



Solutions to improve lives
and enrich communities

GREAT NORTHERN SERVICES

310 Boles Street., Weed, CA 96094 - 530-938-4115 Extension 113

MICROENTERPRISE GRANT PROGRAM ONLY

APPLICATION FOR BUSINESS ASSISTANCE LOAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

PLEASE FILL IN ALL LINES AND BLOCKS, IF THE LINE OR BLOCK DOES NOT PERTAIN TO YOU, INSERT N/A.

Section 1 - APPLICANT INFORMATION Microenterprise Program *(Please check one)* Start Up Expansion

BORROWER	
NAME (Include Jr. or Sr., as applicable):	
MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED (CHECK ONE): <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	
BIRTH DATE:	SOCIAL SECURITY NUMBER:
MAILING ADDRESS:	CITY: STATE: ZIP:
PRESENT ADDRESS: (CITY/STATE/ZIP)	NO. OF YEARS:
HOME PHONE:	WORK PHONE:
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU A PERMANENT RESIDENT ALIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO ID#:	
NAME AND ADDRESS OF EMPLOYER:	
BUSINESS PHONE NUMBER:	
NO. OF YEARS ON JOB	POSITION/TITLE:
NAME AND ADDRESS OF PREVIOUS EMPLOYER (IF AT POSITION LESS THAN 2 YEARS)	
CO-BORROWER	
NAME (Include Jr. or Sr., as applicable):	
MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED (CHECK ONE): <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	
BIRTH DATE:	SOCIAL SECURITY NUMBER:
MAILING ADDRESS:	CITY: STATE: ZIP:
PRESENT ADDRESS: (CITY/STATE/ZIP)	NO. OF YEARS:
HOME PHONE:	WORK PHONE:
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU A PERMANENT RESIDENT ALIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO ID#:	
NAME AND ADDRESS OF EMPLOYER:	
BUSINESS PHONE NUMBER:	
NO. OF YEARS ON JOB	POSITION/TITLE:
NAME AND ADDRESS OF PREVIOUS EMPLOYER (IF AT POSITION LESS THAN 2 YEARS)	
NUMBER OF HOUSEHOLD MEMBERS	
Number:	
Name:	Relationship
Name:	Relationship
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

The following information is confidential and is only used for government reporting purposes to monitor compliance with equal opportunity laws. This information is for statistical purposes only and will not affect your eligibility for the loan program that you are applying to. Please note that self-identification of race/ethnicity is voluntary. Please check all boxes that apply to you

	RACE		ETHNICITY
<u>HISPANIC/LATINO</u>	<input type="checkbox"/> 11-WHITE		<input type="checkbox"/> 16-AMRCN INDN/ALSKN NTVE
<input type="checkbox"/> 8a-MEXICAN/CHICANO	<input type="checkbox"/> 12-BLACK/AFRICAN AMERICAN		<input type="checkbox"/> 17-ASIAN & WHITE
<input type="checkbox"/> 8b-CUBAN	<input type="checkbox"/> 13-ASIAN		<input type="checkbox"/> 18-BLCK/AFRCN AMRCN & WHITE
<input type="checkbox"/> 8c-PUERTO RICAN	<input type="checkbox"/> 14-AMRCN INDN/ALSKN NTVE		<input type="checkbox"/> 19-AMRCN IND/ALSKN NTVE & BLCK/AFRCN AMRCN
<input type="checkbox"/> 8d-OTHER HISPANIC/LATIN	<input type="checkbox"/> 15-NATIVE-HAWAIIAN/OTHER PACIFIC ISLANDER		<input type="checkbox"/> 20-OTHER MULTI-RACIAL _____

Section 3 – INCOME INFORMATION

BORROWER		CO-BORROWER	
Income Source:		Income Source:	
Projected Income: Monthly: \$	Annual: \$	Projected Income: Monthly: \$	Annual: \$
Additional Income Source:		Additional Income Source:	
Projected Income: Monthly: \$	Annual: \$	Projected Income: Monthly: \$	Annual: \$

