

# Industry Associations

## ■ Beef Associations

- **National Cattlemen's Beef Association**

*National Cattlemen's Beef Association, 5420 South Quebec St., Greenwood Village, CO 80111*

*Phone: (303) 694-0305*

*FAX: (303) 694-2851*

*www.beef.org/organizations/ncba/*

- **Iowa Beef Industry Council**

*Iowa Beef Industry Council, 2055 Ironwood Court, Ames, IA 50014*

*Phone: (515) 296-2305*

*FAX: (515) 296-4873*

*www.iabeef.beef.org/*

## ■ Organizations of Interest to Both Pork and Beef Producers

- **U.S. Meat Export Federation**

*U.S. Meat Export Federation, 1050 17<sup>th</sup> Street, Suite 2200, Denver, CO 80265*

*Phone: (303) 623-6328*

*www.usmef.org*

The U.S. Meat Export Federation (USMEF) is a non-profit trade association working to identify and develop international markets for U.S. beef, pork, lamb and veal. USMEF maintains a global network of 13 foreign offices and international representatives around the world.

- **American Meat Institute**

*American Meat Institute, 1700 North Moore Street, Suite 1600, Arlington, VA 22209*

*Phone: (703) 841-2400*

*www.meatami.org*

American Meat Institute (AMI), a national trade association, represents packers and processors of 70 percent of the nation's beef, pork, veal and turkey products and their suppliers throughout America. The institute provides legislative, regulatory and public relations services, conducts scientific and economic research, offers marketing and technical assistance and sponsors educational programs.

- **Leopold Center for Sustainable Agriculture**

*Leopold Center for Sustainable Agriculture, 209 Curtis Hall, Iowa State University, Ames, IA 50011-1050*

*Phone: (515) 294-3711*

*www.leopold.iastate.edu*

The Leopold Center has three primary objectives:

- to identify and reduce negative impacts of agriculture on natural resources and rural communities;
- to develop profitable farming systems that conserve natural resources; and
- to work with ISU Extension and other groups to inform the public of new research findings.

- **Meat Export Research Center**

*Meat Export Research Center, 194B Meat Laboratory, Iowa State University, Ames, IA 50011-3150*

*[www.ag.iastate.edu/centers/merc](http://www.ag.iastate.edu/centers/merc)*

Meat Export Research Center (MERC) was developed in 1984 to support the expansion of exports of U.S. meat and meat products and aid in the development of a stronger agricultural economy. As part of the Utilization Center for Agricultural Products, MERC is a multi-disciplinary center encompassing researchers in meat science, economics, sociology, microbiology, marketing, food science, transportation and logistics, and political science. Research is conducted in the following areas: market identification and assessment; product evaluation and product and process development; demographics and cultural preferences; and trade barriers and public policy assessment.

# Iowa Resources for Financial Assistance

## ■ Iowa Department of Economic Development

- **Community Economic Betterment Account (CEBA)**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819; FAX: (515) 242-4749*

Designed to increase employment opportunities for Iowans by increasing economic activity in the state. While financial assistance from CEBA is intended to expand existing businesses and encourage start-ups, CEBA funds are only a small piece of the financial package. The remaining investment must come from private and local sources. CEBA applications are filed by communities on behalf of the interested businesses.

- **Economic Development Set-Aside (EDSA)**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819; FAX: (515) 242-4749*

EDSA is funded through a portion of the federal Community Development Block Grant money Iowa receives that is allocated for economic development projects. It provides forgivable loans and direct loans to businesses. These projects must be sponsored by Iowa counties or cities with populations under 50,000.

- **Entrepreneurs with Disabilities Program**

*Iowa Department of Economic Development, Bureau of Business Finance, 510 E. 12<sup>th</sup> St., Des Moines, IA 50319*

*Phone: (515) 281-6763, FAX: (515) 281-6648*

Provides technical and financial assistance to qualified individuals with disabilities who are seeking self-sufficiency by establishing, maintaining, expanding or acquiring a small business.

- **Export Trade Assistance Program (ETAP)**

*Iowa Department of Economic Development, International Division, 200 E. Grand Ave., Des Moines, IA 50309*

*Phone: (515) 242-4819; FAX: (515) 242-4749*

*[www.state.ia.us/international](http://www.state.ia.us/international)*

Provides financial assistance to businesses that participate in overseas trade shows and trade missions. ETAP money is available to Iowa firms that produce products or provide services in Iowa.

- **Self-Employment Loan Program (SELP)**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819; FAX: (515) 242-4749*

Offers low-interest loans to low-income owners of new or expanding small businesses. The Bureau of Business Finance oversees SELF-loans, which can total as much as \$10,000 with a 5 percent simple interest rate.

- **Targeted Small Business Financial Assistance Program**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819; FAX: (515) 242-4749*

Designed to create and expand minority and women-owned businesses. The TSB program has two components: direct loans or equity grants of up to \$25,000 and loan guarantees of up to \$40,000.

- **Value-Added Agricultural Products and Processes Financial Assistance Program (VAAPFAP)**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819; FAX: (515) 242-4795*

Promotes and encourages the “value-added” processing of agricultural commodities. VAAPFAP is designed to increase the types of agricultural products and commodities produced in Iowa with applied research and innovation.

## ■ Iowa Finance Authority

- **Iowa Small Business Loan Program and Iowa Economic Development Loan Program**

*Iowa Finance Authority, 100 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4900; FAX: (515) 242-4957*

Provides financing to new and expanding businesses through the sale of tax-exempt bonds. The maximum loan is \$10 million, and interest rates vary depending on the market.

## ■ Treasurer of State’s Office

- **Link Investments for Tomorrow (LIFT)**

*Treasurer of State’s Office, Capital Building, 1<sup>st</sup> Floor, Des Moines, IA 50309  
Phone: (515) 281-3287*

Assists with rural small business transfer, and horticulture and alternative agricultural crops. Contact the Treasurer of State’s Office for further details.

- **Entrepreneurial Ventures Assistance (EVA)**

*IDED, Bureau of Finance, 200 E. Grand Ave., Des Moines, IA 50309  
Phone: (515) 242-4819*

Offers financial and technical assistance to start-up and early-stage enterprises. An initial investment of up to \$50,000 may be awarded. To be eligible, a business must be located in Iowa and in an industry offering the greatest start-up and growth potential for the state, including, but not limited to:

- Biotechnology
- Recyclable materials
- Software development and computer-related products
- Advanced materials
- Advanced manufacturing
- Medical and surgical instruments

To qualify, applicants must have completed or must be participating in entrepreneurial training from a John Pappajohn Entrepreneurial Center or have comparable training or experience. Businesses engaged in retail sales, the provision of health care or other professional services, or the distribution of products or services are not eligible for EVA funds.

## ■ USDA

- **Business and Industrial Loan Guarantee Program**

*USDA, Rural Development, 873 Federal Building, 210 Walnut St., Des Moines, IA 50309  
Phone: (515) 284-4714, FAX: (515) 284-4859*

Provides guarantees on loans of up to \$10 million or more made by private lenders for start-up or expansion purposes to for-profit or non-profit businesses or investors of any size located in rural areas with populations under 50,000.

- **Intermediary Relending Program**

*USDA, Rural Development, 873 Federal Building, 210 Walnut St., Des Moines, IA 50309*

*Phone: (515) 284-4714; FAX: (515) 284-4859.*

Provides 1 percent, 30-year loans to eligible intermediaries to establish a revolving loan fund. The intermediary then relends the funds for business and community development projects in rural areas with populations under 25,000. Competition will require an equity contribution by the intermediary.

## ■ Small Business Administration

- **Small Business Administration Loan Program**

*U.S. Small Business Administration, Federal Building, 210 Walnut St., Room 749, Des Moines, IA 50309*

*Phone: (515) 284-4422; FAX: (515) 284-4572*

*www.sbaonline.sba.gov*

Offers a number of guaranteed loan programs designed to meet the needs of small business. The SBA reduces risk to lenders by guaranteeing major portions of loans made to small businesses that demonstrate the ability to repay the loan, and enables lenders to provide financing to small businesses when funding is otherwise unavailable on reasonable terms.

- **Iowa Business Growth Company (SBA Fund 504)**

*7043 Vista Drive, West Des Moines, IA 50266*

*Phone: (515) 223-4511; FAX: (515) 223-5017*

*E-mail: iabusgrowth@MSM.com*

Provides fixed asset loans for land, buildings, remodeling, new construction and machinery or equipment. SBA 504 loans are available for qualified small businesses throughout Iowa and provide up to 90 percent financing for most projects. A low fixed interest rate and 10 or 20 year maturity is standard. IBGC is the statewide 504 provider. For more information on local organizations providing 504 funds, contact SBA at (515) 284-4422.

- **Small Business Innovation Research Grants (SBIR)**

*U.S. Small Business Administration, Federal Building, 210 Walnut St., Room 749, Des Moines, IA 50309*

*Phone: (515) 284-4422; FAX: (515) 284-4572*

Provides small, high technology firms a greater share of federal research development funds. SBIR ensures that federal agencies with substantial research and development budgets direct a certain percentage of research and development contracts to small firms.



# Contacts for Foreign Market Information and Assistance

The U.S. Foreign Agricultural Service (FAS) offers a wealth of information about market opportunities, upcoming events and related news items, as well as links to many related services and Web sites.

[www.fas.usda.gov](http://www.fas.usda.gov)

## Other sources of information for assistance on developing export markets:

- **U.S. Meat Export Federation**  
*U.S. Meat Export Federation, 1050 17<sup>th</sup> Street, Suite 2200, Denver, CO 80265*  
*Phone: (303) 623-6328*  
*[www.usmef.org](http://www.usmef.org)*  
*Offices in Tokyo, Osaka, Mexico City, Shanghai, Seoul, Moscow and Beirut*
- **National Cattlemen's Beef Association**  
*National Cattlemen's Beef Association, 5420 South Quebec St., Greenwood Village, CO 80111*  
*Phone: (303) 694-0305*  
*FAX: (303) 694-2851*  
*[www.beef.org/organizations/ncba/](http://www.beef.org/organizations/ncba/)*
- **Iowa Beef Industry Council**  
*Iowa Beef Industry Council, 2055 Ironwood Court, Ames, IA 50014*  
*Phone: (515) 296-2305*  
*FAX: (515) 296-4873*  
*[www.iabeef.beef.org/](http://www.iabeef.beef.org/)*
- **Meat Export Research Center**  
*Meat Export Research Center, 194B Meat Laboratory, Iowa State University, Ames, IA 50011-3150*  
*[www.ag.iastate.edu/centers/merc](http://www.ag.iastate.edu/centers/merc)*
- **International Marketing Division**  
*International Marketing Division, Iowa Department of Economic Development, 200 E. Grand Avenue, Des Moines, IA 50309*  
*Phone: (515) 242-4743; Fax: (515) 242-4918*



# Employee Training Programs

## ■ Iowa Jobs Training Program

- **Iowa Department of Economic Development**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309*

*Phone: (515) 242-4878; FAX: (515) 242-4722*

Assists businesses that invest in retooling to retrain currently employed workers.

Businesses may receive grants, loans or forgivable loans of up to \$50,000 to help pay for training. This program also provides training funds for small companies creating new jobs, including assistance for screening, skill assessment, testing and custom-designed training programs.

## ■ Iowa New Jobs Training Program

- **Iowa Department of Economic Development**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309*

*Phone: (515) 242-4878; FAX: (515) 242-4722*

Provides training funds for companies creating new jobs, including assistance with screening, skill assessment, testing and custom-designed training programs. New or expanding Iowa companies can be reimbursed up to 50 percent of new employees' salaries and fringe benefits during the training period.

## ■ Job Training Partnership Act (JTPA)

- **Iowa Department of Economic Development**

*Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, IA 50309*

*Phone: (515) 242-9097; FAX: (515) 242-9033*

*[www.state.ia.us/government/wd](http://www.state.ia.us/government/wd)*

A federal job-training program that prepares economically disadvantaged youths and adults to enter or re-enter the labor force. Employees can be reimbursed for up to 50 percent of the JTPA participant's on-the-job training salary during the first few months of work.

## ■ Promise Jobs

- **Iowa Department of Workforce Development**

*Iowa Department of Workforce Development, 150 Des Moines St., Des Moines, IA 50309*

*Phone: (515) 281-9030; FAX: (515) 281-9096*

Provides employment and training opportunities to recipients of Aid to Dependent Children (ADC) in order to assist them in becoming self-sufficient. Clients may receive job search assistance, institutional skills and entrepreneurial training.

## ■ Community Colleges

Iowa's 15 community colleges all offer customized training programs.

- **Eastern Iowa Community College District**

*Eastern Iowa Community College District, 306 W. River Drive, Davenport, IA 52801-1221*

*Phone: (319) 322-5015; FAX: (319) 336-3350*

*[eiccdinfo@eiccd.cc.ia.us](mailto:eiccdinfo@eiccd.cc.ia.us)*

*[www.eiccd.cc.ia.us](http://www.eiccd.cc.ia.us)*

- **Des Moines Area Community College**  
*Des Moines Area Community College, 2006 S. Ankeny Blvd., Ankeny, IA 50021*  
*Phone: (515) 964-6397; FAX: (515) 964-6206*  
*Lsgrubisich@dmacc.cc.ia.us*  
*www.dmacc.cc.ia.us*
- **Hawkeye Community College**  
*Hawkeye Community College, 1501 East Orange, P.O. Box 8015, Waterloo, IA 50704-8015*  
*Phone: (319) 296-2320; FAX: (319) 296-2874*  
*www.hawkeye.cc.ia.us*
- **Indian Hills Community College**  
*Indian Hills Community College, 525 Grandview, Ottumwa, IA 52501*  
*Phone: (515) 683-5212 or (800) 726-2585; FAX: (515) 683-5263*  
*www.ihcc.cc.ia.us*
- **Iowa Central Community College**  
*Iowa Central Community College, 330 Avenue M, Fort Dodge, IA 50501*  
*Phone: (515) 576-7201, ext. 2338; FAX: (515) 576-7206*  
*www.iccc.cc.ia.us*
- **Iowa Lakes Community College**  
*Iowa Lakes Community College, 19 South Seventh Street, Estherville, IA 51334-2295*  
*Phone: (712) 362-0431; FAX: (712) 362-0480*  
*info@ilcc.cc.ia.us*  
*www.ilcc.cc.ia.us*
- **Iowa Valley Community College District**  
*Iowa Valley Community College District, 3700 South Center St., Marshalltown, IA 50158*  
*Phone: (515) 752-4645, ext. 411; FAX: (515) 754-1443*  
*Jbrandt@iavalley.cc.ia.us*  
*www.iavalley.cc.ia.us/ivce/customivce.html*
- **Iowa Western Community College**  
*Iowa Western Community College, 2700 College Road, P.O. Box 4C, Council Bluffs, IA 51502*  
*Phone: (712) 325-3375 or (800) 432-5852*  
*www.iwcc.cc.ia.us/continuinged.htm*
- **Kirkwood Community College**  
*Kirkwood Community College, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52406*  
*Phone: (319) 398-5623; FAX: (319) 398-5432*  
*continue@kirkwood.cc.ia.us*  
*www.kirkwood.cc.ia.us*
- **North Iowa Area Community College**  
*North Iowa Area Community College, 500 College Drive, Mason City, IA 50401*  
*Phone: (515) 422-4358 or (888) 466-4222; FAX: (515) 422-4129*  
*www.niacc.cc.ia.us*
- **Northeast Iowa Community College (Calmar Campus)**  
*Northeast Iowa Community College (Calmar Campus), P.O. Box 400, Calmar, IA 52132*  
*Phone: (319) 562-3263; FAX: (319) 562-3719*  
*www.nicccc.ia.us*

- **Northeast Iowa Community College (Peosta Campus)**  
*Northeast Iowa Community College (Peosta Campus), 10250 Sundown Road, Peosta, IA 52068*  
*Phone: (319) 556-5110; FAX: (319) 557-0347*  
*www.nicc.cc.ia.us*
- **Northwest Iowa Community College**  
*Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201*  
*Phone: (712) 324-5061; FAX: (712) 324-4136*  
*www.nwicc.cc.ia.us*
- **Southeastern Community College**  
*Southeastern Community College, 1015 S. Gear Ave., West Burlington, IA 52655-0605*  
*Phone: (319) 752-2731, ext. 8168; FAX: (319) 752-3407*  
*www.secc.cc.ia.us*
- **Southwestern Community College**  
*Southwestern Community College, 1501 West Townline Road, Creston, IA 50801*  
*Phone: (515) 782-1463; FAX: (515) 782-3312*  
*www.swcc.cc.ia.us*
- **Western Iowa Tech Community College**  
*Western Iowa Tech Community College, 4467 Stone Ave., Sioux City, IA 51101-0265*  
*Phone: (712) 274-8733*  
*www.witcc.cc.ia.us*



# Industry and General Business Information Sources

## ■ USDA National Agricultural Library (NAL) Homepage

The National Agricultural Library (NAL), part of the Agricultural Research Service of the USDA, is one of four National Libraries in the United States. NAL is a major international source for agriculture and related information. This Web site provides access to NAL's many resources and a gateway to its associated institutions.

