



**Economic
Development**
1249 W. Main St, El Centro
(760) 337-4543

CDBG-CV Micro Loan Program

Program Overview

The City of El Centro has established a business loan program known as “CDBG-CV Coronavirus Microenterprise Loan Program” (MLP) to help businesses impacted by COVID-19 retain employees and sustain business of operations. Financial assistance up to \$10,000 in low-interest or forgivable loans will be allocated to eligible small businesses on a first-come, first-served basis. Funds awarded will be based on availability, program guidelines, and the submission of all required information and supporting documentation proving financial hardship related to COVID-19. Approximately \$200,000 is available in the MLP, which is being administered by the City of El Centro Economic Development Division.

Who is eligible?

Businesses must meet the following requirements:

- Owner is Income-qualified
- Employ five Full-Time Equivalent (FTE) employees or less as of March 17, 2020
- Have a business located within the city limits of El Centro
- Have a current El Centro Business License
- Provide documentation that shows the business has been operational for at least 6 months
- Provide proof of economic hardship due to COVID-19
- Not have engaged in any illegal activity per local, state or federal regulations, with federal regulations taking precedence over local or state regulations

What types of businesses are NOT eligible?

The following types of businesses are not eligible:

- Lending and investment institutions
- Insurance companies
- Golf courses or gambling facilities
- Nonprofit entities
- Chain stores
- Business who have received, pending receipt, or applied for CARES Act Funds from another source.

How do I apply?

Businesses can access the application at www.cityofelcentro.org/communityservicesdepartment under the Economic Development Division section.

Applications and any application-related questions can be submitted to the Economic Development Division located at 1249 W. Main St., El Centro, or by e-mail to MicroLoanProgram@cityofelcentro.org. After the applicant submits all **completed** forms and required documentation, an Economic Development staff member will contact the applicant within two business days to review the application.

Baseline required documentation includes but is not limited to:

- Microenterprise Loan Application
- Copy of the applicant business's current City of El Centro Business License
- Internal Revenue Service (IRS) Form W-9
- Business Quarterly Federal Tax Return dated December 31, 2019
- Business Quarterly Federal Tax Return dated March 31, 2020
- Bank Statements
- Current Balance Sheet
- Income Statement for 2020

Applications will be processed in order of receipt of the **complete application and submission of all required documents** to the City of El Centro's Economic Development Division. Businesses may only apply once.

Who can help me fill out my application?

Business owners can request a third party to assist in completing their application. Businesses are encouraged to contact the Imperial Valley Small Business Development Center should they need no-cost technical assistance in applying for relief. The IV SBDC is located at 2415 Imperial Business Park Dr., Suite A, Imperial, CA and their phone number is (760) 312-9800.

I am not eligible. Is there another economic relief I qualify for?

Visit www.cityofelcentro.org learn more about additional local, state, federal, and non-governmental support for small businesses and their employees.

The loan process and coordinating timeline is as follows:

| Process | Timeline |
|---------------------------------|--|
| Application Review | 3 business days |
| Underwriting | 3 business days |
| Loan Approval Committee Process | 4 business days |
| Loan Document Preparation | 2 business days |
| Loan Signing and Recording | 2 business days |
| Loan Servicing Set-up | 1 business day |
| Funds distribution | 5 day minimum (dependent on approved budget) |
| Total processing time | 20 business days |

Questions?

[E-mail: MicroLoanProgram@cityofelcentro.org](mailto:MicroLoanProgram@cityofelcentro.org)