



Propane Guarantee Program Application

For WHEDA Use Only

Date Received _____

Application # _____

Status _____

PART I: LENDER INFORMATION

LENDER NAME _____ WHEDA LENDER NUMBER _____

LENDER CONTACT _____ TELEPHONE _____

MAILING ADDRESS _____ FAX _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____

PART II: BORROWER INFORMATION

1. List the full names of any signers and individuals with at least 20% ownership:

BORROWER TYPE: Sole Proprietor General/ Limited Partnership LLC Corporation Other

PRIMARY BORROWER/
ORGANIZATION NAME _____ SSN/TIN _____

CO-BORROWER/
MEMBER _____ SSN/TIN _____

CO-BORROWER/
MEMBER _____ SSN/TIN _____

CO-BORROWER/
MEMBER _____ SSN/TIN _____

BUSINESS ADDRESS _____

CITY _____ WISCONSIN ZIP CODE _____ COUNTY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PART III: PROJECT AND LOAN INFORMATION
TO BE COMPLETED BY LENDER

SOURCES AND USES OF ALL PROJECT FUNDS

Provide the total project costs including the proposed or actual financing source.

	Lender/WHEDA	Equity	Amount	Other:	Total
				Source	
Machinery/Equipment					
Propane Inventory					
Permanent Working Capital					
Revolving Working Capital					
WHEDA Fees					
Other:					
TOTAL					

LOAN PROPOSAL

Proposed Interest Rate: _____ Fixed Variable (cannot exceed Prime + 2.75%)

If Variable, Frequency of Rate Adjustment: Monthly Quarterly Annually Other

What rate would your financial institution extend to this borrower without a guarantee? _____

Proposed Guarantee Percentage¹: _____ (Maximum 50%) Proposed Loan Amount _____

Term of Note: _____ Months _____ Years Amortization: _____ Months _____ Years

Payment Schedule Monthly Quarterly Annually Other

PART IV: FINANCIAL INFORMATION
CASH FLOW BUDGET

- 1) Complete the Cash Flow Balance Worksheet (Form 4B) and submit with this application.
- 2) State the ENDING CASH BALANCE from the worksheet (must be positive to qualify):
- 3) Assess how reasonable the projections are and why you feel they are achievable:

¹ Guarantee is the lesser of 50% of the loan amount or \$50,000 for propane dealers/retailers and the lesser of 50% of the loan amount or \$25,000 for all other businesses.

PART V: LENDER QUESTIONS

1) Explain the reason(s) a Propane Guarantee is necessary for this loan/borrower (in order to qualify, the borrower must not otherwise be able to obtain a conventional loan at reasonable terms.)

2) Collateral

What is the collateral for this loan?

What is the estimated value of the collateral securing the loan?

What lien position will the loan be in?

What are the prior lien amounts against the assets securing the loan?

PART VI: BORROWER’S AFFIDAVIT

NOTE TO BORROWER(S):

You have applied for a Propane Guarantee, which, if approved, will be guaranteed by the Wisconsin Housing and Economic Development Authority (WHEDA). State law requires that we must determine whether you are eligible to receive a loan guarantee under the Propane Guarantee Program, and whether you intend to use the proceeds of the loan for eligible purposes. Confirm the following statements are true by initialing to the left of each numeral. Read each item carefully because making a false statement may subject you to criminal penalties and will result in denial or termination of this guarantee request. **All borrowers applying need to initial each line.**

- _____ 1) I am actively engaged in selling propane or am an existing business that will purchase propane for consumption by the business.
- _____ 2) I am a Wisconsin resident (or if a partnership or corporation, the entity is legally registered in Wisconsin).
- _____ 3) I have been in business for at least twelve months.
- _____ 4) I will use the proceeds of the loan guaranteed by the Propane Guarantee Program to finance the purchase of propane inventory, fund permanent or revolving working capital, equipment and eligible soft costs, or to purchase propane or propane equipment.
- _____ 5) I am not currently in forbearance or default on any WHEDA-guaranteed loans.
- _____ 6) I am not currently in and have not filed for bankruptcy; I do not have any outstanding judgments or tax liens.
- _____ 7) I am not delinquent in making child support, birthing expense, or maintenance payments.
- _____ 8) If I am a propane dealer/retailer, propane purchased from proceeds of the loan guaranteed by the Propane Guarantee Program will only be sold to residents of the State of Wisconsin.

The undersigned certify that the information provided and statements made on this application are complete and true. **All borrowers applying need to sign.**

Primary Borrower Signature

Co-Borrower Signature

Date

Co-Borrower Signature

Co-Borrower Signature

The lender asserts that, to their knowledge, the borrower meets the eligibility requirements set forth under the Propane Guarantee Program. The lender has read the Business Loan Guarantee Manual and agrees to adhere to all program policies. Any misrepresentation of information stated on this application or supporting documents which materially affects the borrower's eligibility or terms of the guarantee may result in denial or termination of this request.

