

Madison County Small Business Loan Application

Program Overview

Madison County is providing relief funds to support the small businesses hardest hit by the COVID-19 pandemic. Funds are available as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package. **(*Applications are available for review on 8/11/2020. Applications may be submitted 8/17/2020-8/24/2020.)**

The County will offer financial support in the form of a 0% forgivable loan for qualified small businesses that are negatively impacted by the COVID-19 pandemic due to orders to close or limit operations. This program is intended to help offset /recover from the significant, temporary loss of revenue to these qualified businesses during this pandemic, and to assist businesses in retaining and paying employees.

Eligibility Overview

- \$15,000 maximum for qualifying small businesses with a physical location in Madison County (maximum amounts may vary based on number of employees (see above); 1-25 full-time employees, or equivalent part-time employees, including the owner).
- Food service establishments, short-term lodging and other non-essential businesses impacted by the local or state stay-at-home orders are eligible.
- Larger businesses over 25 FTE employees, non-profits and home-based businesses are not eligible.
- Funds can only be used to reimburse the cost of business interruption caused by required closures provided those costs are not paid by insurance or by another federal program. Such costs may include employee wages, vendors, rent or other business expenses.

ONE (1) of the following eligibility criteria must also be met to qualify:

- The Owner's household income (including all adults at their home address) is below the income limits below, per HUD income guidelines.
- The business is located within a Low-to-Moderate Income Area (LMA) as per HUD guidelines.
- The funding will help retain at least one full-time or part-time position for a person from a Low-to-Moderate Income (LMI) household, as per HUD income guidelines, who is at imminent risk of job loss without the funding (Note: this

includes furloughed workers). It is anticipated that the funding would be used to supplement or aid job retention, rather than as a sole means of retaining a worker. Employees must have been on payroll as W-2 workers and be considered Low-to-Moderate Income to be considered for retention.

- The funding will hire at least one full-time or part-time position for a person from a Low-to-Moderate Income (LMI) household, per HUD income guidelines. If new hire, employees must be on payroll as W-2 workers and be considered Low-to-Moderate Income at the time of hire.

A. Eligibility

Applicant must check to confirm that each statement is true for all questions. If any statement is not true, the business is not eligible.

Eligible Business Type *Program guidelines available for further explanation of eligible businesses.

[select one of from the following choices]

- Food Service Establishments (including bars serving from a menu)
- Short-term Lodging establishments
- Places of Public and Private Assembly
- Non-Essential Businesses

If you selected Non-Essential Business, please specify. Type N/A if this doesn't apply.

- A.1. Business suffered from business interruption caused by required closures or limited operations resulting from the COVID-19 public health emergency.
- A.2. Expenses as a result of the business interruption should exceed the amount requested since March 1, 2020, excluding those covered by insurance or reimbursement from any federal program.
- A.3. Business employed 25 full-time equivalent employees or less.
Total average weekly hours for all employees (including owner)
- A.4. Business is physically located within the boundaries of Madison County, Illinois.
- A.5. Business is not a home-based business and occupies commercial space.
- A.6. Business has been operating since at least October 1, 2019.
- A.7. Business can demonstrate ongoing business operations as of February 29, 2020.

- A.8. Business is expected to be fully operational after local and state emergency guidelines are rolled back.
- A.9. Business is not a publicly traded company.
- A.10. Business does not have any current unpaid code enforcement liens and is not operating in violation of any state, federal or local laws.
- A.11. No owner, officer, partner, or principal actor of the business has a felony conviction for financial mismanagement within the last two years for which he or she is still serving a sentence (including prison, parole, and probation).

IF YOU DID NOT CHECK FOR ALL ABOVE QUESTIONS, YOUR BUSINESS WILL NOT QUALIFY FOR THE MADISON CARES SMALL BUSINESS LOAN.

B. General Information

Please provide the following information:

B.1. Legal Name of Business (as shown in Line 1 of W-9)

B.2. DBA (as shown in Line 2 of W-9) [NOT REQUIRED]

B.3. Principal Business Address

B.4. Business Website Address [NOT REQUIRED]

B.5. Taxpayer ID (Need FEIN and DUNS number) (if sole proprietorship, enter social security number of soleproprietor) (As shown in Part 1 of W-9)

B.6. Mailing Address for Loan check (As shown in Line 5 & 6 of W-9)

OWNER OR REPRESENTATIVE CONTACT INFORMATION

B.7. First Name

B.8. Last Name

B.9. Primary Phone

B.10. Primary Email

B.11. Business Phone

B.12. Date Business Established

B.13. Business Legal Entity Type (as shown in Line 3 of W-9) [indicate one of from the following choices; Individual, Corporation, Partnership, also indicate if MBE or WBE]

B.14. Number of Employees

C. Use of Loan

Please provide the following information:

C.1. Will you utilize the Madison CARES Small Business Loan to help with payroll/wages (including associated benefits)? Yes No

C.2. Will you utilize the Madison CARES Small Business Loan to help with mortgage/rent? Yes No

C.3. Will you utilize the Madison CARES Small Business Loan to help with vendor payments? Yes No

C.4. Will you utilize the Madison CARES Small Business Loan to help with other needs? If other, please specify. If not, type N/A. Yes No

C.5. Amount of Request \$

D. Required Documentation

Application must include all documentation listed below. The application may not be approved if all required information is not provided in a legible form.