*[www.nalusda.gov](http://www.nalusda.gov)*

## ■ Web Sites Linking Businesses

- **Iowa Department of Economic Development**

*[www.state.ia.us/ided](http://www.state.ia.us/ided)*

Features a wide range of information about IDED programs and services, budget and partner agencies, as well as other IDED sponsored Internet sites.

- **Iowa Economic Trends**

*[www.state.ia.us/trends](http://www.state.ia.us/trends)*

Features current Iowa economic news useful to business, government and financial policy-makers, and links to other useful economic information (e.g. National Bureau of Economic Research, REIS, Norwest Bank and Federal Reserve Banks).

- **State of Iowa Home Page**

*[www.state.ia.us](http://www.state.ia.us)*

The Iowa Access Network, your electronic gateway to the State of Iowa, provides you with immediate access to information and services.

- **Iowa Network Services Showcase**

*[www.netins.net/showcase](http://www.netins.net/showcase)*

Offers you the opportunity to showcase your Iowa products and services, organization and interests.

- **Small Business Development Centers**

*[www.iowasbdc.org](http://www.iowasbdc.org)*

Provides one-on-one, free, confidential counseling to individuals.

- **Iowa Attorney Referral Service**

*[www.iowabar.org](http://www.iowabar.org)*

Helps put you in touch with a lawyer in your area (or out of your area if you request).

- **SBA On-Line**

*[www.sba.gov](http://www.sba.gov)*

Features a wealth of information about SBA programs, plus many helpful publications aimed at small business.

- **Pappajohn On-line**

*[www.disc.drake.edu/](http://www.disc.drake.edu/)*

Provides entrepreneurs and their supporting organizations with current course information, the status of applied research projects, international opportunities and helpful online information.

- **The Iowa Bankers Association**

*[www.iabankers.com/normal.htm](http://www.iabankers.com/normal.htm)*

Provides resources for planning and applying for a commercial loan.

- **Ernst & Young Entrepreneur Services**

*[www.cy.com/industry/entrepreneur/.html](http://www.cy.com/industry/entrepreneur/.html)*

Offers a wide array of services for entrepreneurial companies and their investors.

- **Smallbiznet**  
*www.lowe.org*  
Features an electronic bookshelf and a bulletin board where entrepreneurs can trade tips.
- **Small Business and Effective Web Marketing**  
*www.wilsonweb.com/webmarket*  
Dedicated to instructing small businesses in the art of constructing a presence on the Internet's World Wide Web.
- **Netmarquee**  
*www.nmq.com*  
Features unique news and information for owners and executives in family-controlled companies.
- **U.S. Business Advisor**  
*www.business.gov/*  
Offers a one-step electronic link to all the business information and services provided by the federal government.
- **The Small Business Advisor**  
*www.isquare.com*  
Lists books, special reports, consulting resources and seminars for entrepreneurs with new businesses.
- **U.S. House of Representatives – Committee on Small Business**  
*www.house.gov/smbiz*  
Gives daily updates on what is happening on the House floor regarding issues affecting small business.
- **U.S. Senate Committee on Small Business**  
*www.senate.gov/~sbc*  
Includes news releases, hearing schedules for issues that affect small business, etc.
- **National Small Business United**  
*www.nsbu.org*  
An advocate for small business since 1937, NSBU keeps small business owners in touch with legislative and regulatory issues that affect them.
- **Iowa Business Network**  
*www.iabusnet.org*  
The Iowa Business Network will help you solve business problems, plan strategies for the Information Age, learn about new technologies and communicate with others who share your interests.
- **Iowa Software Association**  
*www.iasoft.org*  
The Iowa Software Association is dedicated to promoting the growth, prosperity and recognition of a world-class software and information and technology industry.

- **National Technical Information Service (NTIS)**  
[www.fedworld.gov/](http://www.fedworld.gov/)  
 The official source for government sponsored U.S. and worldwide scientific, technical, engineering and business-related information. A non-appropriated agency of the U.S. Department of Commerce Technology Administration, NTIS does not rely on taxpayer funds to operate. All NTIS operating costs are paid for by the sale of its products and services.
- **Small & Home-Based Business Links**  
[www.bizoffice.com/financing.html](http://www.bizoffice.com/financing.html)  
 Provides links to home-based business sites, entrepreneurial sites and government sites.
- **Idea Café: The Small Business Channel**  
[www.ideacafe.com](http://www.ideacafe.com)  
 Provides entrepreneurs with information needed to start and run a business.
- **International Franchise Association**  
[www.franchise.org](http://www.franchise.org)  
 A membership organization of franchisers, franchisees and suppliers.
- **EntreWorld**  
[www.EntreWorld.org](http://www.EntreWorld.org)  
 EntreWorld is an on-line information resource for entrepreneurs and supports entrepreneurship. It provides a solution to information overload on the Web by providing highly filtered information coded by stage of business development.
- **Pro-Net**  
[www.pro-net.sba.gov](http://www.pro-net.sba.gov)  
 Sponsored by SBA, Pro-Net is an electronic gateway to information for and about small businesses.

## ■ Business and Technical Assistance - Government Agencies

- **Center for Industrial Research and Service (CIRAS)**  
*Center for Industrial Research and Service (CIRAS), 2272 Howe Hall, Suite 2620, Iowa State University, Ames, IA 50011-2272*  
*Phone: (515) 294-3420; FAX: (515) 294-4925*  
[ciras@iastate.edu](mailto:ciras@iastate.edu)  
[www.ciras.iastate.edu](http://www.ciras.iastate.edu)  
 Assists companies with management, production, marketing, engineering, finance and technology problems and/or concerns. CIRAS helps bring firms into contact with resource people, organizations and agencies that can help provide solutions, and operates as an industrial arm of Iowa State University Extension.

## ■ Cooperative Services

- **USDA - Rural Development**

*USDA - Rural Development, 873 Federal Building, 210 Walnut Street, Des Moines, IA 50309*

*Phone: (515) 284-4714; FAX: (515) 284-4859*

Provides free technical assistance to help rural residents form new cooperative ventures and improve operations of existing cooperatives.

- **Institute of Social and Economic Development (ISED)**

*Institute of Social and Economic Development (ISED), 1901 Broadway, Suite 313, Iowa City, IA 52240*

*Phone: (319) 338-2331; FAX: (319) 338-5824*

*jfriedman@ised.org*

Focuses on minorities, women, persons with disabilities and low-income individuals. ISED encourages self-sufficiency through the growth of small business and self-employment opportunities, and provides services for any person who wants to start or expand a business employing up to five employees, including the owner(s).

- **Iowa Manufacturing Extension Partnership (IMEP)**

*Iowa Manufacturing Extension Partnership (IMEP), Advanced Technology Center, Bldg. 3E, DMACC, 2006 South Ankeny Blvd., Ankeny, IA 50021*

*Phone: (515) 965-7125 or (877) 965-IMEP; FAX: (515) 965-7050*

*www.imep.org*

IMEP is one of more than 70 similar federal centers that exist to bring together local, state and federal resources to assist small- to mid-sized manufacturers improve processes and technologies and become more competitive. IMEP is an affiliate of NIST. Iowa MEP helps identify problems and resources, conducts formal needs assessments and develops strategic plans. IMEP also assists with modernizing facilities, upgrading processes and improving work force capabilities through the use of effective training and skill development.

- **Iowa Procurement Outreach Center (IPOC)**

*Iowa Procurement Outreach Center (IPOC), CIRAS, Iowa State University, 2272 Howe Hall, Ste. 2620, Ames, IA 50011-2272*

*Phone: (800) 458-4465; FAX: (515) 294-4483*

*IPOC@ciras.iastate.edu*

Helps Iowa businesses successfully compete for federal government contracts. IPOC can assist with expanding markets plus research into the potential of your company's product(s) in the federal marketplace. The Center helps locate bar coding suppliers, reviews bid documents and provides information on contract administration and general consulting to help your business understand the entire procurement process.

- **Regulatory Assistance Programs**

Contact IPOC or CIRAS, listed previously.

- **Service Corps of Retired Executives (SCORE)**

*Service Corps of Retired Executives (SCORE), Federal Building, Room 749, 210 Walnut St., Des Moines, IA 50309*

*Phone: (515) 284-4760; FAX: (515) 284-4572*

*www.sbaonline.sba.gov/SCORE or*

*www.scn.org/civic/score-online*

Features a group of retired business men and women who volunteer their time to counsel and assist those starting a business or encountering business challenges. SCORE operates several offices throughout Iowa.

- **The Small Business Ombudsman**

*Iowa Citizens' Aide/Ombudsman, 215 East 7th St., Capital Complex, Des Moines, IA 50319*

*Phone: (515) 281-3592 or (888) IA-OMBUD; FAX: (515) 242-6007*

*ombud@legis.state.ia.us*

An office established to increase government's responsiveness and sensitivity to the needs of small businesses. The Ombudsman acts as a liaison between businesses and various government bodies and departments on the local and state level.

- **University of Northern Iowa/Market Development Program**

*College of Business Administration, The Business Building, Suite 5, Cedar Falls, IA 50614-0120*

*Phone: (319) 273-2886; FAX: (319) 273-6830*

Provides customized market research, analysis and strategic planning services to existing Iowa businesses, primarily manufacturers.

- **Virtual Management Assistance Program**

*Iowa Department of Economic Development, Small Business Resource Office, 200 E. Grand Ave., Des Moines, IA 50309*

*Phone: (515) 242-4704 or (800) 532-1216; FAX: (515) 242-4776*

*www.state.ia.us/sbro/vmap.htm*

Maintains and monitors a comprehensive, confidential, database system designed to act as a clearinghouse to foster business-to-business connections by connecting entrepreneurs with prospective management consultants and/or strategic alliance partners.

## ■ Cooperative Banks Resources and Assistance

- **CoBank - National Bank for Cooperatives**

*CoBank - National Bank for Cooperatives, Corporate Relations, P.O. Box 5110, Denver, CO 80217*

*Phone: (303) 740-4051 or (800) 542-8072*

CoBank is a cooperative whose customers are local, regional and national agricultural cooperatives and rural utility systems across the United States. CoBank offers a broad range of flexible loan programs and specially tailored financial services. CoBank has centers around the country and a national office and banking center in Denver, CO.

- **National Cooperative Bank**

*http://www.ncb.com*

NCB and its subsidiaries provide a broad array of financial services to the U.S. cooperative sector, spurring economic growth and community development in urban and rural America. Established in 1978 by Congress, NCB was reconstituted as a privately owned cooperative financial institution in 1981.



# Iowa Councils of Government

- **Upper Explorerland Regional Planning Commission**  
Allamakee, Clayton, Fayette, Howard, Winneshiek  
*Upper Explorerland Regional Planning Commission, 134 Greene Street, P.O. Box 219, Postville, IA 52162*
- **North Iowa Area Council of Governments**  
Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, Worth  
*North Iowa Area Council of Governments, 121 3rd Street NW, Mason City, IA 50401*  
*Phone: (515) 423-0491*
- **Northwest Iowa Planning and Development Commission**  
Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, Sioux  
*Northwest Iowa Planning and Development Commission, 2303 W. 18th Street, P.O. Box 1493, Spencer, IA 51301*  
*Phone: (712) 262-7225*
- **Siouxland Interstate Metropolitan Planning Council**  
Monona, Plymouth, Woodbury, Ida, Cherokee, Dakota (NE), Union (SD)  
*Siouxland Interstate Metropolitan Planning Council, 400 Insurance Centre, P.O. Box 447, Sioux City, IA 51102*  
*Phone: (712) 279-6286*
- **Region Six Planning Commission**  
Hardin, Poweshiek, Tama, Marshall, Jasper  
*Region Six Planning Commission, 24-1/2 N. Center St., Marshalltown, IA 50158*
- **Iowa Northland Regional Council of Governments**  
Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Grundy  
*Iowa Northland Regional Council of Governments, 501 Sycamore Street, Ste. 333, Waterloo, IA 50703*  
*Phone: (319) 235-0311*
- **East Central Intergovernmental Association**  
Clinton, Delaware, Dubuque, Jackson, Cedar  
*East Central Intergovernmental Assoc., Nesler Center, Ste. 330, P.O. Box 1140, Dubuque, IA 52001*  
*Phone: (319) 556-4166*
- **Bi-State Regional Commission**  
Muscatine, Scott, (Henry/Mercer/ Rock Island IL)  
*Bi-State Regional Commission, 1504 Third Avenue, P.O. Box 3368, Rock Island, IL 61204-3368*  
*Phone: (319) 793-6300*
- **MIDAS Council of Governments**  
Calhoun, Hamilton, Humboldt, Boone, Pocahontas, Webster, Wright, Story  
*MIDAS Council of Governments, 200 N. 10th St., Fort Dodge, IA 50501*  
*Phone: (515) 576-7183*
- **Region XII Council of Governments**  
Audubon, Carroll, Crawford, Greene, Guthrie, Sac, Dallas  
*Region XII Council of Governments, 1009 E. Anthony, Carroll, IA 51401*  
*Phone: (712) 792-9914*

- **Southwest Iowa Planning Council**  
Cass, Fremont, Harrison, Montgomery, Page, Shelby  
*Southwest Iowa Planning Council, 1501 SW 7th Street, P.O. Box 348, Atlantic, IA 50022*  
*Phone: (712) 243-4196*
- **Southern Iowa Council of Governments**  
Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, Union, Warren, Marion  
*Southern Iowa Council of Governments, 101 East Montgomery Street, P.O. Box 102, Creston, IA 50801*  
*Phone: (515) 782-8491*
- **East Central Iowa Council of Governments**  
Benton, Iowa, Johnson, Jones, Linn, Washington  
*East Central Iowa Council of Governments, 6301 Kirkwood Blvd. SW, P.O. Box 2068, Cedar Rapids, IA 52406*
- **Area XV Regional Planning Commission**  
Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello, Wayne  
*Area XV Regional Planning Commission, P.O. 1110, Ottumwa, IA 52501*  
*Phone: (515) 684-6551*
- **Southeast Iowa Regional Planning Commission**  
Des Moines, Henry, Lee, Louisa  
*Southeast Iowa Regional Planning Comm., 214 N. 4th St. STE A, P.O. Box 397, Burlington, IA 52601*  
*Phone: (319) 753-5107*
- **Metropolitan Area Planning Agency**  
Mills, Pottawattamie (Douglas/Sarpy/Wash. NE)  
*Metropolitan Area Planning Agency, 2222 Cuming, Omaha, NE 68012*  
*Phone: (402) 444-6866*



# Iowa Processors

A complete (to date) list of Iowa meat processors plus contact information is available on the CIRAS Web site.

[www.ciras.iastate.edu](http://www.ciras.iastate.edu)



# CIRAS Services

## ■ Benchmark Surveys

- Benchmark surveys

## ■ Computer Simulation

- Computer simulation for system improvement
- Plant layout

## ■ Financial Management Assistance

- Financial management assistance

## ■ Feasibility Study

- Open doors to the future with a feasibility study

## ■ ISO

- ISO 9000
- Education for ISO 9000 implementation
- Auditing to the ISO 9000 standard

## ■ Kaizen

- Kaizen; take a proven road to continuous improvement

## ■ OSHA

- OSHA compliance programs
- OSHA compliance workshops

## ■ QS 9000

- QS 9000 advanced quality system

## ■ Product Design and Test

- Product development

## ■ SoftSelect Systems

- SoftSelect systems

## ■ Strategic Planning Service

- Plan your future

## ■ Theory of Constraints

- Constraint management

*Contact your CIRAS representative for details on these services or call the Ames office at (515) 294-3420.*

# Plant Layout

## ■ Applying Computer Simulation to Facilities Planning

Are you planning a new facility or addition? Would you like to rearrange your current facility to maximize efficiency?

### ■ You Have Two Choices!

- Physically build or change the layout and measure results.
- Model the system and measure results before changes are made.

