

**CITY OF EL CENTRO
CDBG-CV CORONAVIRUS MICROENTERPRISE LOAN PROGRAM
LOAN APPLICATION CHECKLIST**

To process a loan application under the City’s CDBG-CV Coronavirus Microenterprise Loan Program, please provide the documents listed below. Applications must be complete at the time of submittal. The program loans will be processed on a first-come, first served basis and incomplete loans will not be processed.

Loan Documents	Yes	No
◇ Completed CDBG-CV Coronavirus Microenterprise Loan Application	<input type="checkbox"/>	<input type="checkbox"/>
◇ Exhibit A – Funding Utilization Form	<input type="checkbox"/>	<input type="checkbox"/>
◇ Exhibit B – CARES Act Funding Self-Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
◇ Exhibit C – Site-Specific Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>
◇ Exhibit D – Cleaning and Disinfecting Summary Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>
◇ Exhibit E – Authorization and Release	<input type="checkbox"/>	<input type="checkbox"/>
◇ Copy of the applicant business’s current City of El Centro Business License	<input type="checkbox"/>	<input type="checkbox"/>
◇ Internal Revenue Service (IRS) Form W-9 (Blank form provided in loan application packet)	<input type="checkbox"/>	<input type="checkbox"/>
<i>The City of El Centro will require the receipt of various business information to demonstrate the financial hardship or loss caused by the COVID-19 pandemic. Applicants will be required to submit any combination of the below documents to illustrate the loss in revenue.</i>		
◇ Business Federal Tax Return for 2019	<input type="checkbox"/>	<input type="checkbox"/>
◇ Business Quarterly Federal Tax Return dated March 31, 2020	<input type="checkbox"/>	<input type="checkbox"/>
◇ Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>
◇ Balance Sheet for End of Year 2019	<input type="checkbox"/>	<input type="checkbox"/>
◇ Current Balance Sheet	<input type="checkbox"/>	<input type="checkbox"/>
◇ Income Statement for End of Year 2019	<input type="checkbox"/>	<input type="checkbox"/>
◇ Current Income Statement	<input type="checkbox"/>	<input type="checkbox"/>