

IMPERIAL COUNTY BUSINESS STABILIZATION LENDING PROGRAM



LOW INTEREST LOANS FOR LOCAL BUSINESSES IMPACTED BY COVID-19

To help local businesses with the impacts of COVID-19, the County of Imperial has allocated an additional \$500,000 in low-interest loans through the Imperial County Business Stabilization Lending Program. The program will provide loans of up to \$10,000 per business.

Local businesses located in Imperial County can apply for these loans beginning on **Noon, Monday, August 10, 2020 until funding is exhausted**. Funds are available to businesses within the region of Imperial County which includes the cities and the unincorporated areas of Imperial County.

Funds may be used to cover short-term working capital needs, such as payroll costs, rent, routine real estate and equipment financing payments, utilities or losses due to destabilizing events. Loans will be available with an interest rate of 2% fixed rate on a fully amortized 2-year term. Applicants will be eligible for loans in the amount of up to \$10,000 on a first come, first served basis and available until funds exhausted. The Applicant would be eligible for a forgiveness clause should the entity prove that it has maintained or hired back the previous workforce.

ELIGIBILITY

- For-profit and non-profit business located in Imperial County
- Agriculture, Commercial, Manufacturing/Industrial, Retail, Service
- Physical establishment within the County of Imperial
- Current City/County Business License and in operation as of December 31, 2019
- Have a demonstrated hardship due to COVID-19 (ex. loss in revenue)
- Funds shall be used for short-term working capital needs such as lease/mortgage payments, payroll, materials, supplies and services
- Comply with the County's non-discrimination policy
- One time loan per state business entity
- Be in good standing with the City/County (e.g., current on utility bills, no liens or judgments, etc.)
- Corporate and Personal loan guarantees required (individuals owning 20% or more of entity)
- Not related to County Elected Officer or Administrator/Department Head/Similar

Loans will be awarded on a first-come, first-serve basis for qualified applicants.

Businesses can learn more at www.co.imperial.ca.us.



IMPERIAL COUNTY BUSINESS STABILIZATION LENDING PROGRAM GUIDELINES

The County of Imperial understands the difficulties faced by small businesses in response to COVID-19. The County is committed to stabilizing small businesses by providing loans in addition to other Federal or State funds that are available. In response to the local economic impact of the current health crisis, the County Board of Supervisors has created a COVID-19 Imperial County Business Stabilization Lending Program. The fund was created through the County's Community and Agricultural Benefit Programs.

The Community Benefit and Agricultural Benefit Programs are part of the Public Benefit Program for use with Solar Power Plants in Imperial County, which was established by the Board of Supervisors on January 24, 2012. All utility-scale solar projects built in Imperial County since that time have entered into Public Benefit Agreements with the County and have been contributing funds into the Program, which includes the Community Benefit Program. Imperial County receives funds from solar projects located in the unincorporated areas of the county. The Board of Supervisors has identified Goals and Objectives in order to maximize the benefits of these funds. Such benefits might include, but are not limited to, infrastructure improvement, job creation, economic development and enhancement to the quality of life in neighboring communities.

The County of Imperial Board of Supervisors approved additional funds during its regular meeting on Tuesday, July 28, 2020. Funds will be distributed to local qualifying small businesses and micro businesses that have been affected in the recent weeks as a result of the COVID-19 pandemic.

COVID-19 Imperial County Business Stabilization Lending Program

The County has committed an additional \$500,000 for this fund. The business must have experienced an economic impact due to COVID-19. For-profit and non-profit businesses located in Imperial County can apply for a loan of up to \$10,000. Funds are available to businesses within the region of Imperial County which includes the cities and the unincorporated areas of Imperial County. Funds may be used to cover short-term working capital needs, such as payroll costs, rent, real estate and equipment financing payments, utilities or losses due to destabilizing events. Loans will be available with an interest rate of 2% fixed on an amortized 2-year term. Applicants may be eligible for loans in the amount of up to \$10,000 on a first come, first served basis and available until funds are exhausted.

Eligibility

- For-profit and non-profit business located in Imperial County
- Agriculture, Commercial, Manufacturing/Industrial, Retail, Service
- Physical establishment within the County of Imperial
- Current City/County Business License and in operation as of March 31, 2020
- Have a demonstrated hardship due to COVID-19 (ex. loss in revenue)
- Funds shall be used for short-term working capital needs such as lease/mortgage payments, payroll, materials, supplies and services
- Compliance and submittal of the County's non-discrimination policy (attached)
- One time loan per state business entity
- Be in good standing with the City/County (e.g., current on utility bills, no liens or judgments, etc.)
- Corporate and Personal guarantees required (including individuals owning 20% or more of applicant entity)
- Not **related** to **any** County Elected Officer or Administrator/Department Head or an Employee that forms part of the decision-making on program loans/Similar

Existing and Good Standing Community Benefit and Agricultural Benefit Loan Borrowers are eligible to apply.