Section 4 – ASSETS

CHECKING/SAVINGS BANK ACCOUNTS (STATEMENTS MUST BE SUBMITTED WITH APPLICATION)

NAME & ADDRESS OF INSTITUTION	TYPE OF ACCOUNT	CURRENT BALANCE

OTHER ASSETS

NAME & ADDRESS OF INSTITUTION	TYPE OF INVESTMENT ACCOUNT	CURRENT VALUE OF ASSET

Section 5 – LIABILITIES

TYPE OF EXPENSE	COMPANY ADDRESS	BALANCE	MONTHLY PAYMENT

Section 6 – MONTHLY HOUSEHOLD EXPENSES

HOUSING	Monthly Payment
Rent/Mortgage	
Homeowners Insurance	
Electrical/Utilities	
Natural Gas Utility	
Water Utility	
Telephone	
Maintenance & repairs	
VEHICLE/TRANSPORTATION	Monthly Payment
Vehicle Loan/Lease	
Vehicle Insurance Payments	
Gasoline	
Maintenance/repair	
Other Transportation	

HEALTHCARE (not covered by insurance)	Monthly Payment
Physician/Hospital	
Dentist	
Prescriptions Drugs	
Other	
CHILDCARE (monthly expense)	Monthly Payment
TOTAL MONTHLY EXPENSES	

Section 7 – PROJECT INFORMATION

USE OF FUNDS	AMOUNT
Rent	
Advertising/Marketing	
Website Development/Enhancement	
Computer – computer software	
Internet	
Utilities	
Working Capital	
Other	
TOTAL PROJECT COSTS	

PROPOSED FINANCING	AMOUNT	PERCENTAGE OF TOTAL
APPLICANT CONTRIBUTION TO PROJECT		
BANK LOAN TO PROJECT		
CDBG LOAN TO PROJECT		
COMPANY		
OTHER		
TOTAL PROJECT COST (should match above project costs)		

Section 8 – EXISTING FACILITY INFORMATION

EXISTING FACILITY - OWNED OR LEASED	
IF OWNED – PURCHASE PRICE	\$
Existing Mortgage payments	\$
Current Market Value of Facility	\$
Recent Appraised Value	\$
IF LEASED	
Monthly Rent/Lease Payment	
Expiration Date of Lease	

Section 9 – INCOME DETERMINATION INFORMATION

ASSETS

Household Member	Asset Description	Asset - Actual Cash Value	Asset – Annual Income
See attached			
Income Determination Sheet			

ANTICIPATED ANNUAL INCOME

Household Member	Annual Wages/Salaries	Annual Benefit/Pensions	Other Annual Income

Section 10 – CERTIFICATIONS

It is the City’s policy to verify all information contained in this application. All information given on this application will be kept in confidence and used only for application for the City Business Assistance or Microenterprise Program.

CONFIDENTIALITY

In order to process an application, the City may supply and receive information as detailed in the “Consent to Release” clause below. Information may also need to be released to comply with auditing requirements of program funders. With these two exceptions, all personal and identifying information on an application remains fully confidential.

- I/We certify that the information given on this form is accurate and complete to the best of our knowledge, and I/we authorize you to obtain such information as you may require verifying the information contained herein. I/We also understand that information contained in this application is subject to review by the State of California, Department of Housing and Community Development, and the U.S. Department of Housing and Urban Development.
- I/We affirm that each answer is true and correct and is made for the purpose of obtaining assistance under the City Business Assistance or Microenterprise Program and you are entitled to rely thereon, whether or not you obtain further and/additional information.
- I/We further affirm that I/We are aware that, if such a loan is approved by the City, I/We will work with the staff to comply with all policies and procedures as outlined by the City’s Microenterprise Guidelines, and that I/We will willingly secure the loan in the amount necessary with a duly executed Deed of Trust Deed Note.
- Consent to Release Information: I/We authorize representatives from the City to supply and receive information to/from all other City’s Microenterprise Programs that I/we have applied to, from my/our employer(s), my/our financial institution(s), to verify the information contained in this application. This information includes, but is not limited to bank statements, employment status, income, outstanding debts, verification of mortgage, verification of benefits, and other financial information. I also authorize representatives from any of the City’s Microenterprise Programs to allow inspection and reproduction of any financial records or information in their possession. I/We understand that information in this application may be shared with funders for the purpose of funding compliance.
- I/We understand that the income I/we use to qualify for a business loan must be the same as the income I/we claim in this application.
- I release all representatives from any of the City’s Microenterprise Programs from any and all liability arising from release of such information. This authorization is limited solely to information requested for processing of my application form the City’s Business Programs.
- If I/we purchase a home under any of the Microenterprise Programs listed on this application I/we agree to and use the home as our principle residence.
- I understand that completion of this application does not guarantee my/our eligibility for the programs and/or that I/we will successfully purchase a home through the City’s Business Programs.