Consider using your own in-house experience and knowledge of your operations along with CIRAS Simulation Team expertise and software to develop the ultimate facility.

Using the team approach in computer simulation to do both static and dynamic modeling, CIRAS can assist you in selecting and evaluating various layout alternatives using a variety of software products such as AutoCAD®, FactoryPLAN®, FactoryFLOW®, ProcessModel, ProModel®, and Crystal Ball®.

### ■ Benefits of Simulation

- It's cost effective.
- Alternatives can be evaluated before actual changes are made.
- It can show performance changes over time.
- Simulation permits controlled experimentation.
- It's nondisruptive of the actual system.
- It stimulates interest and team participation.
- Simulation forces attention to detail in a design.
- It promotes "total system" solutions.

Join the select list of manufacturers who have made their future plans a reality!

### ■ Explore the Opportunity

For information about applying computer simulation to facilities planning, contact your local CIRAS representative or call the CIRAS central office in Ames at (515) 294-3420. You may also e-mail us at [info@ciras.iastate.edu](mailto:info@ciras.iastate.edu), send us a fax at (515) 294-4925, or visit our Web site at [www.ciras.iastate.edu](http://www.ciras.iastate.edu).

# Financial Management Assistance

## ■ Are Your Finances in Focus?

Financial management assistance is an unbiased look at the financial position of your company—past, present and future.

## ■ Discover the Benefits

- Find out what your product is really costing you.
- Determine how healthy your business is compared to similar businesses.
- Look at how efficiently you are using your resources.
- See how your financial decisions impact your business.

## ■ What CIRAS Can Do

Most companies focus on production for realized gains and efficiencies and ignore sound financial practices to increase profits. CIRAS can assist you in looking at financial business decisions to improve production and growth. Using financial models to evaluate your business, CIRAS will save you time and money in the long run.

## ■ Services Available

- financial statement analysis of the balance sheet, income statement and cash flow statement
- activity-based costing—a detailed costing approach
- shop costing rates for different areas of the shop
- financial operations analysis—looking at your financial systems
- financial projections for decision making
- acquisition evaluation—a test of financial feasibility of a product or business

## ■ Explore the Opportunity

To learn more about financial management assistance, contact Steve Vanderlinden, CIRAS financial specialist, at (319) 336-3318, by e-mail at [svanderlinden@ciras.iastate.edu](mailto:svanderlinden@ciras.iastate.edu), or call the CIRAS central office in Ames at (515) 294-3420. You may also e-mail us at [info@ciras.iastate.edu](mailto:info@ciras.iastate.edu), send us a fax at (515) 294-4925, or visit our Web site at [www.ciras.iastate.edu](http://www.ciras.iastate.edu).

# ISO 9000

*ISO 9000 is a quality system accepted by more than 100 countries in the world.*

## ■ How Can Your Firm Benefit?

- a quality system for manufacturing, process and service companies
- improved customer satisfaction and process controls
- increased quality awareness among employees
- improved communications

## ■ Implement ISO 9000 Quality System Concepts

CIRAS is an expert resource available to assist your company in implementing an ISO 9000 quality system from planning through the pre-assessment audit.

## ■ CIRAS Assistance Includes:

- introduction to the ISO 9000 quality system
- ISO 9000 GAP audit
- "All About ISO 9000" seminar
- ISO 9000 implementation planning
- documentation development workshop, quality manual and procedures
- documentation writing workshop
- documentation review
- ISO 9000 internal auditor training
- selection of ISO 9000 register
- employee education
- ISO pre-assessment audit

All services listed above can be provided individually or as a package. CIRAS does offer a unique four-day, non-certificate seminar for individuals who do not wish to attend the week-long lead assessor training but want to understand ISO 9000 and how to conduct audits.

## ■ Explore the Opportunity

CIRAS personnel have years of experience in providing ISO 9000 assistance, training and auditing. All staff are trained to the requirements of the RAB and RBA in quality assurance auditing to the ISO 9000 standards. More than 1500 individuals and 150 companies have used CIRAS ISO 9000 services.

For assistance in this area, contact Don Brown, CQE, (319) 398-1272; Merle Pochop, (712) 274-0048; or Verlyn Anders, COA, CPIM, (515) 294-1316; or call the CIRAS central office in Ames at (515) 294-3420. You may also e-mail us at [info@ciras.iastate.edu](mailto:info@ciras.iastate.edu), send us a fax at (515) 294-4925, or visit our Web site at [www.ciras.iastate.edu](http://www.ciras.iastate.edu).

# Education for ISO 9000 Implementation

## ■ How Can Your Firm Benefit?

- reduced cost from on-site classes with programs tailored to fit your needs
- presenters who know manufacturing and understand the implications of implementing ISO 9000
- staff who are experienced presenters (CIRAS has trained more than 1200 people at all organizational levels.)
- assistance with implementing classroom concepts on the factory floor or office

## ■ Workshop Topics

### Introduction to the ISO 9000 Quality System Concepts

This is a one-to four-hour presentation to company management or the ISO 9000 steering committee to give a basic overview of the 20 elements, documentation requirements and implementation planning.

### ISO Quality Orientation Seminar

This is an eight hour seminar taught with Perry Johnson materials that presents the history of ISO 9000, required documentation, the 20 elements of a self assessment, how to become certified and benefits of implementation.

### Documentation Writing Workshop

This workshop will teach how to develop the procedures required for ISO 9000 implementation. Topics covered are required documentation, how to develop a flowchart, how to write a procedure to the ISO standard and practice exercises to illustrate techniques.

### ISO 9000 Internal Auditor Training

This is a three-day seminar offered in-house to teach the principles and basics of auditing—two days of classroom lecture, discussion and case studies; one day of auditing at the company. Some of the topics covered include the 20 elements, how to write a checklist, auditing techniques, documentation requirements and how to handle nonconformances.

### Employee Education and Training

This is a one- to four-hour training session with each employee in a company to explain ISO 9000, why the company is adopting ISO 9000, and how the employee can help achieve successful implementation.

## ■ Explore the Opportunity

For more information about course content and cost of workshops, or to arrange for a consultation about how CIRAS can help you with your ISO 9000 implementation, contact your local CIRAS representative or call the CIRAS central office in Ames at (515) 294-3420.

*A key to a successful ISO 9000 implementation is education for everyone who will be involved in the implementation effort.*

# Auditing to the ISO 9000 Standard

*Auditing is an integral  
part of the successful  
implementation of  
ISO 9000.*

## ■ Why Do You Need to Audit?

- gap analysis to determine how your current system conforms to the standard
- pre-certification audit to determine readiness for the certification audit
- internal auditing to meet the requirements of the ISO 9000 standard

## ■ How It Works

Auditing is an integral part of the implementation and maintenance of an ISO 9000 standard. Before implementation, you will want to have a readiness or gap analysis audit; before the certification audit, you will want to have a pre-certification audit; as a part of the system maintenance, you will want to have an ongoing program of internal audits.

### ISO 9000 Pre-Certification Audit

The pre-certification audit is the formal audit conducted several weeks before the certification audit to determine how well the company is complying to its ISO 9000 system. This audit is conducted after the system has been fully implemented—two or more days.

### ISO 9000 Readiness Audit

The readiness audit is a gap analysis of a company's current quality system to the ISO 9001 or 9002 standard. The audit findings become the basis for the implementation of the ISO 9000 system—one or more days.

## ■ Explore the Opportunity

CIRAS personnel have years of experience in providing ISO 9000 assistance, training and auditing. All staff are trained to the requirements of the RAB and RBA in quality assurance auditing to the ISO 9000 standards.

For assistance in this area contact Don Brown, COE, (319) 398-1272; Merle Pochop, (712) 274-0048; Verlyn Anders, COA, CPIM, (515) 294-1316; or call the CIRAS central office in Ames at (515) 294-3420. You may also e-mail us at [info@ciras.iastate.edu](mailto:info@ciras.iastate.edu), send us a fax at (515) 294-4925, or visit our Web site at [www.ciras.iastate.edu](http://www.ciras.iastate.edu).

# Plan Your Future

Strategic planning will help you plan for the future by answering three important questions: *Where are we now? Where do we want to be? How do we get there?*

## ■ Discover the Benefits of Strategic Planning

- Create a shared vision among your plan-of-action management team.
- Increase communication among the management team.
- Improve productivity.
- Increase sales and profits.
- Develop a 12-month plan.
- Improve human resources.
- Identify goals and objectives for everyone in the company.

## ■ Utilize CIRAS Services

### Facilitation

CIRAS will lead your management team in planning for the future. CIRAS facilitators are skilled manufacturing professionals who will not dictate to you what to include in the plan, nor will they prescribe your future. CIRAS facilitators will, however, help you answer the three questions on which strategic planning is based:

- Where are we now?
- Where do we want to be?
- How do we get there?

### Assistance

In the process of answering the three key questions, CIRAS will assist you with

- analyzing the company and its management functions
- writing a mission statement or reviewing the current one
- setting goals for the future
- planning a course of action
- developing a 12-month action plan for implementing your goals

## ■ Explore the Opportunity

To learn more about strategic planning, contact your local CIRAS representative or call the CIRAS central office in Ames at (515) 294-3420. You may also e-mail us at [info@ciras.iastate.edu](mailto:info@ciras.iastate.edu), send us a fax at (515) 294-4925, or visit our Web site at [www.ciras.iastate.edu](http://www.ciras.iastate.edu).

# Unleash the Power of the Internet

## ■ Put Your Company on the World Wide Web

- Discover how the information highway can enhance, even increase your business
- See what your own Web site can do for you
- Take the first steps into electronic business and electronic commerce

## ■ Get on the Web

You can learn the benefits of having a World Wide Web site and see the different ways the business world is using the Internet for communications with customers as well as partners.

*Take the Journey Today!*

## ■ Explore the Opportunity

For more information on CIRAS Internet services, contact your local CIRAS/MEP representative, or call the CIRAS central office in Ames at (515) 294-3420; FAX (515)294-4925. If you are already connected to the Internet, check out our Web site at <http://www.ciras.iastate.edu> or contact us by e-mail at [webmaster@ciras.iastate.edu](mailto:webmaster@ciras.iastate.edu)

# Business Development

The following reference entries were obtained from the Iowa Bankers Association publication *Business Development Financial Assistance*. They are printed here with permission of the Iowa Bankers Association.

- Certified Development Company Loans (504 Loans)
- Economic Injury Disaster Loans (EIDL)
- Export Working Capital Program
- Physical Disaster Loans
- Small Business Innovation Research (SBIR)
- Small Business Investment Companies (SBIC)
- Small Business Loans - 7(a)
- Pre-Qualification Loan Program
- Surety Bond Guarantee
- International Trade Loan Program
- LOWDOC
- SBA Microloan Program
- CapLine Revolving Line of Credit
- Economic Adjustment (Title IX) Program - LTED/RLF Component
- Economic Adjustment (Title IX) Program - SSED Component
- Local Technical Assistance Program
- Rural Business Enterprise Grants
- Business and Industrial Loan Guarantee (B & I)
- Intermediary Relending Program (IRP)
- Rural Economic Development Loan & Grant Program - Loans
- Assistance Programs
- Private Sector Financing Programs
- Loan Participation Program
- Beginning Farmer
- Loan Program
- Individual Agricultural Bond Program
- Iowa Business License Information Center
- Economic Development Set-Aside Program (EDSA)
- Community Economic Betterment Account (CEBA)
- Iowa Export Trade Assistance Program (ETAP)
- Iowa Jobs Training Program
- Targeted Industry Training Program
- Innovative Skills Development Program
- Business Network Training Program
- Entrepreneurial Ventures Assistance Program (EVA)
- High Technology Apprenticeship Program
- Self-Employment Loan Program (SELP)
- Targeted Small Business Financial Assistance Program (TSBFAP)
- Value Added Agricultural Products & Processes Financial Assistance Program (VAAPFAP)
- Entrepreneurs with Disabilities Program
- New Jobs and Income Program
- Enterprise Zone
- Job Training Partnership Act (JTPA)
- INCROG
- Economic Development Loan Program
- Rail Economic Development Program
- Linked Investments for Tomorrow - Rural Small Business Transfer Program
- Linked Investments for Tomorrow - Horticulture and Alternative Crops
- Iowa's Industrial New Jobs Training Program (Chapter 260E, Code of Iowa)
- The Golden Circle Loan Guarantee Fund (GCLDG)
- Revolving Loan Fund (RLF)
- SBA 504 Loans
- SEDC Revolving Loan Fund (RLF)
- Venture Network of Iowa
- Iowa Business Growth Company (IBGC)
- Tax Exemptions for Industrial Enterprises
- Equity and Equity-Type Investments
- Cooperative Service
- Domestic Market Development Promotions Program
- Promotions Program
- A Taste of Iowa
- Agricultural Marketing Bureau
- Iowa Waste Exchange
- Iowa Waste Reduction Center



Federal Program



Regional Program



State Program



Miscellaneous Program



## Certified Development Company Loans (504 Loans)

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To stimulate growth and expansion of small businesses by providing long-term, fixed asset financing at below market rates.

**Types of Assistance:**

Subordinate debt financing.

The SBA 504 is attractive to both lenders and borrowers because it provides a collateral cushion to decrease the security and maturity risks to the lenders, and it allows a low down payment and attractive rate of financing to the small business. The program is a cooperative effort between the public and private sectors. A typical project structure is as follows: A minimum of 10% of the project cost must come from the small business, normally as cash equity. Forty percent, up to \$750,000 per business, is provided by the SBA 504 program through a CDC with maturities up to 25 years. The rate of interest is a fixed rate of generally 3/4% over U.S. Treasury Bonds of a comparable maturity at the time funds are disbursed. The private lender provides 50% of the project financing with a maturity of at least 10 years. The rate of interest can be fixed or variable market rates. The lender will have a prior lien position on the assets financed to that of the CDC loan.

**Eligible Applicants:**

For profit small businesses meeting one of the following three criteria:

1. SBA 7(a) size standards;
2. Total net worth less than \$6 million;
3. Profits after tax of less than \$2 million.

**Eligible Projects:**

Business start-ups or expansions.

**Eligible Use of Funds:**

Purchase of land, buildings, new construction, renovations/ leasehold improvements, machinery and equipment, and some related costs incurred by an eligible small business.

**Application and Award Process:**

There are five certified development companies in the state of Iowa. See the Resource Reference for Implementation for a listing of these CDC's and the territories in which they operate.

**Application Timing:**

Applications may be made at any time.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

This program has received increased appropriations and warrants examination.



## Economic Injury Disaster Loans (EIDL)

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To assist businesses suffering economic injury; must follow Presidential, SBA, and/or Department of Agriculture disaster declarations.

**Types of Assistance:**

Direct loans; Guaranteed/Insured loans.

For loans, up to 30 years for repayment with a \$1.5 million limit. Funds may be provided to pay current liabilities which the small business could have paid had the disaster not occurred. Working capital may be provided for a limited period to help the business continue operations until normal conditions are restored. No funds are available for realty, equipment repair or acquisition. The interest rate on loans is between 4% and 8%, with approximately 95% of the loans at 4%.

**Eligible Applicants:**

Small business concern or small agricultural cooperative (as defined in SBA rules and regulations).

**Eligible Projects:**

Assistance to small businesses able to demonstrate economic injury.

**Eligible Use of Funds:**

Payment of liabilities; working capital.

**Application and Award Process:**

Generally, interviews are held to acquaint applicants with the criteria for eligibility to discuss the types of assistance available. Applications are filed with the nearest available SBA disaster area office or special disaster office. Applicants are notified of approval by an authorization letter sent from the SBA disaster office.

Deadlines: established by each disaster declaration.

**Application Timing:**

Approval/Disapproval time: 14-90 days. (An appeal process is available)

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

For certified disasters. Also contact your Congressperson.



## Export Working Capital Program

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide a guarantee of up to 90% of a bank line of credit to a small business exporter.

**Types of Assistance:**

SBA can guarantee up to 90% of a bank line of credit to a small business exporter with loan maturities of up to 3 years. Proceeds cannot be used for fixed asset acquisition or debt refinancing.

**Eligible Applicants:**

Businesses must meet SBA 7(a) size standards and have been in business for at least one year.

**Eligible Projects:**

Small business exporting.

**Eligible Use of Funds:**

(1) To finance labor and materials needed for manufacturing or wholesaling for export; and (2) In penetrating or developing foreign markets, the costs incurred in (a) obtaining professional export marketing advice or services; (b) foreign business or travel; and (c) participation in trade shows.

**Application and Award Process:**

Contact the SBA for specific application procedures.

Deadlines: None.