FOR MORE INFORMATION ABOUT REQUIRED DOCUMENTATION, PLEASE REFER TO THE TEXT BELOW.

Completed W-9 form for business. DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Loan. Check must match entries in B.6 of the General Information section.

Copy of "active" state business registration from State of Illinois.

If not required to register with State of Illinois, attach documentation showing the business was operating prior to March 1, 2020 and meets all regulatory requirements from Madison County or the municipality in which the business is located. Examples may include certification from the Illinois Department of Business and Professional Regulation, certification from Department of Health, and business tax receipt from applicable jurisdiction.

Additional Required Information:

- 3 months most current payroll reports (if you need more payrolls to have an accurate average please forward). Documentation to establish how many Full Time Equivalent employees and any that are considered low to moderate income.
- Proof you are current on property taxes
- Corporation Papers to establish type of business (sole owner, partnership, corporation, etc. and officers).
- Documentation that all officers/partners are aware and provide authorization for you to enter into the loan.
- Do you have an Illinois Business Registration? Please provide.
- Documentation to establish your hardship due to the pandemic.
- Documentation to establish what funds will be used for.

Business Financials /Tax Returns

Individual (Sole Proprietors and individual/single-owner LLCs)

- 2019 Schedule C (Form 1040) **OR**
- If no 2019 Schedule C is available, provide 2018 Schedule C (Form 1040) **AND** most recent Annual or Quarterly Balance Sheet or Profit & Loss Statement.

Corporations (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs))

- 2019 Corporation Income Tax Return (Form 1120 or Form 1120-S **OR**
- If no 2019 tax return is available, provide 2018 tax return **AND** Annual or Quarterly Balance Sheet or Profit & Loss Statement

Partnerships

- 2019 Return of Partnership Income (Form 1065) **OR**
- If no 2019 tax return is available, provide 2018 tax return **AND** Annual or Quarterly Balance Sheet or Profit & Loss Statement, W3 Summary, 1096 (from

2019) or IRS FORM 941 (from 1st quarter 2020 or, if not completed, 4th quarter 2019).

- Sole proprietors may complete and attach a certification stating that business owner is the sole proprietor with no additional employees or subcontracted workers.
- Updated and Current Municipal Business Tax Receipt, if applicable. Note that many cities and the unincorporated area do not require a business license.

Documentation

W-9 Form *Required

Active State Business Registration, or local business registration/license, or other documentation (please refer to the text above for documents needed for applicant) *Required

Business Financials (applicable 2019 Tax Return or equivalent) (please refer to the text above for documents needed for applicant) *Required

Staffing Documentation (W-3 Summary, 1096 OR 2019 IRS FORM 941, Payrolls) *Required

Updated and Current Municipal Business Tax Receipt, if applicable (please refer to the text above for documents needed for applicant)

Applicant Certification

Resolution authorizing the company to enter into the loan.

Additional Documentation (Documentation to substantiate hardship and funds I am requesting, may also include printed, signed copy of application by business owner if online submission is being completed on his/her behalf)

Applicant Certification

The submitted Application, including attachments, is subject to disclosure under Illinois's public records law subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the County will not be liable to Applicant for such disclosure. All Social Security /FEIN/DUNS numbers are collected, maintained and reported by the County to be in compliance with IRS reporting requirements and are exempt from public records.

I certify that, I am authorized to submit this application on behalf of the business, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Madison County authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event funds are provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. I certify that the funding will be used for business purposes only and not for household, personal, or consumer usage. I understand that I may be asked to provide additional information in order to process this application. I understand that eligibility does not guarantee aid, and that funding is limited. I understand that any willful misrepresentation on this statement could result in disqualification from program funding. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. I certify any funds requested/received will not be a duplication of benefits. I certify I have not received any public sources of funds to cover expenses for which I am requesting funds. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001.

Type Applicant Name Here

Type Applicant Title Here

Please Sign Below

X

Type Date here

After completing this application, please save it your computer and e-mail it along with your documentation to: jparnold@co.madison.il.us & ssborders@co.madison.il.us

All applicants will be contacted upon receipt of application.