Signature

Date

Signature

Date

Section 11 - INFORMATION REQUIRED BY LOAN REVIEW COMMITTEE (*exhibits to application*)

1. Brief history and description of business and a business plan
2. Detailed description of project and use of loan/grant funds
3. Personal financial statement for each owner
4. Business financial statement for last three (3) years and current statement, balance sheet, profit and loss, cash flow if loan is for an expansion
5. Actuals together with two (2) years of monthly income projections for an expansion loan. (Include in projections as expenses item amounts you can afford to pay city monthly)
6. Three (3) years of monthly income projections for a start-up loan
7. Any construction estimates, purchase agreements or other applicable documentation
8. Personal tax returns for the last three years
9. Business tax returns for the last three years, if applicable
10. Complete credit application or provide recent credit report (*If unavailable, GNC will obtain*)
11. Resumes for key personnel
12. If start-up, provide two years of projected balance sheets

Provide three (3) years tax returns, three (3) years profit/loss statements, balance sheets and cash flow or until business shows profitability; copies of leases, contracts, employment agreements, business plan and market analysis **for any additional businesses where borrower has a 20% or greater ownership interest.**

ADDITIONAL REQUIRED INFORMATION - RELATING TO PART 5 INCOME DETERMINATION

INCOME INFORMATION - all family members eighteen (18) years and older.

- Three months of current pay stubs for wages;
- Interest and dividend income;
- Retirement and insurance income;
- Unemployment & disability income;
- Welfare assistance;
- Alimony, child support & gift income;
- Armed services income;
- Business income (net amount)

ASSETS:

- Six months of the most current, consecutive checking account statements.
- One month of the most current savings account statement. ***All pages of these statements must be included. All pages of these statements must be included***
- Value of revocable trusts available to the applicant;
- Equity in rental property or other capital investments;
- Cash value of stock, bonds, Treasury Bills, CD accounts, mutual funds and money market accounts;
- Retirement & pension funds
- Individual retirement, (401K and Keogh accounts (even if penalty for early withdrawal));
- Lump sum, such as inheritance, capital gains, settlements;
- Mortgages or deeds of trust held by an applicant
- Personal property held as an investment, such as, gems, jewelry, coin collections, antiques, etc.

Three years of federal tax returns as well as Schedule D business profit & loss for self-employment;

All third party verifications are used to verify information. If third party is not available, source determination may be used if information is sufficient for HCD.



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TO WHOM IT MAY CONCERN

I/we hereby authorize you to release to the City /Great Northern Services for verification purposes information concerning:

- Employment history, dates, income, hours, etc.
- Checking and Savings account records
- Social Security pension benefits and continuation thereof
- Mortgage loan/rent rating (opening date, high credit, payment amount, loan balance, and payment record)
- Any information deemed necessary in connection with a consumer credit report for a loan transaction.

The information is for the confidential use of this lender in compiling a mortgage loan credit report. This authorization is to remain in effect for 120 days from the signature date.

A photographic or carbon copy of this authorization, being a photographic or carbon copy of the signature(s) of the undersigned, may be deemed to be equivalent of the original and may be used as duplicate original.

Your prompt reply will help my loan transaction.

Thank You,

Signature

Date

Signature

Date