Funding Allocation

In order to assist as many businesses as possible, upon approval, funding will be up to \$10,000 per applicant.

Forgiveness Loan Clause

The Applicant would be eligible for a forgiveness clause should the entity prove that it has maintained or hired back the previous workforce. The forgiveness clause would be triggered by the decrease in before and after employment numbers with a 20% decrease in the forgiveness amount per one (1) FTE lost.

EXAMPLE - If a business laid off five (5) employees or more and after the six (6) month anniversary, these FTE had not been hired back/replaced, the entire loan amount would need to be paid back (20% decrease in forgiveness per job lost).

The abbreviation FTE is short for "full-time equivalent." The County of Imperial 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.

Approval Process

- Applications reviewed on a rolling basis.
- Applications reviewed by a loan committee consisting of county staff and external partners.
- The County will do its best to have a funding decision within 10 business days of receiving a complete application. Funding anticipated to be released within 2-3 weeks of approval.

Submitting Your Application

Submit your application and required documentation by email beginning on Noon, Monday, August 10, 2020. No early applications will be accepted. The application period closes when funds are exhausted.

Applicants **must submit** the following required documentation **in the following order** in **one PDF file**.

1. Loan application (www.co.imperial.ca.us)
2. Current Business License
3. Valid and Current Business Fictitious Name Filing
4. Federal IRS Form W-9
5. Copy of Valid Driver License for Applicants and/or Individuals Owning 20% or more of Applicant Entity
6. Employer's Quarterly Federal Tax Return dated 12/31/2019
7. Employer's Quarterly Federal Tax Return dated 03/31/2020
8. Employer's Quarterly Federal Tax Return dated 07/31/2020
9. Partnership Agreement (Partnerships) / Articles of Organization (LLC) / Articles of Incorporation (Corporation) (if applicable)

Failure to submit a complete application or any of the required forms will result in automatic disqualification.

Please SAVE YOUR FILE and USE following SUBJECT LINE when submitting your application:

ICBIZLOAN-YOUR BUSINESS NAME

EMAIL a COMPLETED TYPED APPLICATION with ALL ATTACHMENTS in one file/package to:

ICBIZLOAN@co.imperial.ca.us

Should you have questions regarding the loan application and the submittal process, please contact Rosa Lopez-Solis, Imperial County Executive Office with questions at 442-265-1001.

The County will be an active partner with Sun Community Federal Credit Union by playing a supportive role through all phases of the application and loan process. Should the application be recommended for a loan, an account with Sun Community Federal Credit Union will need to be established. Additional details regarding program guidelines, loan terms and a link to the online application will be available on www.co.imperial.ca.us.

Imperial County Business Stabilization Lending Program Checklist

Lista de Verificación Del Programa de Préstamos para la Estabilización Comercial del Condado de Imperial



The following information must be submitted with the County of Imperial Business Stabilization Lending Program loan application. Select all boxes that apply to your business. / La siguiente información debe presentarse con la solicitud de préstamo del Programa de préstamos para la estabilización de empresas del condado de Imperial. Seleccione todas las casillas que se aplican a su negocio.

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS (if applicable) AT TIME OF SUBMITTAL: TODAS LAS SOLICITUDES DEBEN INCLUIR LOS SIGUIENTES ARTÍCULOS (si es aplicable) AL MOMENTO DE LA ENVÍO:

Application/Solicitud
Current Business License/Licencia Comercial
Actual
IRS Form W-9/Formulario IRS W-9
Driver License(s)/Licencia(s) de Conducir
Fictitious Name Filing/Presentación de Nombres Ficticios

Entity Documentation Partnership (Partnership Agreement), LLC (Article of Organization and By Laws), Corporation (Articles of Incorporation and By Laws)/Entity Documentation Partnership (Acuerdo de asociación), LLC (Artículo de organización y estatutos), Corporación (Artículos de incorporación y estatutos)
Non-Discrimination Form/Formulario de no Discriminación

Employer's Quarterly Federal Tax Return dated December 31, 2019/Declaración de impuestos federales trimestrales del empleador con fecha del 31 de diciembre de 2019
Employer's Quarterly Federal Tax Return dated March 31, 2020/Declaración de impuestos federales trimestral del empleador con fecha del 31 de marzo de 2020
Employer's Quarterly Federal Tax Return dated July 31, 2020/Declaración de impuestos federales trimestral del empleador con fecha del 31 de julio de 2020