Lender Signature

Print Lender Signatory Name

Date

**MAIL COMPLETE PACKAGE TO:
ECONOMIC DEVELOPMENT
WHEDA
PO BOX 1728
MADISON WI 53701-1728**

LENDER CHECKLIST – PROPANE GUARANTEE PROGRAM APPLICATION

Send this checklist and copies of the following documents along with this application. Packages must be sent to WHEDA within 30 days of the note date. All materials must be received before an application will be reviewed for approval. WHEDA will review and render a decision as soon as possible but no later than two business days after a completed application package is received.

- NON-REFUNDABLE CLOSING FEE
 - Equal to 1% of the requested guarantee amount
 - COMPLETE APPLICATION
 - Propane Guarantee Program Application, Form 4A
 - CASH FLOW BUDGET WORKSHEET
 - Propane Guarantee Program Cash Flow Budget Worksheet, Form 4B
 - Projected cash flow and ending cash balance must be positive in order to qualify
 - Budget term must be for the term of the loan
 - Proposed loan must be included in debt repayment
 - If sole proprietors are including off-business income (and expenses), income must be verified with documentation
 - An alternative version of this cash flow budget will be accepted, provided that it meets all required criteria
 - SIGNED COPY OF THE NOTE
 - Adheres to Propane Guarantee Program guidelines
 - Loan amount must be for eligible expenses only
 - Payment schedule must include monthly or quarterly principal and interest payments unless the loan is a single-payment note
 - Interest rate not to exceed Prime + 2.75% (if variable)
 - Maturity date no later than one year following the note date
 - BUSINESS SECURITY AGREEMENT
 - UCC FINANCING STATEMENT
 - Filing date must be within five years of note date
 - FINANCIAL STATEMENTS
 - Previous two years' income and expense statements or tax returns (with supporting schedules) to provide backup for Cash Flow Budget worksheet.
 - JOBS DATA COLLECTION STATEMENT
 - PERSONAL GUARANTEE
- A signed personal guarantee must be provided if the borrower is not a propane dealer/retailer.



Jobs Data Collection Statement Economic Development

Business/Project Name:

Business/Project City:

Borrowing/Ownership Entity:

WHEDA Project Number (Internal Use Only):

Tip: You are required to fill out all the fields for Current, Year 1, Year 2, and Year 3. Do not leave one of these fields blank, if the value is zero, enter a zero.

1) Current FTE Employees:

a) Current FTE¹ including owners.

Current

2) Created New FTE Jobs - Permanent:

a) Estimated new FTE¹ to be hired after the transaction closes, do not include current FTE¹ transferred as part of the planned construction/business transaction.

Estimated ³ Year 1	Estimated ³ Year 2	Estimated ³ Year 3

b) Of the Created New FTE Jobs - Permanent: how many of those will pay a salary at or greater than: \$14.45/hr⁴ or \$30,047/year⁴.

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3) Created New FTE Jobs - Permanent from Commercial Space Tenants:

a) If commercial space is to be created as part of the planned construction/business transaction, estimate how many new FTE¹ will be hired to staff that space. Do not include those in the direct employ of the business/developer. This total count should be above and beyond the Created New FTE Jobs - Permanent total listed above.

Estimated ³ Year 1	Estimated ³ Year 2	Estimated ³ Year 3

b) Of the Created New FTE Jobs - Permanent from Commercial Space Tenants: how many of those will pay a salary at or greater than: \$14.45/hr⁴ or \$30,047/year⁴.

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4) Created New Employees - Temporary/Construction:

a) Estimated new Employees² to be hired that a) are not a direct employee business/developer, or b) are not expected to last, in duration, beyond the planned construction/business transaction.

Estimated ³ Year 1	Estimated ³ Year 2	Estimated ³ Year 3

b) Of the Created New Employees - Temporary/Construction: how many of those will receive a salary at or greater than: \$14.45/hr⁴ or \$30,047/year⁴.

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Note 1: FTE is defined as 2080 hours/year or 40 hours/week.

How to calculate FTE Example:

2 full time employees at 40 hrs/wk, 1 part time employee at 20 hrs/wk, and 1 part time at 10hrs/wk.

Calculation: 40+40+20+10 = 110 hrs/wk. 110 hrs/wk x 52 wks/yr = 5720 hrs/yr. 5720 hrs/yr ÷ 2080 hrs/yr = 2.75 FTE

Note 2: This employees count shall include all temporary, part-time, and full-time employees regardless of the number of hours worked. A FTE Calculation is not required for this category.

Note 3: The figures for Year 1 could be a partial year ending Dec. 31. The figures for Years 2,3 should be for a full calendar year, defined as Jan. 1-Dec. 31.

Note 4: As established by U.S. Department of Housing & Urban Development (HUD) to produce fair market rent estimates.

Please return this completed Jobs Data Collection Statement to:

I hereby certify that the information provided above is accurate.

Sam Haile
Program Specialist
608-267-1087
sam.haile@wheda.com

Borrower/Owner Signature

Borrower/Owner First Name

Borrower/Owner Last Name

Title

Date