**Contact:**

Small Business Administration  
Conrad Lawlor  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
James Thomson  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

Contact the SBA office to see if this is a realistic possibility.



## Physical Disaster Loans

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide loans to the victims of physical-type disasters for uninsured losses.

**Types of Assistance:**

Direct loans, Guaranteed/Insured Loans (including Immediate Participation Loans).

Loans made to businesses to repair and/or replace damaged and/or destroyed real property and/or personal property to its predisaster condition. Credit elsewhere test required for businesses to determine interest rates. For businesses determined to be able to obtain credit elsewhere, the interest rate is based on a formula but not to exceed 8%, with maturities not to exceed 3 years. For businesses determined to be unable to obtain credit elsewhere, the interest rate may not exceed 4%, with maturities up to 30 years. Up to \$1.5 million.

**Eligible Applicants:**

Suffered a physical property loss as a result of a disaster in an area designated as eligible for assistance by the Administration. Must demonstrate an ability to repay the loan. Individuals, business concerns, charitable and nonprofit organizations are eligible to apply for assistance.

**Eligible Projects:**

Repair or replacement of damaged or destroyed buildings and other real property.

**Eligible Use of Funds:**

Building repairs, reconstruction, improvements; replacement or repair of fixed assets.

**Application and Award Process:**

Whenever feasible, interviews are held with disaster victims and the program is explained. Assistance on filing of application is provided. Application is made on a standard form for either a home or business type loan and filed in a single copy with the nearest available SBA Disaster Area office or special disaster office. Applicant is notified of approval by authorization letter from SBA Disaster Area or special disaster branch. Proof of loss including list of realty and personal property to be repaired or replaced required. Financial statements and copies of latest filed income tax returns for the 3 years prior to the disaster are also required.

**Application Timing:**

Deadline: Application must be filed within 60 days of date of the disaster declaration.

Approval/Disapproval time: 7-90 days depending on the specific project.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

Useful at times of distress; hopefully businesses won't need to use this program often.



## Small Business Innovation Research (SBIR)

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide funds to small business investment companies that make equity and venture capital investments in small businesses and provide advisory services to small businesses.

**Types of Assistance:**

The Small Business Innovation Development Act of 1982 directs federal agencies with substantial R&D budgets to set aside a portion of their funds for contracts with small businesses. The SBA is responsible for coordination of the SBIR program. Each participating agency develops topics and publishes solicitations that describe their R&D needs. The SBA publishes quarterly Pre-Solicitation Announcements which are available on the Internet ([HTTP://WWW.SBAONLINE.SBA.GOV](http://www.sbaonline.sba.gov)) listing information on each agency solicitation to be released that quarter and how to obtain a copy of the full solicitation. Awards are made through a competitive evaluation by the participating agencies to select those that best meet the requirements of the solicitation. Projects with potential commercialization are strongly encouraged.

**Eligible Applicants:**

Only for-profit small businesses with 500 or fewer employees are eligible to receive SBIR awards.

**Eligible Projects:**

Varies.

**Eligible Use of Funds:**

Varies.

**Application and Award Process:**

Small businesses may submit an application or proposal in response to a specific topic in a participating agency's solicitation. Complete instructions and requirements, along with Program Managers names and telephone numbers can be found in the solicitation. The program has three phases: (1) Phase I awards to demonstrate scientific/technical merit and feasibility, up to \$100,000 and for a period not to exceed six months; (2) firms successfully completing Phase I may be selected for further funding in Phase II. Awards generally do not exceed \$750,000 and can support up to an additional two years of further development; (3) Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. This phase has no statutory formula or matching requirements. Typical criteria used to select proposals are (a) soundness and technical merits of research; (b) qualifications of research staff; (c) appropriateness of budget; (d) potential for technological innovation; (e) Federal agency needs; (f) commercialization potential.

**Application Timing:**

Varies from agency to agency.

The pre-solicitation announcement for schedules of solicitations during the year.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405



## Small Business Investment Companies (SBIC)

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide small businesses with an opportunity to present innovative ideas that fulfill Federal Government Research and Development needs and potentially have future commercial applications.

**Types of Assistance:**

Direct loans; Guaranteed/Insured loans; Advisory services.

Investment company must be chartered as a corporation, limited partnership, or individual general partner. Determination is made as to need in area based on general business reputation and character of proposed owners and management, and probability of successful operations. Matching requirements: \$3 or \$4 for every dollar obtained from private sources (leverage amount depends on combined paid-in capital and paid-in surplus). The leverage is affected through: (1) the purchase of debentures or (2) through SBA guarantee of the applicant's debentures sold to the investors. A portion of the leverage provided may be through preferred stock purchase. User fee is 1% of each leverage application approved. The investment companies provide management and financial assistance on a continuing basis to eligible small business concerns. Assistance is provided by making loans to these small concerns and/or by the purchase of debt- or equity-type securities issued by these firms. Emphasis is on assistance to innovative concerns developing new products, etc.

**Eligible Applicants:**

Any chartered SBIC having a combined paid-in capital and paid-in surplus of not less than \$1,000,000, having qualified management, evidence of sound operation, and establishing the need for SBIC financing in the geographic area in which the applicant proposes to operate.

**Eligible Projects:**

Nearly any business development purpose.

**Eligible Use of Funds:**

Varies with project.

**Application and Award Process:**

Request information and appropriate forms from SBA office. Complete application requirements and submit with application fee payment of \$5,000 to SBA headquarters. Applicant is notified by issuance of a license from the Investment Division of the SBA.

**Application Timing:**

Deadline: none; available at any time.

Approval/Disapproval time: 90-180 days.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

There is one SBIC licensed by the SBA to provide Iowa firms with venture capital for start-up activity and expansion. MorAmerica Capital Corp., Suite 300, American Building, Cedar Rapids, IA 52401.



## Small Business Loans - 7(a)

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide guaranteed loans to small businesses which are unable to obtain financing privately (including agricultural enterprises), but can demonstrate an ability to repay loans provided.

**Eligible Applicants:**

A small business independently owned and operated and not dominant in its field; size standards for eligible businesses vary.

**Types of Assistance:**

Guaranteed/Insured loans.

The guaranteed maximum is \$750,000. SBA may provide up to an 80% guarantee on small business loans up to a maximum of \$100,000 and 75% with a maximum of \$750,000. Loan proceeds can be utilized for fixed asset acquisition or working capital.

Maturities are limited to 7 years for working capital; 10 years for machinery and equipment; 25 years for real estate. The interest rate can be fixed or variable up to a maximum of 2-3/4% over prime for loans over 7 years maturity and for loans under 7 years the maximum rate is 2-1/4% over prime. An additional 1% can be charged on loans of \$25,000 to \$50,000 and an additional 2% can be charged on loans under \$25,000.

**Eligible Applicants:**

A small business independently owned and operated and not dominant in its field; size standards for eligible businesses vary.

**Eligible Projects:**

Small business start-ups, expansions, new products, ventures.

**Eligible Use of Funds:**

Acquisition, construction, and rehabilitation of land and buildings; acquisition of machinery, equipment, and assets; working capital.

**Application and Award Process:**

Applications are filed in the field office serving the territory in which the applicant's bank is located. When the participating bank is in another territory, applications may be accepted and processed by the field office serving that territory provided there is mutual agreement between the two field offices involved.

Applicant is notified by authorization letter from district SBA office or participating bank. Gambling establishments, nonprofit enterprises, speculators in property, lending or investment enterprises, and financing of real property held for investment are ineligible; also funds to indiscriminately relocate businesses are ineligible. Funds must not otherwise be available on reasonable terms nor used to pay off a loan to an unsecured creditor who is in a position to sustain loss.

**Application Timing:**

Deadline: none; available at any time.

Approval/Disapproval time: Within 10 working days after receipt of information.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405



## Pre-Qualification Loan Program

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide support and assistance in the small business loan application process to under-served markets by "pre-qualifying" applicants for guaranteed loans who are unable to obtain financing privately but can demonstrate an ability to repay.

**Types of Assistance:**

The Pre-Qualification program is an enhancement of SBA's 7(a) guarantee program, however, the applicants work through an intermediary to submit their application to SBA before going to the financial institution. If the application is approved, SBA issues a pre-qualification letter stating the Agency's intention to authorize a loan guarantee. The applicant can then seek a lending institution with the advantage of having SBA's commitment up-front.

**Eligible Applicants:**

Limited to businesses owned primarily by "under-served groups" (women, minorities, and veterans) as well as exporters whose businesses have average annual sales of less than \$5 million and employ less than 100 persons.

**Eligible Projects:**

Same as with 7(a) guarantee program (see left column).

**Eligible Use of Funds:**

Acquisition, construction, and rehabilitation of land and buildings; acquisition of machinery, equipment, and assets; working capital.

**Applications and Awards Process:**

Applicant prepares package with help of the intermediary who forwards the application to SBA local District Office. If approvable, SBA issues a commitment letter. The intermediary will further assist applicant in presenting a complete package to a lending institution. Once the lending institution approves the application, it is then forwarded to SBA for final review and approval.

**Application Timing:**

No deadline. Decisions on the pre-qualification are made in 3 working days.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401  
319/362-6405

**Comments:**

This is a pilot program.



## Surety Bond Guarantee

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To assist small contractors indirectly by guaranteeing up to 90% of the losses of private surety companies on a particular contract which SBA has agreed to guarantee. A fee of 0.6% of the contract's face value is paid by the contractor to SBA if the contractor is the successful low bidder. To be eligible, general and special trade construction firms are limited to gross receipts of \$5 million for the previous fiscal year or the average of the past three fiscal years. The size of non-construction firms is limited to Section 7(a) size standard regulations. No guarantee may be granted to any contract whose face value exceeds \$1.25 million. Guarantee is limited to 90% of losses sustained by surety on contracts under \$100,000 and 80% over \$100,000. Minority-owned firms receive 90% guarantee on all size contracts.

**Eligible Applicants:**

General and special construction firms and service companies which had gross receipts of \$5 million or less the previous fiscal year or the average of the past three fiscal years. SBA 7(a) size standards apply to non-construction firms involved in manufacturing.

**Eligible Projects:**

General and special trade construction firms with gross receipts limited to \$5 million for their previous year or last 3-year average.

**Eligible Use of Funds:**

Assist in guaranteed losses for small contractors.

**Application and Award Process:**

Contact the SBA for specific application procedures.

**Application Timing:**

Approval/Disapproval time: 3 working days.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
(515) 284-4422

**Comments:**

Contact the local SBA for additional information.



## International Trade Loan Program

**Administrator:**

Small Business Administration (SBA)

**Purpose:**

To provide financial assistance to small businesses engaged or preparing to engage in international trade, as well as those small firms adversely affected by competition from imports.

**Types of Assistance:**

SBA maximum guarantee under the program is 80% with SBA exposure limited to \$1,250,000 maximum. Proceeds are limited to working capital, facilities and equipment. Proceeds used for working capital are limited to \$750,000 and limitations on fixed assets is \$1,000,000.

**Eligible Applicants:**

Small businesses must establish that: (1) loan proceeds will significantly expand export markets or develop new markets, or (2) increased foreign import competition has caused injury to the firm.

**Eligible Projects:**

Purchase inventory, land or buildings; renovate, expand or improve existing plant; purchase or recondition equipment, fixtures or other improvements to be used in the U.S. for the production of goods and services. Only collateral located in the U.S. and its territories is acceptable.

**Eligible Use of Funds:**

Working capital (no debt payment is allowed), real estate, facilities, machinery, equipment, and fixtures.

**Application and Award Process:**

Contact the SBA for specific application procedures.

**Application Timing:**

Deadlines: none; application accepted at any time.  
Approval/Disapproval time: 20-30 days.

**Contact:**

Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**

A useful program for a targeted group.



**Administrator:**  
SBA Guaranteed Loan Program (SBA)

**Purpose:**  
Reduce the paperwork involved in loan requests of \$150,000 or less. Under LowDoc, the SBA uses a one-page application and relies on the strength of the individual applicant's character and credit history. SBA provides a guarantee on LowDoc loans.

**Types of Assistance:**  
The maximum assistance amount is \$150,000 and SBA guarantees up to 75% of the loan. Interest rates & maturity levels are the same as SBA's 7(a) program.

**Eligible Applicants:**  
Small business owners.

**Eligible Projects:**  
Small business start-ups, expansions, or ventures that average annual sales do not exceed \$5 million and the number of employees is 100 or less.

**Eligible Use of Funds:**  
Acquisition, construction, rehabilitation of land and buildings, acquisition of machinery, equipment and assets, working capital.

**Application and Award Process:**  
The one-page application is turned into the SBA LowDoc Processing Center in Sacramento, CA. Applicant is notified by authorization letter from SBA LowDoc Processing Center. Gambling establishments, nonprofit enterprises, speculators in property, lending or investment enterprises, and financing of real property held for investment are ineligible. Funds to indiscriminately relocate businesses are ineligible. Funds must not otherwise be available on reasonable terms nor used to pay off a loan to an unsecured creditor who is in a position to sustain loss.

**Application Timing:**  
No deadline, approval time within 36 hours after receipt of complete application.

**Contact:**  
Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

Small Business Administration  
The Lattner Building  
215 4th Avenue SE, Suite # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**  
Under this program, SBA relies on the lender's internal lending and credit policies.



**Administrator:**  
Small Business Administration (SBA)

**Purpose**  
To help small businesses start up or expand. SEDC's service area consists of the counties of Cherokee, Ida, Monona and Plymouth, Sioux and Woodbury in Iowa

**Types of Assistance:**  
Applicants may apply for up to \$25,000 and all borrowers must agree to accept technical business advice and assistance. Term is a maximum of 6 years and the interest rate is fixed at 10%.

**Eligible Applicants:**  
Must meet SBA size requirements. Those applying for amounts greater than \$15,000 must submit a denial letter from a bank or other financial institution.

**Eligible Projects:**  
Must meet SBA size requirements. INELIGIBLE PROJECTS: Non-profit, consumer and marketing co-ops, floor plans, gambling concerns, and concern involved in speculation.

**Eligible Use of Funds:**  
Working capital, inventory, supplies, furniture, fixtures, machinery, leasehold improvements and equipment. Real estate purchases are not eligible.

**Applications and Awards Process:**  
Application deadline is the first Wednesday of each month. Process time is between 30-45 days from receipt of the completed application.

**Application Timing:**  
Applications are due the first Wednesday of each month

**Contact:**  
Siouxland Economic Development Corporation (SEDC)  
507 7th Street, 428 Insurance Centre  
Sioux City, IA 51101  
(712) 279-6286  
[www.siouxlandedc.com](http://www.siouxlandedc.com)



## CapLine Revolving Line of Credit

**Administrator:**  
SBA Guaranteed Loan Program

**Purpose:**  
Intended to finance the short-term, cyclical, working-capital needs of small businesses. Loan advances will usually be made against a borrower's certified level of inventory and accounts receivable. Generally, the SBA regulations governing the 7(a) guaranteed loan program also govern this program.

**Types of Assistance:**  
SBA can guarantee up to 75% of a \$750,000 CapLine loan. Advances on CapLine can be made at any time prior to maturity, provided borrower is not in default. Maximum maturity is 5 years. The CapLine Program is made up of the following special purpose areas: Seasonal Line, Contract Line, Builder's Line, Standard Asset-Based Line and Small Asset-Based Line.

**Eligible Applicants:**  
Any existing small business.

**Eligible Projects:**  
Any existing small business meeting SBA's general eligibility requirement (same as 7(a)), however, applicant must have been in business for 12 months to be eligible for either the Seasonal Line or the Builder's Line.

**Eligible Use of Funds:**  
To finance accounts receivable, inventory, contracts, construction labor and materials or to refinance existing revolving line.

**Application and Award Process:**  
Contact your local lender or the SBA office nearest you for specific application procedures.

**Application Timing:**  
No deadlines, approval time varies.

**Contacts:**  
Small Business Administration  
210 Walnut Street  
749 Federal Building  
Des Moines, IA 50309  
515/284-4422

SBA  
The Lattner Building  
215 4th Avenue SE, Suite # 200  
Cedar Rapids, IA 52401-1806  
319/362-6405

**Comments:**  
This program requires more extensive bank involvement in servicing. Bank has to complete a Lender's Survey prior to involvement in this program.



## Economic Adjustment (Title IX) Program - LTED/RLF Component

**Administrator:**  
Economic Development Administration (EDA)

**Purpose:**  
(Long-Term Economic Deterioration (LTED/RLF) Component)  
To provide, establish or expand revolving loan funds (RLF) in depressed areas. The program is designed to help areas overcome specific capital market gaps and to encourage greater private sector participation in economic development activities.