Type of Business/Tipo de Negocio:

Agriculture/Agricultura
Manufacturing or Industrial/Fabricación o Industrial
Commercial/Comercial

Service/Servicio

Verification of Eligibility/Verificación de Elegibilidad:

Local for-profit and non-profit, Independently owned local business/Negocio local con fines de lucro y sin fines de lucro, de propiedad independiente
Physical establishment within the County of Imperial/Establecimiento físico dentro del Condado de Imperial
Business in operation as of March 31, 2020/Negocio en funcionamiento al 31 de marzo de 2020
Have a verifiable hardship directly due to COVID-19/Tener una dificultad verificable directamente debido a COVID-19
Funds to be used for short-term capital needs such as lease/mortgage payments, payroll, materials, supplies, services, etc./Fondos que se utilizarán para necesidades de capital a corto plazo, como pagos de arrendamiento / hipoteca, nómina, materiales, suministros, servicios, etc.
Business complies with the County's Non-Discrimination Policy/Las empresas cumplen con la política de no discriminación del condado
Business is in good standing with the City/County as of February 1st, 2020 (e.g., current on utility bills, no liens or judgments, etc.)/El negocio está al día con la Ciudad / Condado al 1 de febrero de 2020 (por ejemplo, al día en las facturas de servicios públicos, sin embargos ni sentencias, etc.)
Not related to County Elected Officer or Administrator, Department Head, Similar/No está relacionado con el funcionario o administrador electo del condado, jefe de departamento, similar

Certification(please initial)/Certificación(favor de inicial):

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein is grounds for immediate disqualification or payback in full of any funds loaned through this program, and that the County of Imperial may use any means necessary to collect on this debt./
CERTIFICO que todas las declaraciones en esta solicitud son verdaderas y completas. Estoy de acuerdo y entiendo que cualquier declaración errónea u omisión de los hechos materiales en este documento es motivo de descalificación inmediata o reembolso total de cualquier fondo prestado a través de este programa, y que el Condado de Imperial puede utilizar cualquier medio necesario para cobrar esta deuda.

Imperial County Business Stabilization Lending Program Application

Solicitud del Programa de Préstamos de Estabilización de Negocios del Condado Imperial



Contact Information/Información de Solicitante

Primary Contact Name/Nombre de Contacto Principal	
Primary Contact Email/Correo electrónico	
Primary Contact Phone/Teléfono	

Business Information/Información de Negocios

Legal Business Name/Nombre Comercial Legal			
Business Address/Dirección comercial (No PO Box)			
City/Ciudad		State/Estado	
Zip Code/Código Postal		County/Condado	
Primary Business Owner Name/Nombre del propietario del negocio principal			
Primary Owner Address/Dirección del Propietario Principal			
City/Ciudad		State/Estado	
Zip Code/Código Postal		County/Condado	

Please list the names and share of ownership of all other business owners:/Enumere los nombres y la participación en la propiedad de todos los demás propietarios de negocios:

Full Name of Owner/Nombre Completo del Propietario	Ownership Share/Cuota de Propiedad

Type of Business Entity/Tipo de Entidad Comercial	Primary Business Activity/Actividad Empresarial Principal
Corporation (LLC, C-corp, S-corp)/Corporación <input type="checkbox"/>	Agricultural/Agrícola <input type="checkbox"/>
Partnership (LLP, joint venture)/Camaradería <input type="checkbox"/>	Manufacturing/Industrial/Fabricación/Industrial <input type="checkbox"/>
Individual/Sole Proprietorship/Propiedad Individual/única <input type="checkbox"/>	Retail/Vender al por menor <input type="checkbox"/>
Franchise/Franquicia <input type="checkbox"/>	Commercial/ Comercial <input type="checkbox"/>
Non-Profit/Sin ánimo de lucro <input type="checkbox"/>	

Please describe your business. Include what the business produces and sells and how it generates revenue. / Por favor describa su negocio. Incluya lo que el negocio produce y vende y cómo genera ingresos.

Normal Business Hours/Horario de Comercial Normal	Days of the week / <i>Días de la Semana</i>	Hours of operation/Horas de Operación
Number of Full-Time Employees/ Número de empleados a tiempo completo:		Number of Part-Time Employees/ Número de empleados a tiempo parcial:
How many years has this establishment been in business?/ ¿Cuántos años ha estado en funcionamiento este establecimiento?		

