**Small Business Emergency Economic Relief Loan Program**

**For City of Sacramento Businesses Impacted by COVID-19**

**Loan Application List of Questions**

**All applications must be submitted online at:**

<https://cityofsacramento.org/covid19-relief>

To mitigate the impact of COVID-19 on Sacramento businesses and their employees, the City of Sacramento (City) will commit up to $1 million in one-time funds to create a temporary Small Business Emergency Economic Relief Fund to assist in the retention of employees

**Program Overview**

The City is offering up to $1 million in zero-interest, secured loans to businesses with up to 25 full-time equivalent employees for temporary economic relief to assist in the retention of employees. Loans up to $25,000 per business are available with loan payments beginning within 90 days of initial disbursement. Of the total amount, a minimum of $250,000 will be made available for micro businesses with 5 or fewer employees. Loan funds may be used to cover the day-to-day operating expenses of the business such as payroll. Loans will be awarded on a first-come, first-serve basis to qualified applicants upon submission of all required information and supporting documents.

**Eligibility**

Minimum eligibility to receive a zero-interest loan will be determined on the following basis. Eligible businesses must:

* Be for-profit, independently owned local businesses
* Have no more than 25 full-time equivalent employees
* Be a restaurant, retail, service, or entertainment business with a storefront; or a day care establishment
* Have a physical establishment within the city of Sacramento (no home-based businesses with the exception of child-care businesses)
* Have a current City of Sacramento Business Operations Tax Certificate (BOTC) and have been in operation as of March 13, 2020
* Have a demonstrated hardship due to COVID-19, such as a loss in revenue
* Have written sick leave policies to assist workers impacted by the COVID-19 pandemic
* Comply with the spirit of the City’s non-discrimination policy
* Not include a business owner that has previously applied for a zero-interest loan under this program
* Be in good standing with the City of Sacramento (e.g., current on bills, no liens or judgments, etc.)

**Approval Process**

Loan applications will be reviewed by a loan committee consisting of City staff and qualified external partners on an ongoing basis until all funds are disbursed. Funding decisions will be made within 30 days of receiving a complete application. If the City determines that additional information or supporting documents are needed to review an application, then the application is not considered complete. Funding may be released within two weeks of approval (pending approval of third-party fiscal intermediary).

**Funding Allocation**

In order to assist as many businesses as possible, upon approval, funding will be allocated as follows:

* Micro business of 5 or fewer full-time equivalent employees will receive a flat rate of $5,000.
* Business with 6 to 25 full-time equivalent employees will receive $1,280 per FTE.

**Meaning of Full-time Equivalent**

The abbreviation FTE is short for “full-time equivalent.” The City of Sacramento determines the total number of employees of a business on a FTE basis. A full-time employee is one who works 40 hours per week.

For example, one employee who works 40 hours per week equals one FTE. To determine the FTE number for part-time employees, add the total number of hours worked in a week by all part-time employee, and then divide that number by 40. For example, if a business has four part-time employees who work a total of 10 hours per week, those employees equal one FTE.

**Application Period**

Applications will be reviewed on a first come, first serve basis. Applications will be accepted on a rolling basis until all available funds have been awarded.

**APPLICATION QUESTIONS**

**Disclosure of Information**

The City of Sacramento understands and supports the public's right to access public records. Information submitted through this application is a public record and may be subject to disclosure under the California Public Records Act (PRA). In addition, the City of Sacramento may be required to disclose information submitted through the application by some other legal process, for example, a subpoena.

1. I agree that the City of Sacramento may determine in its sole discretion whether information submitted through this application is subject to disclosure under the California Public Records Act or through another legal process.

**Contact Information**

1. Primary Contact Name
2. Primary Contact Email
3. Primary Contact Phone Number

**Business Information**

1. Business Name
2. Business Address
3. Primary Business Owner Name
4. Primary Business Owner Home Address
5. Council District

Please indicated the City Council District where the business establishment is located. City Council District Search Tool: <https://www.cityofsacramento.org/Mayor-Council/Find-Your-District>

1. Do you own or lease your establishment at this location?
   1. Own
   2. Lease
2. Please list the names and share of ownership of all other business owners:
3. Type of Business Entity
   1. Corporation (C-corp, S-corp)
   2. Limited liability company
   3. Partnership (LLP, joint venture)
   4. Individual/Sole Proprietorship
   5. Franchise
   6. Nonprofit
   7. Other
4. Primary Business Activity
   1. Retail
   2. Restaurant
   3. Child Care or Day Care
   4. Other (applicant can specify, esp. nonprofits)
5. Please describe your business: (Include what the business produces and how it generates revenue.)
6. Normal Business Hours
   1. Day(s) of the Week
   2. Hours of Operation
7. Number of Full-time Employees
8. Number of Part-time Employees
9. How many years has this establishment been in business?

**Impact of COVID-19**

1. Please describe the business hardship that has resulted from COVID-19 and if funded how would you utilize these resources?:

Please address impacts on revenues, number of employees, modified business hours, etc. (verification may be required)

1. When did the hardship begin?
2. What do you envision the impacts might be over the course of the next 30 days?
3. Are there any other services you may need?
   1. Marketing
   2. Access to capital for physical improvements
   3. Other (If Other, please indicate the type of technical assistance you need.)

**Financial Information**

1. Federal Tax ID (EIN)
2. City of Sacramento Business Operations Tax Certificate (BOTC) Number

Search for your BOTC number at: <https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Looking-for-a-Business>

1. Total Business Revenue in 2019

Please only include revenue from the business for which you are requesting assistance.

1. Average Weekly Payroll in 2019
2. Average Total Weekly Hours in 2019

Calculated as the total hours worked by all employees per week, on average in 2019, not including overtime

1. Amount of Monthly Rent or Mortgage
2. Does the business or owner have any outstanding liens or judgements?
3. Is the business or business owner currently the subject of any litigation?

**Supplemental Information**

Please upload the following required documentation, if selected to receive a loan applicant may be required to provide additional documentation including most recent tax returns, IRS Form 941, etc.

1. IRS Form W-9

See <https://www.irs.gov/forms-pubs/about-form-w-9>

1. Other Supplemental Information

Please upload any supplemental information that would help inform the evaluation of your application.

**Certifications**

1. I understand that I am applying for a loan that must be repaid.
2. I hereby certify that my business follows all applicable laws, including providing paid sick leave and following anti-discrimination laws.
3. I hereby certify that all of the information submitted in this application is true and correct, and is subject to audit by the City of Sacramento.