Potential RLFs must be located in LTED eligible areas. To be eligible, an area must be experiencing at least one of three problems: very high unemployment, low per capita income, or chronic distress (i.e., failure to keep pace with national economic growth trends over the last five years). Eligibility status is available from EDA's Regional Offices.

**Types of Assistance:**  
Grants.

**Eligible Applicants:**  
In EDA designated LTED areas: non-profit organizations; economic development districts; states; political subdivisions or states; Indian tribes. Most RLF's are awarded to EDA-designated economic development districts.

**Eligible Projects:**  
Start-ups, expansions; redevelopment of blighted areas; redevelopment of vacant facilities.

**Eligible Use of Funds:**  
In concert with private lenders, RLF loans may be awarded for small business fixed assets and/or working capital.

**Application and Award Process:**  
Eligible applicants should contact the State Economic Development Representative (EDR) or the appropriate EDA Regional Office for an LTED proposal outline. EDA screens proposals before deciding whether to invite a formal application. After project review by the EDR, proposals from eligible applicants are reviewed by the regional office and the Assistant Secretary for Economic Development, U.S. Department of Commerce.

**Application Timing:**  
Average time from application submission to a final decision about 120 days. To receive funding after approval - up to three years.

**Contact:**  
Bob Cecil  
Economic Development Administration  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4746

**Comments:**  
Key selection factors include the economic and financial needs of the project area; the anticipated benefits; and the ability to manage an RLF effectively. EDA designated Economic Development Districts receive most RLF's from EDA.



## Economic Adjustment (Title IX) Program - SSED Component

### Administrator:

Economic Development Administration (EDA)

### Purpose:

(Sudden and Severe Economic Dislocation (SSED) Component)  
To help develop and implement local economic adjustment strategies designed to anticipate and prevent an economic dislocation or to re-establish employment opportunities and economic stability as soon as possible after a dislocation occurs.

*Strategy grants* support the immediate development of a comprehensive response to an actual or threatened dislocation. Strategies describe the actions the community proposes to take to avert the dislocation or to generate re-employment opportunities for the dislocated workers.

*Implementation grants* finance the implementation of one or more activities in an approved strategy. Additional funds have been appropriated for areas affected by military base closings, and for areas experiencing job losses in defense related industries.

### Types of Assistance:

Grants.

### Eligible Applicants:

Areas that meet job loss threshold numbers, non-profit organizations; economic dev. district; state govt; political subdivisions of state; Indian tribes. Check with State Economic Development Representative (EDR) for eligibility.

### Eligible Projects:

*Strategy Grants:* Targeted industries analysis, community marketing, preliminary engineering, management assistance.

*Implementation Grants:* Construction of public facilities, business loans, support of displaced workers.

### Eligible Use of Funds:

Varies with project type.

### Application and Award Process:

To be eligible, dislocations must have occurred within the preceding 12 months or be expected within two years and must meet certain job loss thresholds.

Eligible applicants should contact the State Economic Development Representative for the area or the appropriate EDA Regional Office for an SSED proposal outline. EDA screens proposals before deciding whether to invite a formal application. After project review by the EDR, proposals from eligible applicants are reviewed by the Regional Office and the Assistant Secretary for Economic Development, U.S. Department of Commerce.

### Application Timing:

Average time from application submission to decision is 4-6 months.

### Contact:

Bob Cecil  
Economic Development Administration  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4746

### Comments:

Key selection factors include the severity of the dislocation and the responsiveness of the proposed project to the needs of the dislocated workers.



## Local Technical Assistance Program

### Administrator:

Economic Development Administration (EDA)

### Purpose:

To assist with local efforts to promote and demonstrate innovative methods of economic development and serve specific economic development needs. Projects can be categorized into four distinct types: feasibility studies, program development, business development and building economic development capacity.

### Types of Assistance:

Project grants and cooperative agreements, up to 75% of proposed project costs. Projects should lead to generation or retention of private sector jobs, stimulate significant non-federal investment or demonstrate innovative approaches to economic development.

### Eligible Applicants:

Public or private organizations or individuals; colleges, Indian tribes, local and state governments, economic development districts.

### Eligible Projects:

Feasibility studies, economic development program preparations, business development and economic development capacity enhancement.

### Eligible Use of Funds:

Contracting of specialized consultant, staffing (limited) and other costs associated with proposal.

### Application and Award Process:

Interested parties should contact the State Economic Development Representative (EDR) for project development assistance. A simple 2-5 page narrative proposal that describes the project, presents a brief simplified project budget and whether the project will be accomplished by the applicant or a consultant is all required at the initial stage. After review by the EDR, the regional office reviews and invites a full application.

### Application Timing:

Proposal decision: 30-60 days.

Application decision: 30-60 days after submitted.

### Contact:

Bob Cecil  
Economic Development Administration  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4746

### Comments:

For most part, these are small grants (\$5,000 - \$25,000), as funding is extremely limited.



## Rural Business Enterprise Grants

**Administrator:**

United States Department of Agriculture (USDA)  
Rural Development

**Purpose:**

To provide grants to finance and facilitate development of private business ventures and enterprises in rural areas.

**Types of Assistance:**

Grants may be made only when there is a reasonable prospect that there will be development of small and emerging private enterprise. USDA Rural Development grants may be used jointly with funds furnished by the grantee or from other sources, including USDA Rural Development funds.

Funds may NOT be used: (1) to produce ag products; (2) to finance comprehensive area-wide planning; (3) for loans by grantees when the rates, terms, and charges for the loans are not reasonable. Project funds cannot transfer activity but may assist expansions from one area to another.

**Eligible Applicants:**

Public bodies and private nonprofit corporations serving rural areas. Populations may not exceed 50,000 with priority to areas of 25,000 or less.

**Eligible Projects:**

Revolving fund; technical assistance; industrial site development; business development.

**Eligible Use of Funds:**

Various profit and non-profit business activities.

**Application and Award Process:**

A standard pre-application form may be filed at the USDA Rural Development Area Office. Evidence of legal capacity, economic feasibility, and financial responsibility relative to the activity for which assistance is required is reviewed. Discussion with USDA Rural Development before submitting an application is appropriate. Priority points and funding levels may determine award.

**Application Timing:**

Deadlines: none; applications may be submitted at any time, however, final funding determinations made by July 1. Approval/Disapproval time: 120 days depending on when submitted and funding levels.

**Contact:**

Dorman Otte  
USDA - Rural Development  
873 Federal Building  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4152

**Comments:**

These and other programs administered by local, district and state offices of the agency for processing and development.



## Business and Industrial Loan Guarantee (B & I)

**Administrator:**

United States Department of Agriculture (USDA)  
Rural Development

**Purpose:**

Create and expand business and employment opportunities in rural communities under 50,000 population.

**Types of Assistance:**

Federal loan guarantees made on private lender business loans - \$25 million per borrower maximum.

**Eligible Projects:**

Business creation and expansion projects made by individuals, business entities, investors and development groups.

**Eligible Use of Funds:**

Acquire and develop land, purchase and construct facilities, purchase inventory, machinery and equipment, furniture, fixtures and working capital.

**Applications and Awards Process:**

Applications may be submitted any time. Approval time determined by the complexity of the project.

**Application Timing:**

State allocation available.

**Contact:**

Randy Frescoln  
USDA - Rural Development  
873 Federal Building  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4714



## Intermediary Relending Program (IRP)

**Administrator:**

United States Department of Agriculture (USDA)  
Rural Development

**Purpose:**

Establish a revolving loan fund to enable local entities (the intermediary) to finance business facilities and community development projects in communities under 25,000 population.

**Types of Assistance:**

Direct federal funds combined with a local match to establish revolving loan fund. Two million maximum for intermediary; \$150,000 for beneficiary.

**Eligible Projects:**

Private non-profit corporations, public agencies, state or local governments.

**Eligible Use of Funds:**

Finance business facilities and community development projects.

**Applications and Awards Process:**

Applications can be submitted any time. Selection is made quarterly on a nation-wide, equitable and competitive basis.

**Application Timing:**

Quarterly.

**Contact:**

Randy Frescoln  
USDA - Rural Development  
873 Federal Building  
210 Walnut Street  
Des Moines, IA 50309  
515/284-4714



## Rural Economic Development Loan & Grant Program - Loans

**Administrator:**

Rural Economic and Community Development (RECD)

**Purpose:**

To promote rural economic development and/or job creation.

**Types of Assistance**

Zero interest loans of up to \$450,000 in federal funds. Ten-year term and potential two-year deferral of principal. RECD loans funds to an eligible Rural Utility Service (RUS) borrower who re-lends to the business in need.

**Eligible Applicants:**

RUS borrowers: Rural electric cooperatives and rural telephone companies.

**Eligible Projects:**

Business financial assistance including start-ups, community development projects, incubator projects, site development, and advanced telecommunication and computer networks for medical and educational services.

**Eligible Use of Funds:**

Very broad, see eligible projects.

**Application and Award Process:**

There is a two step approval process that includes gaining the approval of:

- (1) The board of directors of the rural electric or telephone company, and
- (2) USDA.

**Application Timing:**

Quarterly.

**Contact:**

Local REC or telephone company; Iowa Area Development Group.

**Comments:**

Rural electric and telephone companies must guarantee repayment to RECD in the event of a business default.



## Assistance Programs

**Administrator:**

Overseas Private Investment Corporation (OPIC)

**Purpose:**

To encourage and assist U.S. private investments in less developed nations and emerging markets. OPIC is an independent, financially self-supporting U.S. Government agency with offices in Washington, D.C. It has programs in approximately 140 countries. OPIC supports, insures, and finances investment projects with substantial U.S. participation that are financially sound and foster private initiative and competition. OPIC will not support projects that could result in the loss of U.S. jobs, adversely affect the U.S. economy or the host country's development or environment, or contribute to violations of internationally recognized worker rights.

**Eligible Applicants:**

U.S. businesses and private investors.

**Eligible Projects:**

OPIC support is available for new investments, privatizations, and expansions and modernizations for existing plants. Acquisitions of existing operations are eligible for financing if the investor contributes additional capital for modernization and/or expansion. Investments in certain sectors may be excluded from consideration based on statutory or policy guidelines.

**Finance:**

For projects sponsored by U.S. small businesses or cooperatives financing may be provided through direct loans. These loans generally range in amount from \$250,000 to \$10 million. Loan guaranties, which typically are used for larger projects, generally range in size from \$10 million to \$100 million, but in certain instances can be as high as \$200 million. The sponsor of a potential project interested in obtaining financing from OPIC should submit an application as well as a business plan for the proposed project.

**Insurance:**

To mitigate risks of investing overseas, OPIC insures U.S. investments against political violence, inconvertibility of currency and expropriation. OPIC provides political risk insurance to U.S. investors, contractors, exporters, and financial institutions involved in international transactions. OPIC does not have any minimum investment size requirements for insurance and can insure up to \$200 million per project. Investors are required to register projects with OPIC before the investment has been made or irrevocably committed.

**Contact:**

Information Officer  
Overseas Private Investment Corp.  
1100 New York Avenue NW  
Washington, D.C. 20527  
202/336-8766 Phone  
202/336-8700 Facts Line  
www.opic.gov

**Comments:**

Good program, good opportunity.



## Private Sector Financing Programs

**Administrator:**

Export-import Bank of the United States (Eximbank)

**Purpose:**

Ex-Im Bank is the government agency responsible for assisting the export financing of U.S. goods and services. Ex-Im Bank has undertaken a major effort to reach more small business exporters with better financing facilities and services, to increase the value of these facilities and services to the exporting community, and to increase the dollar amount of Ex-Im Bank's authorizations supporting small business exports.

**Types of Assistance:**

The Working Capitol Guarantee Program assists small businesses in obtaining crucial working capital to fund their export activities. The program guarantees 90 percent of the principal and interest on working capital loans extended by commercial lenders to eligible U.S. exporters. The loan may be used for pre-export activities such as the purchase of inventory, raw materials, or the manufacture of a product.

Ex-Im Bank offers a wide range of export credit insurance policies used by exporters to reduce foreign risks. Insurance coverage protects the exporter against the failure of foreign buyers to pay their credit obligations for commercial or political reasons; encourages exporters to offer foreign buyers competitive terms of payment; supports an exporter's prudent penetration of higher risk foreign markets; and gives exporters and their banks greater flexibility in financing such receivables.

Ex-Im Bank provides loans and guarantees of commercial financing to foreign buyers of U.S. capital goods and related services. Both programs cover up to 85 percent of the U.S. export value, with repayment terms of two years or more. Ex-Im Bank's fixed-rate direct loans are offered at the lowest interest rate permitted under the international arrangement for the market and term.

**Eligible Applicants:**

Eligibility applies to any responsible party — the foreign buyer, the U.S. exporter, a lending institution or a firm representing the foreign buyer or the exporter.

**Eligible Projects:**

Pursuit of export opportunities; U.S. goods or services provided from the U.S. to a foreign buyer.

**Eligible Use of Funds:**

Export sales of U.S. goods and services, domestic pre-export working capital, and post-export extension of credit to foreign buyers; U.S. content requirements.

**Application and Award Process:**

Qualified parties can apply directly to Ex-Im Bank for a Letter of Interest setting forth the terms and conditions under which Ex-Im Bank's loan/guarantee will support the export sale transaction.

**Application Timing:**

Any time prior to shipment; processing is a function of completeness of application and credit dossier, can take 6 weeks or more.

**Contact:**

Export-Import Bank of the U.S.  
811 Vermont Avenue  
Washington, D.C. 20571  
202/565-3940 Phone  
202/565-3931 Fax  
www.exim.gov



## Loan Participation Program

**Administrator:**

Iowa Agricultural Development Authority (IADA)

**Purpose:**

To assist beginning and low-income Iowa farmers in acquiring agricultural properties.

**Types of Assistance:**

Loans at prevailing market rates supplement the downpayment for beginning or low-income farmers. When used in conjunction with IADA's Beginning Farmer Loan program, recipients may receive interest rates that are one to four percentage points below prevailing market rates.

**Eligible Projects:**

Agricultural land, breeding livestock, depreciable agricultural property including machinery and equipment, and farm improvements including buildings for agricultural purposes.

**Eligible Use of Funds:**

Purchase of agricultural land, breeding livestock, depreciable agricultural property including machinery and equipment, and farm improvements including buildings for agricultural purposes.

**Application and Award Process:**

Loan application with a \$100 application fee, financial statements and applicant's background information must be submitted to the Iowa Agricultural Development Authority for review.

**Application Timing:**

The 10th of each month.

**Contact:**

Iowa Agricultural Development Authority  
505 5th Avenue, Suite 327  
Des Moines, IA 50309-2322  
515/281-6444  
iada@max.state.ia.us



## Beginning Farmer Loan Program

**Administrator:**

Iowa Agricultural Development Authority (IADA)

**Purpose:**

To assist beginning and first-time Iowa farmers in acquiring agricultural properties, breeding livestock, and agricultural buildings.

**Types of Assistance:**

Beginning Farmer Loans typically carry interest rates that are one to four percentage points below prevailing market rates.

**Eligible Applicants:**

Beginning or "first-time-farmers" (those who have had direct or indirect ownership in a parcel of land no greater than 30 percent of the median farm size in the county where it's located) who are at least 18 years old, an Iowa resident, and have a net worth of \$200,000 or less.

**Eligible Projects:**

Agricultural land, breeding livestock, depreciable agricultural property including machinery and equipment, and farm improvements including buildings for agricultural purposes.

**Eligible Use of Funds:**

Purchase of agricultural land, breeding livestock, depreciable agricultural property including machinery and equipment, and farm improvements including buildings for agricultural purposes.

**Application and Award Process:**

Loan application with a \$50 application fee, financial statement and applicant's background information must be submitted to the Iowa Agricultural Development Authority for review.

**Application Timing:**

The 15th of each month.

**Contact:**

Iowa Agricultural Development Authority  
505 5th Avenue, Suite 327  
Des Moines, IA 50309-2322  
515/281-6444  
iada@max.state.ia.us



## Individual Agricultural Bond Program

**Administrator:**

Iowa Agricultural Development Authority (IADA)

**Purpose:**

To assist eligible Iowans in acquiring agricultural properties. Also known as: Iowa Beginning Farmer Loan Program.

**Types of Assistance:**

Below market loans. Administered by the Iowa Agricultural Development Authority.

**Eligible Applicants:**

Farmers or persons wishing to farm who have a net worth of \$200,000 or less.