Impact COVID-19/Impacto COVID-19

Please describe the business hardship that has resulted from COVID-19. Enter up to 150 words. Please address impacts on revenues, number of employees, modified business hours, etc. (verification will be required)./ *Describe las dificultades comerciales derivadas de COVID-19. Ingrese hasta 150 palabras. Por favor, aborde los impactos en los ingresos, el número de empleados, el horario comercial modificado, etc. (se requerirá verificación).*

--	--	--	--	--	--

When did the hardship begin?/ ¿Cuándo comenzaron las dificultades?	Day/Día		Month/Mes:		
---	----------------	--	-------------------	--	--

--	--	--	--	--	--

Financial Information / Información Financiera

Federal Tax ID (EIN)/Número de identificación fiscal federal (EIN)		Business License Number/ Número de licencia comercial	
Total 2019 Business Revenue/ Ingresos comerciales totales en 2019	\$	Monthly Payroll/ Nómina mensual	\$
Amount of Monthly Rent or Mortgage/ Cantidad de Alquiler mensual o hipoteca	\$		
Does the business or owner have any outstanding liens or judgments?/ ¿La empresa o el propietario tienen gravámenes o juicios pendientes?		Yes/Si <input type="checkbox"/>	No <input type="checkbox"/>
Is the business or business owner currently the subject of any litigation? / ¿El negocio o el propietario del negocio es actualmente objeto de algún litigio?		Yes/Si <input type="checkbox"/>	No <input type="checkbox"/>

Business Fictitious Name Filing Number/ Número de presentación del nombre ficticio de la empresa	
Requested Loan Amount/ Monto de préstamo solicitado	

Disclosure of Information

The County of Imperial understands and supports the public's right to access public records. Information submitted through this application is a public record and is subject to disclosure under the California Public Records Act (PRA). In addition, the County of Imperial may be required to disclose information by subpoena, civil-investigative demand, or court-ordered or court-authorized discovery. By submitting this application, applicant certifies that all information is true and correct. Applicant acknowledges that they may be required to provide additional documentation including most recent tax returns, 941s, credit report, lease agreement, etc.

Revelación de información

El Condado de Imperial comprende y apoya el derecho del público a acceder a los registros públicos. Información presentada a través de este La solicitud es un registro público y está sujeta a divulgación bajo la Ley de Registros Públicos de California (PRA). Además, el condado de Es posible que se le solicite a Imperial que revele información mediante citación, demanda de investigación civil o orden judicial o autorizada por la corte descubrimiento. Al enviar esta solicitud, el solicitante certifica que toda la información es verdadera y correcta. El solicitante reconoce que pueden ser requerido para proporcionar documentación adicional incluyendo declaraciones de impuestos más recientes, 941, informe de crédito, contrato de arrendamiento, etc.

I agree that any information submitted through this application may be: subject to disclosure under the California Public Records Act, subject to a loan agreement, and subject to a third party loan application review and fee.

Acepto que cualquier información enviada a través de esta solicitud puede estar sujeta a divulgación en virtud de la Ley de Registros Públicos de California, sujeta a un contrato de préstamo y sujeta a revisión y tarifa de solicitud de préstamo de un tercero.

Signature/ Firma: _____ **Date/ Fecha:** _____

Applications may only be submitted electronically at ICBIZLOAN@co.imperial.ca.us according to instructions at www.co.imperial.ca.us. Application period opens Noon, Monday, August 10, 2020 and closes when funds are exhausted.

Las solicitudes solo pueden enviarse electrónicamente a ICBIZLOAN@co.imperial.ca.us de acuerdo con las instrucciones en www.co.imperial.ca.us. El período de solicitud abre al mediodía del lunes 10 de agosto de 2020 y cierra cuando se agotan los fondos.

COMPLIANCE WITH THE COUNTY'S NON-DISCRIMINATION POLICY

3.20.010 - Policy statement.

It is the policy of the Imperial County board of supervisors that the county conduct its relations with employees and applicants for employment without regard to race, color, religion, sex, age, national origin, creed, marital status, political affiliation, medical condition, disability, ancestry, or any other matter presently or subsequently determined not to be job related. This policy shall be implemented through affirmative action and equal employment opportunity programs.

The board of supervisors is committed to insuring that this policy is carried out through the effective management of the personnel programs of the county. It is the intent that this policy, and the related affirmative action and equal employment opportunity programs, be understood and implemented within all county departments. To this end, a county affirmative action office is established, with appropriate authority and responsibility.

(Prior code § 24360)

I hereby affirm that this application meets the criteria set forth by the Business Stabilization Lending Program and that the entity complies with the County's non-discrimination policy.

NAME

INITIALS

ENTITY NAME

DATE