remodeling \$ \_\_\_\_\_
  - Equipment \$ \_\_\_\_\_
- Fixed Assets Total \$ \_\_\_\_\_
- Working Capital
  - Inventory \$ \_\_\_\_\_
  - Operating Capital \$ \_\_\_\_\_
- Working Capital Total \$ \_\_\_\_\_
- Total Project Costs \$ \_\_\_\_\_

Sources of Funds

- Equity \$ \_\_\_\_\_
- Bank Loans \$ \_\_\_\_\_
- EDA Loan Request \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- Total Funds \$ \_\_\_\_\_

Describe Sources of Equity:

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Describe Available Collateral:

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Proposed Project Start Date: \_\_\_\_\_

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Signature of Company Official	Position
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Date

Please return the completed form to:  
Kim Lang  
CITY OF FARIBAULT  
Community Development  
208 NW 1<sup>st</sup> Avenue  
Faribault, MN 55021

**CITY OF FARIBAULT**  
**Economic Development Authority**  
**JOBZ and**  
**Revolving Loan Program Guidelines**  
for  
Industrial Development Loans (Fund 243)  
Minnesota Investment Fund (Fund 249)  
Economic Development Revolving Loan (Fund 292)

These guidelines are to be used in preparation of an application for the programs listed above, using the subject headings as listed in order below. The Faribault Economic Development Authority (EDA) will follow the following criteria in reviewing loan requests.

- **JOBZ:** Describe job creation and retention including the number of jobs created or retained, whether the jobs will be full-time, part-time, or seasonal, and the cost per job created or retained.
- **JOB QUALITY:** Describe the quality of the jobs to be created or retained including wage rates, benefit package, potential for longevity in employment, ability for advancement within the organization, and the working environment.
- **AREA IMPACT:** Describe the impact on area economy and environment. Use sources that document your position.
- **FINANCING:** The program requires participation from other sources of financing. Provide documentation of the availability of other financing through owners' equity and public or private financing.
- **FINANCIAL STRENGTH:** Describe financial strength of the organization applying (i.e. annual reports, tax returns, business projections, etc.).
- **SUCCESS:** Document the plans for repayment of this loan (i.e. revenue projections, letters of credit, etc.).
- **NEED:** Describe the need and appropriateness for funds and terms.
- **MANAGEMENT:** Provide resumes of the principle owners and management group of the applying organization based on expertise, past performance, and experience.
- **FORMAL PLAN:** Provide a complete Business Plan and Marketing Plan.

- Maximum Loan Amount: MIF/ID: \$75,000; EDRF: \$30,000
- Maximum Percent of Project: MIF/ID: 30%; EDRF: 50%
- Interest Rate: 2% below prime but not less than 3%  
EDRF: 3%
- Term: 10 year
- Collateral: Mortgage, promissory note, UCC, Personal, Corporate Guarantee, Development Agreement
- Eligible Expenditures MIF/ID: Land or building acquisitions, new construction, rehabilitation, site improvements, machinery and equipment, furniture and fixtures  
EDRF: Site improvements
- Job Creation: MIF/ID: Minimum job creation and wage goals must be established and/or 51% of positions must be filled by or made available to L/M income individuals  
EDRF: N/A
- Wage Benefit Requirement: Wages must equal or exceed \$10.00 per hour, plus benefits or 110% of federal minimum hourly wage as applicable; EDRF: N/A
- Other Requirements: Project must meet Minnesota Department of Employment & Economic Development requirements as applicable
- Include in Application Packet: Business Plan  
Historical Financial Statements  
Federal Income Tax Returns (2 years)  
Pro forma Financial Statements  
Personal Financial Statements  
Credit History  
Project Budget  
Documentation of Expenditures  
Letter of Commitment  
Position and Wage Information
- Application Fees: \$350.00 at time of application  
Any related attorneys fees, credit reports, closing costs, Dunn & Bradstreet, recording fees, UCC filing, etc.