**Eligible Projects:**

Agricultural land, depreciable agricultural property and agricultural improvements including buildings for agricultural purposes.

**Eligible Use of Funds:**

Purchase of agricultural land, depreciable agricultural property, and agricultural improvements including buildings for agricultural purposes.

**Application and Award Process:**

Loan application and a \$50 application fee, financial statement and background information on applicant must be submitted to the Authority. Loans will be approved after submission of applications by eligible applicants for eligible projects. Each approved applicant will pay a loan closing fee equal to 1.25% of the bond.

**Application Timing:**

The 15th of each month.

**Contact:**

Steven K. Ferguson, Executive Director  
Iowa Agricultural Development Authority  
505 5th Avenue, Suite 327  
Des Moines, IA 50309-2322  
515/281-6444

**Comments:**

This program is given a \$31.5 million allocation for issuance of bonds.



## Iowa Business License Information Center

**Administrator:**

Iowa Department of Economic Development (IDED)

**Types of Assistance:**

Identify the agency, business licenses, permits, and regulations necessary for a specific business.

**Purpose:**

To provide small businesses with the information needed to successfully start or expand a small business in Iowa.

**Program Description:**

Business License Information Center (BLIC) is a toll-free number available to small businesses seeking answers to questions they may have about doing business in Iowa, such as business permits and licenses required, taxes, regulations, and local requirements. The goal of the program is to provide a prompt and efficient manner for directing businesses to the proper agencies that regulate business, identify the required permits, fees, and methods to acquire them. To utilize the BLIC program statewide, call 1-800-532-1216.

**Contact:**

Iowa Department of Economic Development  
Small Business Resource Office  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4750 or 800/532-1216

**Comments:**

A good first stop for new businesses. Persons considering a start-up or acquisition of a business should use the BLIC.



## Economic Development Set-Aside Program (EDSA)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To provide financial assistance to businesses creating or retaining employment opportunities for low- and moderate-income Iowans.

**Types of Assistance:**

The EDSA program is made possible by a provision that allows federal funds received from the U.S. Department of Housing and Urban Development to Iowa for the Community Development Block Grant (CDBG) to be reserved to fund economic development projects. The EDSA program provides forgivable loans and direct loans to businesses that will expand start-up operations or locate operations in Iowa. Cities under 50,000 and all counties are eligible to apply on behalf of businesses. Preference is given to businesses creating the greatest number of jobs with the least amount of public assistance, as well as to businesses that show the greatest need and will have the greatest impact on the state economy.

**Eligible Applicants:**

Cities under 50,000 and all counties are eligible to apply on behalf of businesses.

**Eligible Projects:**

Business start-ups, expansions, relocations into Iowa, and acquisitions.

**Eligible Use of Funds:**

Any normal businesses purposes.

**Application and Award Process:**

Information requested in each application includes:

(1) Description of the need for the project; (2) Discussion of probable impact of the project on the community; (3) Business information past, present and projected financial condition, pro forma sales, income, cash flow, balance sheet statements and employment history/projections; (4) Certification of job creation/retention.

Projects must show benefit to low- and moderate-income persons through job creation/retention.

**Application Timing:**

Deadlines: none; applications made be made at any time. Approval/Disapproval time: within 30 days of application submission.

**Contact:**

Mike Fastenau  
Iowa Department of Economic Development  
Division of Business Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4831

**Comments:**

Awards made as direct loans to the business afford the community an opportunity to establish a local revolving loan fund with repayments.



## Community Economic Betterment Account (CEBA)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To increase employment opportunities for Iowans by increasing the level of economic activity within the state. The program is structured to provide financial assistance to businesses that require such assistance in order to create new employment opportunities or retain jobs that would otherwise have been lost. CEBA provides grants, forgivable loans, and loans to financially assist businesses to expand, to start-up new operations, or to recruit businesses that presently are operating outside of the state of Iowa. The priorities of the CEBA program are to:

- (1) Add diversity to and generate new opportunities for the state's economy;
- (2) Attract, retain, and expand businesses that produce exports or import substitutes, including businesses which purchase a larger share of their products from Iowa producers;
- (3) Assist businesses whose products or services do not necessarily have to be produced in Iowa;
- (4) Assist businesses which pay higher wages;
- (5) Assist businesses which produce value-added products or services.

The CEBA program has five components: (1) small business gap financing; (2) new business opportunities; (3) new product development; (4) comprehensive management assistance; and (5) venture project component.

**Eligible Applicants:**

All cities, counties, and merged area schools are eligible to apply on behalf of local businesses.

**Eligible Projects:**

Business start-ups, expansions, or relocations into Iowa; new product developments.

**Eligible Use of Funds:**

Acquisition of land and buildings, construction, reconstruction, rehabilitation, acquisition of materials and equipment or other assets, working capital.

**Application and Award Process:**

Applications may be submitted only by a political subdivision of the state. Application forms are available from DED. The application also requires the attachment of a business plan, financial statements, a list of the positions for the jobs to be created, and letters of commitment of the other funds in the project (bank, applicant, etc.). The review process includes review by CEBA administrative staff, consideration by the Economic Development Board's CEBA Review Committee and final decision-making by the full Economic Development Board.

**Application Timing:**

Deadlines: none; applications may be submitted at any time. Approval/Disapproval time: normally 30 days.

**Contact:**

Ken Boyd  
Iowa Department of Economic Development  
Division of Business Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4810

**Comments:**

CEBA remains one of the most flexible and successful programs available for business development in the U.S.



## Iowa Export Trade Assistance Program (ETAP)

**Administrator:**

Iowa Department of Economic Development (IDED)  
International Division

**Purpose:**

To assist Iowa based firms in expanding their market by participating in overseas trade shows and trade missions — the most effective methods of developing international trade opportunities through face-to-face contact with foreign buyers. Through ETAP, Iowa business people can meet with and display their products and services to a large audience of foreign buyers at a relatively low cost. To receive assistance, applicants must: (1) exhibit products services or samples of Iowa manufactured, processed, or value-added products in conjunction with a foreign trade show or trade mission, (2) have at least one full-time employee or sales agent attend the trade show or participate in the trade mission, and (3) provide proof of deposit and/or payment of exhibit fee for trade show or participation fee for trade mission.

**Eligible Applicants:**

Companies in Iowa that employ fewer than 500 individuals, 75% of whom are employed within the State of Iowa, and produce or add value to a product or service within Iowa.

**Eligible Projects:**

Trade show or trade mission participation.

**Eligible Use of Funds:**

75% of expenses up to \$4000 per event including space rental, booth construction at show sites, furniture or equipment rental, freight costs of exhibit materials, interpreter per diem for one employee, and participation fees for trade missions (sponsored by the U.S. Dept. of Commerce, IDED, U.S. Department of Agriculture, IDALS).

**Application and Award Process:**

To access the export trade assistance program, the applicant shall complete the export trade assistance program's application form and return it to the International Division prior to trade event participation. Successful applicants will be required to enter into a contract for reimbursement with the department prior to trade event participation.

**Application Timing:**

Deadlines: none; applications may be made prior to trade event occurring in that fiscal year.

**Contact:**

Iowa Department of Economic Development  
International Division  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4892  
Fax: 515/242-4918

**Comments:**

A new and useful program for current or potential Iowa exporters; program allows a relatively low-cost way to explore export markets.



## Iowa Jobs Training Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

Funds, education, and training services for employees of Iowa businesses. Services are customized to meet a business' specific training needs.

**Types of Assistance:**

Funding is available in the form of forgivable loans up to \$25,000. The loan is forgivable if a business successfully completes its training program and trains at least the number of employees agreed upon prior to funding. Businesses receiving awards of \$5,000 or more must provide a 25% cash match.

**Eligible Applicants:**

All businesses except retail, health, and professional service businesses.

**Eligible Projects:**

Businesses must be sponsored by an Iowa Community College. An application is submitted to IDED for approval, deferral, or rejection.

**Eligible Use of Funds:**

Training, including skill assessment, adult basic education, orientation, and skill training. Funds may also be used for training facilities, equipment, materials, and supplies.

**Application and Award Process:**

Businesses must be sponsored by an Iowa Community College. An application is submitted to IDED for approval, deferral, or rejection.

**Application Timing:**

On-going.

**Contact:**

Iowa Department of Economic Development  
Division of Workforce Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-0092



## Targeted Industry Training Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

The Targeted Industry Training Program funds employee training services or workforce diversification and growth of Iowa's economy.

**Eligible Applicants:**

Individual businesses, a consortia of businesses, or trade associations and labor organizations representing businesses which are engaged in one of the following targeted industries may apply:

- Value-added agricultural products;
- Insurance and financial services;
- Plastics;
- Metals;
- Printing, paper or packaging products;
- Drugs and pharmaceuticals;
- Software development;
- Instruments and measuring devices;
- Medical instruments;
- Recycling.

**Types of Assistance:**

Program awards are issued as grants for training-related activities eligible for cost reimbursement.

**Eligible Projects:**

An individual business, consortium of businesses, trade association or labor organization that represents one of the identified targeted industries or for which rational regarding the industry's benefit to Iowa's economic base has been established.

**Application and Award Process:**

Targeted Industries Training Program applications may be submitted at any time but must be submitted at least 15 days prior to the start of training-related activities for which cost reimbursement will be requested. Applications are processed on a first-come, first-served basis. Application forms are available from the Department of Economic Development by calling 515/242-4878.

**Contact:**

Beth Balzer  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4863

**Comments:**

Businesses engaged in retail sales or professional services such as doctors and lawyers are not considered targeted industries and are not eligible for this program.



## Innovative Skills Development Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To promote the development of new, creative, and innovative approaches which address Iowa's current and future work force needs. Program services are prioritized in support of projects which concentrate on skill development for new or emerging technologies as well as enhancement of technological skills for our current work force.

**Eligible Applicants:**

Individual businesses, business consortiums, trade or labor organizations which represent a majority of the employees to be trained, educational institutions, and other public or private non-profit organizations which represent a majority of individuals or businesses that will benefit from the training may apply for program services.

**Eligible Use of Funds:**

Allowable program costs include:

- Purchase or development of training curricula and materials needed for training;
- Purchase or provision of technological equipment and related materials needed for training;
- Cost of assessment, recruitment, outreach, applications, training site development, travel research and development, focus group activities and legal fees;
- Tuition and fee reimbursements for students;
- Tutorial and remedial education services;
- Counseling services;
- Coordination services;
- Vocational and skill assessment testing;
- Adult basic education;
- Job-related training;
- Cost of a company, college, or contracted trainer or training services;
- Training-related materials, equipment, software, and supplies;
- Lease and rental of training facilities and equipment;
- Training related travel and meals;
- Contracted or professional services.

Costs associated with the administration of the project not to exceed 15% of the total program budget.

**Application and Award Process:**

Only applications from eligible applicants will be considered. Program awards are issued as grants. Funds are accrued over the course of the year as Workforce Development Fund monies are diverted quarterly. The maximum award is determined by the department and based on availability of program funds.

**Application Timing:**

Applications may be submitted at anytime during the year but must be submitted at least 15 days prior to the start date of activities for which reimbursement is being requested. Applications will be reviewed and processed on a first-come, first served basis. Completed applications must be submitted to the address below.

**Contact:**

Beth Balzer  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4863



## Business Network Training Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To foster growth and competitiveness of Iowa's workforce and industry by ensuring that Iowa's workforce has the skills and expertise to compete with any workforce outside the state of Iowa.

**Types of Assistance:**

A forgivable loan is made to a lead organization or business on behalf of five or more businesses in two or more community college districts to address a common training need of their workers. The training services provided may include vocational and skill assessment testing; adult basic education; job-related materials, equipment, software and supplies; lease or rental of training facilities; training-related travel and meals; subcontracted services; or contracted or professional services.

**Eligible Applicants:**

Businesses engaged in manufacturing, processing, assembling products, warehousing, wholesaling or conducting research and development. The business sites must be located in Iowa. Businesses engaged in the provision of services must have customers outside the state of Iowa.

Training is provided for an employee that holds a current position intended by the employer to exist on an ongoing basis with no planned termination date. Training is available only to an employee who is hired by the business, is currently employed by the business, and for whom the business pays withholding tax.

**Eligible Use of Funds:**

Training services which may include vocational and skill assessment testing; adult basic education; job related materials, equipment, software and supplies; lease or rental of training facilities; training-related travel and meals; subcontracted services; or contracted or professional services.

**Application and Award Process:**

A business network requesting a program award of less than \$5,000 has no matching funds requirement. A business network requesting a program award of \$5,000 or more shall provide cash to pay at least 25% of the total project cost, including training and administration costs.

The lead organization or business will submit a Business Network Application for Assistance to IDED.

**Application Timing:**

Applications are accepted on a first-come, first served basis.

**Contact:**

Bill Demuth  
Iowa Department of Economic Development  
Workforce Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4781

**Comments:**

Reimbursement of employee wages while in training is not allowed.



## Entrepreneurial Ventures Assistance Program (EVA)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

The EVA program is designed to encourage and support the development of entrepreneurial ventures in Iowa, focusing mainly in high growth technology-based companies.

**Types of Assistance:**

Financial assistance up to \$50,000 and technical assistance up to \$10,000. Dollar amounts may change; please contact the EVA program manager for more information.

**Eligible Applicants:**

An eligible business must be located in Iowa and in an industry sector offering the greatest start-up and growth potential for the state, including but not limited to:

- Biotechnology
- Recyclable materials
- Software development and computer-related products
- Advanced materials
- Advanced manufacturing
- Medical and surgical instruments

To qualify, applicants must have completed or must be participating in entrepreneurial training from a John Pappajohn Entrepreneurial Center, or have comparable training and/or experience. Businesses engaged in retail sale, the provision of health care or other professional services, and distributors or products or services are not eligible for EVA funds.

**Eligible Use of Funds:**

An initial investment of up to \$50,000 may be awarded for product development, working capital, purchase of machinery and equipment, or for other qualifying business expenses. (The maximum investment available may change; please contact the EVA program manager for more information.)

Applicants must identify a specific project and associated costs. EVA funds may be used to finance up to 50% of the total project costs, not to exceed the \$20,000 maximum.

**Application and Award Process:**

1. The entrepreneur enters into confidential discussions with the EVA program manager.
2. The entrepreneur completes and submits the EVA application along with a copy of the business plan to the IDED. If technical assistance is requested, the business completes the technical assistance section of the application.
3. The completed application and business plan are reviewed by the EVA program manager, who makes a recommendation to the IDED director for final action.
4. Upon approval, a contractual agreement is signed by the entrepreneur and the IDED.

**Contact:**

Iowa Department of Economic Development  
Division of Business Development  
EVA Program Manager  
200 East Grand Avenue  
Des Moines, IA 50309  
800/532-1215 Fax: 515/242-4795  
E-mail: SmartState@ided.state.ia.us  
www.smart.state.ia.us



## High Technology Apprenticeship Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

The program is a work-based learning concept designed to help develop Iowa's skilled workforce.

**Types of Assistance:**

Forgivable loan.

**Eligible Applicants:**

High technology occupations are selected for the focus of apprenticeship programs to help assure individuals are adequately prepared for high-skilled jobs today and in the future.

**Eligible Use of Funds:**

Funds will be made available to Community Colleges with classroom contact hours for the previous year in high technology apprenticeship programs. Colleges will develop projects with apprenticeship sponsors with BAT approval.

**Application and Award Process:**

Funding is dispersed to the eligible community college on a formula basis. Applications are submitted to IDED to use the funds allocated.

**Contact:**

Beth Balzer  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4863



## Self-Employment Loan Program (SELP)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To assist in the creation and expansion of businesses owned and operated by low-income individuals or persons with a disability. The program offers low-interest loans (5% interest rate) of up to \$10,000 to individuals able to demonstrate the ability to start and operate a small business. Individuals may determine eligibility by contacting the nearest JTPA service delivery area office. Applicants are required to complete an application form and to have a local sponsor (Chamber of Commerce, bank, local official, etc.).

**Eligible Applicants:**

To qualify for a SELP loan, applicants must have an annualized family income that does not exceed current income guidelines for the program. An applicant is automatically eligible for SELP if he or she is receiving Family Investment Plan (FIP) assistance or other general assistance such as disability benefits. The applicant can also qualify for SELP funds if determined eligible under the Job Training Partnership Act, or is certified as having a disability under standards established by the Iowa Department of Education, Division of Vocational Rehabilitation Services.

**Eligible Projects:**

Formation/start-up of new businesses of any type; expansions of existing self-employment circumstances.

