

AUBURN SMALL BUSINESS/MICROENTERPRISE COVID-19 LOAN PROGRAM APPLICATION CHECKLIST

Please complete and sign the loan application completely and return with all required documentation to:

Economic and Community Development Department
1st Floor, Auburn Hall, 60 Court Street, Auburn, ME 04210
Telephone 333-6601 Ext. 1336

General Submission Requirements

- ___ Application
- ___ Personal Tax Returns (2 years)
- ___ Signed Personal Financial Statement – one for each owner

Business Owner Submission Requirements

- ___ Business Plan
- ___ Employment Projections Form
- ___ Business Tax Returns, if applicable (2 years)
- ___ Lease Agreement
- ___ Property Owner's Approval for Proposed Work

OFFICE USE ONLY

Date Received: _____

GENERAL INFORMATION

BUSINESS/MICROENTERPRISE LOAN PROGRAM INFORMATION

- Maximum loan amount: Small Business - \$20,000; Microenterprise - \$7,500
- 100% commitment of total project cost
- Loans approved by Community Development Loan Committee
- Job creation requirement: 1 full time job created per \$20k in assistance

BUSINESS PLAN – COVID-19 RESPONSE PLAN

Your business plan helps to assure that you have thought through your plans very carefully, that you know what you are doing, and can respond effectively to problems and opportunities.

Information to include in your business plan:

- Description of the business:** type of business, the status of the business, the form of ownership, the profit potential, employment opportunities and other market/community benefits, and location and hours of operation;
- The market:** products/service, customers, market size and trends, competition, estimated market share, production and distribution, image/packaging, advertising, and pricing;
- Marketing plan:** how the sales projections will be realized;
- Schedule:** timing of key events;
- Critical risks and problems:** discuss how COVID-19 has affected your business and how you will address them;
- Employment:** list number and types of jobs to be created and salary ranges of each position;
- Operations/organizational management:** management responsibilities, professional services, background and experience;
- Financial plan** (related to COVID-19 response): management costs, revenues/chart of accounts, assets, liabilities, cash flow projections, balance sheet, equipment list, and sources and uses, business pro-forma, equipment list, and sources and uses of funds; and
- Supporting documents:** personal resume, personal financial statement, job descriptions, letters of reference, copies of leases, contracts, etc., as applicable.

COVID-19 SMALL BUSINESS/MICROENTERPRISE LOAN PROGRAM

City of Auburn, Economic and Community Development Department
60 Court Street, Auburn, ME 04210 Telephone 333-6601 Ext. 1336

The CV Small Business/Microenterprise Loan Program is funded through a grant from the U.S. Department of Housing and Urban Development. We are required to report certain information about the persons/businesses we assist.

1. APPLICANT INFORMATION Please print legibly.

Applicant: _____ Email Address: _____

Mailing Address _____

Phone: Home _____ Work _____ Cell _____

2. BUSINESS ORGANIZATION

Business Name: _____

Business Address: _____

Years in business at current address: _____

Business Telephone # _____ Web Address _____

Email _____ Date Established _____

Type of Business: Sole Proprietor, Corporation, Partnership, S-Corporation, LLC _____

Federal Tax ID # _____ Dun & Bradstreet # _____

Name of Principals of Business _____

Bank Name: _____ Tel. # _____ Bank Contact: _____

Legal Representative: _____ Tel. # _____

3. PROJECT

How will the City's funds be used? _____

Complete all that apply.

Expense	Amount	Description
Payroll		Contractor's Estimates
Equipment		Acquisition of Business Equip.
Inventory		
Construction		must be below \$2000
Other		Unique to your business
Other		Unique to your business
Total	\$	

SOURCES

Project Resources	Source Name	Amount
Other Public		
Other Source		
Private		
Equity		
Total		\$

CONTACT INFORMATION OF OTHER SOURCES

Name of Lender	Contact Person	Telephone #

4. COLLATERAL

Description	Value

5. EMPLOYMENT REQUIREMENTS

The CV-Small Business/Microenterprise Programs are designed to create or retain jobs for low to moderate income individuals (LMI). The applicant will be required to create or retain full time jobs (the number of which will be determined by the loan amount) that will be available to LMI individuals. In the case of a microenterprise if the business is owned by a single person whose household income is less than 80% of area median income at the time of application the job creation/retainage may not apply. If applicant is not LMI, please complete the Employment Projections Form, Appendix A.

	Full Time	Part Time
Employees pre-COVID		
Current Employees		
Projected Employees		

6. CONSUMER CREDIT AUTHORIZATION

The following information is needed to complete a personal credit investigation. This form is to be completed by each applicant (individual, corporation or partnership), co-applicant, and a separate form for each shareholder holding a 20% or more interest in the company.

Applicant: _____ Applicant’s Social Security # _____

Co-Applicant: _____ Co-Applicant’s Social Security # _____

Address: _____

Have you been denied credit in the past year? Y/N What were the reasons for denial? _____

I/We authorize the City of Auburn to contact credit reporting agencies and creditors with regard to the status of any past or outstanding debt, or such other credit information that such agencies normally hold available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring the loan.

Client information may be shared with only those individuals, entities, or committee members designated or acknowledged by the City as an interested party to the client’s application process, excluding information declared as public records, pursuant to M.R.S.A. Title 1 §401, Public Records and Proceedings. Otherwise, the information furnished will be held in strict confidence.

I/We hereby certify the information in this application is accurate and complete to the best of my/our knowledge and belief.

Date

Applicant’s Signature

Date

Co-Applicant’s Signature

APPENDIX A - EMPLOYMENT PROJECTIONS FORM

INSTRUCTIONS: The City of Auburn’s Small Business/Microenterprise Loan Program is designed to assist businesses with financing in order to retain jobs for low- and moderate-income individuals. The following information is needed to evaluate eligibility in meeting a National Objective according to criteria determined by the Department of Housing and Urban Development. A listing of current employment must be submitted with your request. Please fill in the spaces below.

I. EMPLOYMENT: (At Date of Application)

Job Title	Full Time (FT) or Part Time (PT)	# of positions pre-COVID-19	# currently furloughed or laid-off

Number of Owners Employed _____
 Number of Current Employees _____
 Number of furloughed Employees _____
 Total _____

II. EMPLOYMENT PROJECTIONS: Jobs to be Created or Retained

Job Title	# of Positions to be	Full Time (FT) or Part Time (PT)	Skill Level (check one)		
			Unskilled	Semi-skilled	Skilled

Number of Full Time Employees to be hired _____
 Number of Part Time Employees to be hired _____
 Total Number of Employees to be hired _____

Company Name: _____

 Applicant’s Signature

 Title

 Date