**Eligible Use of Funds:**

Acquisition of machinery, equipment, inventory, furniture and fixtures; working capital.

**Application and Award Process:**

All SELP applications received by the 15th of the month are reviewed the second Tuesday of the following month. Written applications for SELP funding assistance are reviewed by the program manager and a loan review committee. The program manager and loan review committee make a recommendation to the IDED Director, who makes the final decision. Upon approval, the business and the IDED sign a contractual agreement. For more information or a confidential consultation, contact the SELP program manager at IDED.

**Application Timing:**

Applications may be submitted at any time and loans are reviewed monthly by loan review committee until funds are exhausted.

Approval/Disapproval time: 30-90 days.

**Contact:**

SELP Program Manager  
Iowa Department of Economic Development  
Division of Business Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4819

**Comments:**

A reasonable business plan, some experience in the business field, and credit history are all factors in the review/approval process. In over eight years of program operation, SELP has made 259 loan awards totaling over \$1.4 million. IDED expects to commit \$150,000 to new self-employment ventures this fiscal year. Technical assistance is available to applicants and recipients from any small business development center (SBDC) or the Institute for Social and Economic Development (ISED).



## Targeted Small Business Financial Assistance Program (TSBFAP)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To assist in the creation and expansion of minority, women-owned or persons with disabilities, businesses in Iowa.

**Types of Assistance:**

Will assist any enterprise located in Iowa, operated for profit, and which has an annual gross income of not more than \$3 million. The average annual gross income of the business is based on the prior three years.

**Eligible Applicants:**

Women and minorities who are certified as small business owners by the Iowa Department of Inspections and Appeals.

**Eligible Projects:**

Any small business which is 51%+ owned and operated by a female, minority or person with disabilities.

**Eligible Use of Funds:**

Start-up costs, inventory and equipment.

**Application and Award Process:**

Applications are reviewed by the Program Manager on an on-going basis. Applications that are completed will be acted upon within 35 days of the application deadline.

**Application Timing:**

Applications may be submitted at any time and are reviewed on a continuous basis.

**Contact:**

Donna Lowery  
Iowa Department of Economic Development  
Division of Business Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4813

**Comments:**

To get the TSBAFP application deadlines, please call the DED at the above number.



## Value Added Agricultural Products & Processes Financial Assistance Program (VAAPFAP)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To encourage increased utilization of agricultural commodities in the state of Iowa by providing financial assistance to new and innovative products and processes and renewable fuel facilities.

**Types of Assistance:**

This is a forgivable loan program. Generally \$100,000 or less may be a forgivable loan. From \$100,000 to maximum amount of \$900,000, the award is a combination of loan and forgivable loan. The higher the award amount, the greater the proportion of loan compared to forgivable loan.

**Eligible Projects:**

Businesses located in the state; adds value to an agricultural commodity business plan provided while demonstrates managerial and technical expertise.

**Eligible Use of Funds:**

Acquisition of machinery, equipment, inventory, working capital, building, etc.

**Application and Award Process:**

Presently VAAPFAP has available approximately \$3.5 million per year with maximum award of \$900,000.

**Application Timing:**

Ongoing - Review Committee meets monthly and Director of IDED makes the decision. 30-90 day process.

**Contact:**

Joe Jones, VAAPFAP Program Manager  
Iowa Department of Economic Development  
Division of Business Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4801



## Entrepreneurs with Disabilities Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

The purpose of Entrepreneurs with Disabilities Program is to provide technical and financial assistance to qualified individuals with disabilities who are seeking self-sufficiency.

**Eligible Applicants:**

Clients of the Department of Education, Division Of Vocational Rehabilitation Services (DVRS) or the Iowa Department for the Blind (IDB) may be eligible to apply to the Entrepreneurs with Disabilities Program.

**Eligible Projects:**

The Entrepreneurs with Disabilities Program provides services to individuals who are starting, expanding, acquiring, or stabilizing a small business in Iowa.

**Eligible Use of Funds:**

Technical assistance (up to \$10,000 per client) includes services provided by a consultant(s) for any specific business related service including, but not limited to, feasibility studies, business plan development, accounting, market research, and legal services. Financial assistance (up to 50% of financial package but not to exceed \$10,000) may be provided for the purchase of business equipment and operating expenses such as rent, inventory, and supplies. Technical and financial assistance are based upon the availability of funds.

**Application and Award Process:**

Applications must be submitted through the DVRS or IDB counselor. Upon review and acceptance of an application, technical assistance may begin. Awards for financial assistance are based upon the evaluation of a business plan.

**Application Timing**

Applications may be submitted at any time. Applications shall be reviewed within 30 days of submission.

**Contact:**

Patti Lind, Program Manager  
Entrepreneurs with Disabilities Program  
315 Melrose Avenue  
Iowa City, IA 52246  
1-888-472-6055



## New Jobs and Income Program

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

Cities and counties may allow up to 100% property tax exemption for qualified real estate in economic development areas for up to 20 years.

**Types of Assistance:**

Property tax exemptions, 10% Investment Tax Credit, 13% R&D Tax credit, refund of sales and use tax paid to contractors during construction phase of project.

**Eligible Applicants:**

Businesses that create 50 new production jobs within 5 years, invest \$10,380,000, pay at least \$11.42/hr. and provide 80% health and dental insurance to all full-time employees.

**Eligible Projects:**

Value-added agricultural products, insurance, financial services, plastics, metals, printing, paper or packaging products, drugs and pharmaceuticals, software development, instruments, measuring devices and medical instruments and recycling.

**Application and Award Process:**

Open application through respective city or county to IDED.

**Application Timing:**

Available anytime, approval monthly.

**Contact:**

Iowa Department of Economic Development  
Business Development Division  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4707

**Comments:**

\$2,400,000,000 investment in program as of 10/99.



## Enterprise Zone

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

To encourage manufacturers and other businesses to locate new facilities or expand existing facilities and create new jobs in economically distressed areas of Iowa.

**Types of Assistance:**

Property tax exemptions, investment tax credit, refunds of sales, services, or use taxes paid to contractors during construction, research and development tax credit, supplemental new jobs training credits.

**Eligible Applicants:**

All businesses, except retail, located in an enterprise zone are eligible.

**Eligible Projects:**

Must create 10 full-time jobs, pay 80% of employee health and dental insurance, pay 90% of average regional or county wage, make a capital investment of \$500,000.

**Application and Award Process:**

Local enterprise zone commissions review business applications. Eligible applications are forwarded to the Iowa Department of Economic Development for final approval.

**Application Timing:**

Projects should be approved before construction.

**Contact:**

Iowa Department of Economic Development  
Business Development Division  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4707



## Job Training Partnership Act (JTPA)

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

JTPA is a federal job training program designed to prepare economically disadvantaged individuals and dislocated workers to enter the labor force.

**Types of Assistance:**

Iowa is divided into 16 service delivery areas (SDA's). In each SDA, local elected officials appoint a Private Industry Council (PIC) with a majority of private sector members. The PIC and the elected officials work together to formulate local JTPA policy, plan training programs and designate the organization(s) that will administer JTPA programs in the SDA. The JTPA legislation has a variety of initiatives. The most comprehensive, the Adult and Youth component, provides each SDA with funding to conduct on-the-job training, classroom training, job search assistance, resume writing, etc. to prepare an eligible individual to join the labor force. A business can benefit from hiring a JTPA client by being reimbursed for extraordinary costs of training (up to 50% of the employee's wages during the training period) and JTPA will prescreen qualified applicants.

**Eligible Applicants:**

JTPA assists many target groups to find employment including older workers, school drop-outs, dislocated farmers/workers; eligibility determination and placement is done by the local JTPA office.

**Eligible Projects:**

Employment of JTPA eligible persons.

**Eligible Use of Funds:**

Counseling, classroom training, basic education skills, child care, transportation payments, on-the-job training, work experience, pre-employment training, remedial education.

**Application and Award Process:**

JTPA can be combined with a number of additional programs to save businesses time and money in training workers.

**Application Timing:**

JTPA is available at any time.

**Contact:**

Division of Workforce Development  
Workforce Development Administrative Center  
150 Des Moines Street  
515/281-9027  
or local JTPA office

**Comments:**

JTPA benefits individuals, businesses, and the community as a whole.



## INCROG

**Administrator:**

Iowa Northland Regional Council of Governments (INCROG)

**Purpose:**

To assist cities and counties in INCROG region.

**Types of Assistance:**

Loans and grants.

**Eligible Applicants:**

Cities and counties to benefit businesses, citizens.

**Eligible Projects:**

TIF, grants.

**Contact:**

Iowa Northland Regional Council of Governments  
501 Sycamore, Suite 333  
Waterloo, IA 50703  
319/235-0311



## Economic Development Loan Program

**Administrator:**

Iowa Finance Authority (IFA)

**Purpose:**

For further development and expansion of business and industry in the state. The Iowa Finance Authority is given the responsibility to issue tax exempt bonds and notes, the proceeds of which are loaned to a borrower to finance certain qualified projects. Bonds issued for manufacturing facilities subject to the state volume cap and all applicable state and federal rules.

**Type of Assistance:**

Bonds (taxable or tax-exempt).

**Eligible Applicants:**

The owners or authorized representative of any eligible project.

**Eligible Projects:**

Industrial and manufacturing facilities located within the state of Iowa or facilities owned by a nonprofit organization.

**Eligible Use of Funds:**

Capital costs for acquiring, constructing, equipping or expanding a facility.

**Application and Award Process:**

Applications and information are available from the Iowa Finance Authority on its website at [www.ifahome.com](http://www.ifahome.com)

**Application Timing:**

Applications must be received at least two weeks prior to Board meetings which are generally held the first Wednesday of each month.

**Contact:**

Mike Tramontina  
Iowa Finance Authority  
100 East Grand Avenue, Suite 250  
Des Moines, IA 50309  
515/242-4990

**Comments:**

Funding is subject to availability of bonding capacity available each calendar year. (See the Authority's website for a description of the volume cap process. Click on "Partnership Programs" and the "State Volume Cap Allocation.")



## Rail Economic Development Program

**Administrator:**

Iowa Department of Transportation (DOT)

**Purpose:**

In July 1986, the Transportation Commission approved the use of rail assistance funds for economic development projects. The construction or rehabilitation of rail spurs can be financed to serve new or existing industries. The rail project must be a key to the creation or retention of jobs.

**Eligible Applicants:**

Local units of government: city or county.

**Eligible Projects:**

Construction of new rail spurs.

**Eligible Use of Funds:**

Engineering, design, land acquisition, and construction costs.

**Application and Award Process:**

Contact the Iowa DOT for an application.

**Application Timing:**

Applications are taken at any time.

**Contact:**

Nancy Burns  
Iowa Department of Transportation  
Office of Project Planning  
800 Lincoln Way  
Ames, IA 50010  
515/239-1621

Tom Vaughan  
Iowa Department of Transportation  
Office of Project Planning  
800 Lincoln Way  
Ames, IA 50010  
515/239-1788

**Comments:**

A useful program but insufficiently funded.



## Linked Investments for Tomorrow - Rural Small Business Transfer Program

**Administrator:**

Treasurer of the State of Iowa

**Purpose:**

To maintain and expand existing employment opportunities and provision of retail goods on a local level in small rural communities by assisting in the transfer of ownership where, in the absence of sufficient financial assistance, the businesses may close.

**Types of Assistance:**

Loans originate with a financial institution and are required by law to meet "usual and customary" lending standards. Not a guarantee program. Once the lender approves a loan they can apply to the State Treasurer to invest in a certificate of deposit in the amount of the principal of the loan. The interest rate on the certificate will be set at 3% below the T-Bill yield or 2%, whichever is higher. Maturity date is not to exceed one year, but can be renewed for up to 5 years of eligibility. The maximum loan amount that a borrower may receive under this program is \$50,000. The rate charged by the lender may not exceed the rate on the CD by more than 4%.

**Eligible Applicants:**

A borrower and the seller of the rural small business shall not be within the third degree of consanguinity of affinity.

**Eligible Projects:**

Include, but are not limited to, a grocery store, drug store, gasoline station, convenience store, hardware business, or farm supply store.

**Eligible Use of Funds:**

Must be for a portion of the business which is essential to its continued viability, including real estate where the business is located, fixtures attached to the real estate, equipment relied upon by the business and inventory for sale by the business.

**Application and Award Process:**

Application is 6 pages. From the application, the Treasurer's Office will determine that the project and use of the funds qualifies. Funds are then deposited into the lending institution at the lender's request.

**Application Timing:**

Year-round acceptance of applications. Turnaround time usually 48 hours.

**Contact:**

Treasurer State of Iowa  
Michael Cumming  
Capitol Building  
Des Moines, IA 50319-0005  
515/281-3287

**Comments:**

Created to promote the business prosperity and economic welfare of Iowa throughout rural Iowa, and to maintain and expand existing employment opportunities and the provision of retail goods on a local level in small rural communities.



## Linked Investments for Tomorrow - Horticulture and Alternative Crops

**Administrator:**  
Treasurer of the State of Iowa

**Purpose:**  
To provide below-market financing for production, processing, or marketing of horticulture and alternative crops, non-traditional livestock and exotic animals. Loans originate with a financial institution and are required by law to meet "usual and customary" lending standards. Not a guarantee program. Once the lender approves a loan they can apply to the State Treasurer to invest in a certificate of deposit in the amount of the principal of the loan. The interest rate on the certificate will be set at 3% below the T-Bill yield or 2%, whichever is higher. Maturity date is not to exceed one year, but can be renewed for up to 5 years of eligibility. The maximum CD amount is two-tiered. Production loans up to \$200,000 or processing and marketing loans up to \$500,000 may be combined for a maximum of \$500,000 per borrower. The rate charged by the lender may not exceed the rate on the CD by more than 4%. CD must be collateralized if the total of state treasury funds exceeds federal insurance limits.

**Eligible Applicants:**  
No net worth limitations placed on borrowers by the state. Individuals, corporations, or cooperatives.

**Eligible Projects:**  
Broadly defined and include fruit, vegetables, exotic animals, nurseries, new crops like rapeseed, jojoba, etc.

**Eligible Use of Funds:**  
Processing facilities and marketing operations, including farmer's markets, are a priority.

**Application and Award Process:**  
Same as for Rural Small Business Transfer.

**Application Timing:**  
Year-round acceptance of applications. Turnaround time usually 48 hours.

**Contact:**  
Treasurer State of Iowa  
Michael Cumming, Investment Officer  
Capitol Building  
Des Moines, IA 50319-0005  
515/281-3287

**Comments:**  
Created to stimulate existing or encourage new businesses in the areas of producing, processing, or marketing horticultural or alternative crops, non-traditional livestock and exotic animals.



## Iowa's Industrial New Jobs Training Program (Chapter 260E, Code of Iowa)

**Administrator:**  
Area Community Colleges

**Purpose:**  
To encourage business development that creates new job opportunities.

**Types of Assistance:**  
Iowa Job Training may pay half the salaries of employee trainees for new and expanding industry, offering significant savings in start-up costs. Training programs may include skill assessment, orientation, pre-employment training, and on-the-job training specifically designed for your organization.

The program's purpose is twofold: 1) to train Iowa's workforce with the objective of increasing worker productivity and decreasing unemployment and worker turnover; 2) to provide an incentive for economic development by significantly lowering start-up costs and improving profitability. It provides a customized training program to suit business needs, administered through the community colleges.

**Eligible Applicants:**  
New or expanding businesses.

**Eligible Projects:**  
Varies.

**Eligible Use of Funds:**  
Salary reimbursement; screening; skills assessment and testing; in-plant instruction; other, as approved.

**Application and Award Process:**  
Along with direct training costs, companies entering into a training agreement are eligible for a New Jobs Tax Credit for each new job created. The tax credit is off of the Iowa corporate income tax and is available to these companies if the labor force at the plant site is being increased by 10% or more.

The financial design of the Iowa Jobs Training Program is the only one of its kind in the USA. Because revenue is generated through the new jobs themselves, businesses are assured the maximum return on the training program. Each application is custom-designed to suit the businesses' particular needs.

**Application Timing:**  
Applications may be submitted to community colleges at any time.

**Contact:**  
Iowa Department of Economic Development  
Division of Workforce Development  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4775

**Contact:**  
The effect of this program is to enhance business profitability by lowering operating expenses associated with developing a productive work force.



## The Golden Circle Loan Guarantee Fund (GCLDG)

**Administrator:**

The Golden Circle Development Corporation

**Purpose:**

To fill a gap in small business financing; to help and create jobs, and to provide an economic return to the Golden Circle.

**Types of Assistance:**

Loan guarantees.

The Golden Circle is a region in central Iowa determined by an approximate 60-mile distance in any direction from Des Moines. The Golden Circle Loan Guarantee Fund is a pool of funds contributed by private sources used to provide a guarantee for commercial loans to qualified small businesses. As a nonprofit organization, the Golden Circle Development Corporation (GCDC) administers the program and its Board makes all decisions. Contributors pledge monies which are used to guarantee loans made by banks to qualified borrowers. The contributions are made in two forms: cash (20%) and a letter of credit (80%). The Fund is a program of the Greater Des Moines Chamber of Commerce Federation.

**Eligible Applicants:**

Business must have a sound business plan; exhibit the potential to develop new jobs or retain current jobs within the Golden Circle; be unable to get a traditional bank or SBA loan without participation by the GCDC; sell goods or services outside the Golden Circle.

**Eligible Projects:**

Small business start-ups or expansions within the Golden Circle.

**Eligible Use of Funds:**

Working capital; other, as approved.

**Application and Award Process:**

Banks issue and service the loans guaranteed by the Golden Circle. If the business is unable to repay a loan guaranteed by the Fund, the bank is repaid by the Golden Circle Loan Guarantee Fund. The guarantees issued by GCDC will be at a maximum of 90% and will guarantee principal only. The loan guaranteed by GCDC shall have a maximum term of five years unless such term is shorter than the SBA loan and the SBA objects to an earlier payout on the loan that is guaranteed by GCDC. Businesses that have SBA loans and/or participation by professional venture capital fund managers are strongly preferred over those that do not have such loans or participation.

**Application Timing:**

Available at any time.

**Contact:**

Greater Des Moines Chamber of Commerce  
601 Locust Street  
Des Moines, Iowa 50309  
515/286-4997

**Comments:**

The Golden Circle Guarantee Fund concentrates on the Des Moines metro area.



## Revolving Loan Fund (RLF)

**Administrator:**

Councils of Governments (COGs)

**Purpose:**

To encourage new or expanded private investment in cities or counties experiencing economic distress by providing financial assistance to development opportunities. The main goal is the creation and retention of full-time, primary income jobs in the region.

**Types of Assistance:**

Short-Term (3-6 years), Low-Interest Loans.

The RLF is targeted for the following economic sectors:

1) industrial/manufacturing; 2) commercial/retail; 3) alternative cash crops; and 4) tourism/development. The RLF should be used along with conventional bank financing. It is a type of gap financing not intended to compete with local banks.

**Eligible Applicants:**

Any business served by the following Councils of Governments (COGs): Siouxland Interstate Metropolitan Planning Council, East Central Intergovernmental Association; Bi-State Metro Planning Commission; and the Southern Iowa COG.

**Eligible Projects:**

Attraction of new business and industry and to finance expansion projects of existing companies.

**Eligible Use of Funds:**

Generally used for fixed assets financing. Renovation, construction and replacement of plant and equipment will be included.

**Application and Award Process:**

New application forms have been developed and must be used. Applicants will be interviewed before submitting an application to determine eligibility. Applicants must be sponsored by a local development group. There is a 1/5% loan application fee required when the application is submitted. If the loan application is rejected, the applicant will receive a refund, minus any cost that has been incurred in processing and reviewing the application. The Revolving Loan Fund requires a local match of 27% of the total loan request, the remaining 73% will come from the Economic Development Administration.

**Application Timing:**

Applications may be submitted at any time.

**Contact:**

Local development corporation. See the Resource Reference for Implementation for listing of the counties served by the Councils of Government.

**Comments:**

Regional Revolving Loan Funds will continue to be legitimate sources of project funds.  
[www.siouxlandedc.com](http://www.siouxlandedc.com)



## SBA 504 Loans

**Administrator:**

Siouxland Economic Development Corporation

**Purpose:**

Create jobs and assist new start or expanding businesses.

**Types of Assistance:**

Direct loans: 40% of total project cost or \$750,000, whichever is the lesser.

**Eligible Applicants:**

All small and medium size businesses.

**Eligible Projects:**

Projects which create jobs - \$35,000 of loan dollars per one new job.

**Eligible Use of Funds:**

Fixed assets only.

**Applications and Awards Process:**

Deadline is the first Wednesday of every month.

**Application Timing:**

30 days maximum.

**Contact:**

Siouxland Economic Development Corporation  
428 Insurance Center Building  
Sioux City, IA 51101  
(712) 279-6286  
[www.siouxlandedc.com](http://www.siouxlandedc.com)



## SEDC Revolving Loan Fund (RLF)

**Administrator:**

Siouxland Economic Development Corporation

**Purpose:**

Create jobs.

**Types of Assistance:**

Direct loans: 20% of total project cost or \$100,000, whichever is the lesser. Interest rate 2% below bank rates.

**Eligible Applicants:**

Small and medium sized businesses in a 10 county area surrounding Sioux City (including Nebraska and South Dakota).

**Eligible Projects:**

All small and medium sized businesses in the Sioux City area.

**Eligible Use of Funds:**

Working capital or fixed assets.

**Applications and Awards Process:**

Deadline is the first Wednesday of every month.

**Application Timing:**

30 days maximum.

**Contact:**

Siouxland Economic Development Corporation  
428 Insurance Center Building  
Sioux City, IA 51101  
(712) 279-6286  
[www.siouxlandedc.com](http://www.siouxlandedc.com)

**Comments:**

Call for application.



## Venture Network of Iowa

**Administrator:**

Iowa Department of Economic Development (IDED)  
Small Business Resource Office

**Purpose:**

To enhance the entrepreneurial climate and accelerate the rate of business formation and growth in Iowa.

**Types of Assistance:**

Venture Network of Iowa (VNI) is a unique forum through which investors and entrepreneurs can interact and network with venture capitalists, business advisors, and corporate managers.

**Eligible Applicants:**

Iowa companies.

**Eligible Projects:**

To be determined by investor and entrepreneur.

**Eligible Use of Funds:**

To be determined by investor and entrepreneur.

**Applications and Awards Process:**

VNI application and a business plan must be submitted for review.

**Contact:**

Brice Nelson  
Iowa Department of Economic Development  
Small Business Resource Office  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4874



## Iowa Business Growth Company (IBGC)

**Administrator:**

Iowa Certified Development Company (CDC)

**Purpose:**

To help communities by stimulating the growth and expansion of small business by providing long-term, fixed-asset financing at a fixed rate that is below market rate.

**Types of Assistance:**

Second Mortgage Debt. IBGC received SBA certification in May 1981 to become the nation's first statewide Certified Development Company (CDC). This certification allows IBGC to offer the SBA 504 loan program to businesses in every Iowa community. The applicant must demonstrate that, as a result of the loan, they will be hiring additional employees; providing a presently lacking needed service in a community; or helping to upgrade a deprived area. Under this program, IBGC in cooperation with SBA can finance up to 40% of the cost of plant construction, conversion or expansion, including the acquisition of land, existing buildings and leasehold improvements. It may also include equipment if the equipment has a useful life of at least 10 years.

**Eligible Applicants:**

Corporations, partnerships, sole proprietorships, and limited liability companies.

**Eligible Projects:**

Start-ups, expansions, development.

**Eligible Use of Funds:**

Plant construction (including the acquisition and installation of machinery and equipment), conversion or expansion (including the acquisition of land and existing building improvements), and leasehold improvements. Each loan must be approved by the SBA.

**Application and Award Process:**

Applications must be received directly through the IBGC. IBGC can make loans of up to \$750,000 for urban areas and \$1,000,000 in rural areas for 10 or 20 years on a second mortgage basis. The small business itself must provide a minimum of 10% of the project costs. The remaining project funds are provided by a conventional first mortgage lender for a term of at least 7 years. Contact office for further information.

**Application Timing:**

Available at any time.

**Contact:**

Don J. Albertson  
Iowa Business Growth Company  
7043 Vista Drive  
West Des Moines, IA 50266  
515/223-4511  
FAX 515/223-5017  
e-mail iabusgrowth@iname.com

**Comments:**

Established, growing businesses are ideal candidates for IBGC.



## Tax Exemptions for Industrial Enterprises

**Administrator:**  
Local Tax Exemptions

**Purpose:**  
Cities and counties may allow a partial exemption of the actual value added to industrial real estate from property taxation for a period of five years.

**Types of Assistance:**  
The actual value added to real estate by the construction of industrial real estate, research service facilities, warehouses, and distribution centers is eligible for a partial exemption of property taxes for a period of five years if provided by either city or county. The maximum amount of actual value added that is eligible for exemption in each year is as follows: Year 1 - 75%; Year 2 - 60%; Year 3 - 45%; Year 4 - 30%; Year 5 - 15%.

An alternative schedule can be adopted by the city or county, but may not allow a larger tax exemption in a particular year than normally provided.

**Eligible Applicants:**  
Industrial businesses.

**Eligible Projects:**  
Available at any time.

**Eligible Use of Funds:**  
Not applicable.

**Application and Award Process:**  
Cities may allow tax exemptions within their corporate limits and counties may enact ordinances to cover unincorporated areas in the county, provided there is county zoning in force. Counties without zoning may allow for property tax exemptions within two miles of a city limit.

**Application Timing:**  
Available at any time.

**Contact:**  
Local government officials or  
Iowa Department of Economic Development  
Business Development Division  
200 East Grand Avenue  
Des Moines, IA 50309  
515/242-4753

**Comments:**  
A resource with demonstrated positive impacts.



## Equity and Equity-Type Investments

**Administrator:**  
Private Venture Capital Firms

**Purpose:**  
To invest in businesses likely to deliver a significant return on investment.

**Types of Assistance:**  
Equity or Equity-type. Several venture capital firms are located in Iowa. They do not have a geographical preference for their investments, but each firm concentrates on certain industries for their investment purposes. Generally, minimum investments are \$500,000 with preferred investments between \$1 million and \$1,500,000.

**Eligible Applicants:**  
Varies, usually favoring established young firms able to demonstrate management capability and previous achievement.

**Eligible Projects:**  
Varies, usually favoring working capital to support high growth rate.

**Eligible Use of Funds:**  
Varies.

**Application and Award Process:**  
For additional information on a specific firm, contact:

Securities Corporation  
200 Second Avenue SE  
Cedar Rapids, IA 52401  
319/366-7801

Papajohn Capital Resources  
2116 Financial Center  
Des Moines, IA 50309  
515/244-5746  
www.pappajohn.com

Sky Venture Capital Fund  
400 Locust, Suite 760  
Des Moines, IA 50309

United Investment Groups Inc.  
508 North Second Street  
Fairfield, IA 52556  
515/472-8296

**Application Timing:**  
No deadlines.

**Comments:**  
Venture capital firms are willing to take risks but will take an active role in business management and seek a significant return (25-50%) in a short term (3-7 years).



## Cooperative Service

**Administrator:**

United States Department of Agriculture (USDA)  
Rural Development

**Purpose:**

Works to improve the effectiveness and performance of cooperatives and promote the understanding and use of the cooperative form of business as a viable option for agricultural producers and other rural residents.

**Types of Assistance:**

Free cooperative (1) development assistance (2) technical assistance (3) research and (4) education and information.

**Eligible Applicants:**

Rural agricultural producers and rural residents.

**Eligible Projects:**

Surveys, feasibility studies, business plans, director training, education and information.

**Eligible Use of Funds:**

No funds involved.

**Applications and Awards Process:**

Applications for assistance welcomed anytime.

**Application Timing:**

Continual.

**Contact:**

Randy Frescoln  
USDA - Rural Development  
210 Walnut Street  
873 Federal Building  
Des Moines, IA 50309  
(515) 284-4714

**Comments:**

Jeff Jobe is the State Cooperative Development Specialist.



## Domestic Market Development Promotions Program

**Administrator:**

Iowa Department of Agriculture and Land Stewardship

**Purpose:**

General promotional and marketing assistance for Iowa grown agricultural commodities and products.

**Types of Assistance:**

Grain and livestock price information and historical documentation.

**Contact:**

Harold Hommes  
Agricultural Marketing Bureau  
Iowa Department of Agriculture and Land Stewardship  
Wallace Building  
Des Moines, IA 50319  
515/281-5993

**Comments:**

A resource to expand the domestic market for Iowa's agricultural commodities and products.



## Promotions Program

**Administrator:**

Iowa Department of Agriculture and Land Stewardship

**Purpose:**

To promote consumer awareness of Iowa-grown fruits and vegetables.

**Types of Assistance:**

- 1) Loan promotional equipment;
- 2) Cost sharing of promotional items.

Eligible applicants include any marketer of Iowa-grown fruits and vegetables. Requests for promotional items are made to the Ag Diversification Bureau of the Iowa Department of Agriculture. There are no application deadlines.

"Iowa Grown For You" Banners - N/C (1)

Product Labels - 2 sizes (2)

Aprons (2)

Biodegradable Bags (2)

Apple Recipe Cards (2)

Apple Posters (2)

**Contact:**

Mike Bevins

Agricultural Diversification Bureau

Iowa Department of Agriculture and Land Stewardship

Wallace Building

Des Moines, IA 50319

515/242-5043

**Comments:**

A resource to expand market opportunities.



## A Taste of Iowa

**Administrator:**

Iowa Department of Agriculture and Land Stewardship

**Purpose:**

To identify and promote Iowa produce and products with a trademarked logo.

**Types of Assistance:**

- 1) Loan promotional equipment;
- 2) Cost sharing of promotional materials.

**Eligible Applicants:**

Annual application fee for licensing. Fee schedule and requests for promotional materials are made to the agriculture diversification bureau, Iowa Department of Agriculture and Land Stewardship. There are no application deadlines.

**Promotional Materials Available Include:**

Product labels, pricing cards, aprons, napkins, place mats, biodegradable bags, table tents.

**Equipment to Lend:**

Banners (N/C).

**Contact:**

Mike Bevins

Agricultural Diversification Bureau

Iowa Department of Agriculture and Land Stewardship

Wallace Building

502 East 9th Street

Des Moines, IA 50319

515/242-5043

**Comments:**

A resource to identify Iowa produce and products and expand market opportunities.



## Agricultural Marketing Bureau

**Administrator:**

Iowa Department of Agriculture and Land Stewardship

**Purpose:**

General promotional and marketing assistance for Iowa grown agricultural commodities and products. Emphasis is placed on adding value to our raw products and commodities.

**Types of Assistance:**

Grain and livestock price information and historical documentation. Publishes annual directory of Iowa agricultural/commodity organizations. Publishes Hay and Straw Directory.

**Contact:**

Harold Hommes  
Agricultural Marketing Bureau  
Iowa Department of Agriculture and Land Stewardship  
Wallace Building  
Des Moines, IA 50319  
515/281-5993

**Comments:**

A resource to expand marketing opportunities for Iowa's producers.



## Iowa Waste Exchange

**Administrator:**

Iowa Department of Economic Development (IDED)

**Purpose:**

The Iowa Waste Exchange provides Iowa industries with smart waste management alternatives and business assistance services that result in both economic and environmental benefits including waste reduction from Iowa landfills. IWE services are free and confidential.

**Types of Assistance:**

Area Resource Specialists stationed at community colleges or regional councils of governments meet with businesses and industries and assist with:

1. Identifying waste streams and actively searching for alternative uses for these products.
2. Cost saving opportunities related to solid waste including using recycled feedstock materials, avoided disposal costs, freed up storage etc.
3. Identifying technical service providers to meet their business needs including personnel training, regulatory assistance, business development/planning, process engineering, recycled product procurement and materials testing.
4. Locating valuable secondary materials for potential use in a business, saving the company money on the purchase of new materials.

**Contact:**

Recycle Iowa  
200 East Grand Avenue  
Des Moines, IA 50309  
800/532-1216



## Iowa Waste Reduction Center

**Administrator:**

Iowa Waste Reduction Center

**Purpose:**

The IWRC assists small businesses with environmental regulatory compliance by providing pollution prevention and waste reduction information and guidance. This is a free, confidential and non-regulatory service.

**Types of Assistance:**

The IWRC and its Waste Reduction Specialists provide environmental assistance through:

1. On-site reviews
2. Applied research
3. Training and education workshops
4. Pollution prevention curricula, guides and other publications
5. Software and database development

**Eligible Applicants:**

Small businesses that employ less than 200, technical assistance providers, community colleges and private citizens.

**Contact:**

Iowa Waste Reduction Center  
1005 Technology Parkway  
Cedar Falls, IA 50613-6951  
319/273-8905 or 800/422-3109  
[www.iwrc.org](http://www.iwrc.org)