

# INFORMATIONAL MEETING

## Small Business and Microenterprise Loans

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The Housing Programs Division invites local business owners to learn how submit an application for funds for the Microenterprise Recovery Loan Program and Small Business Recovery Loan Program.

### Where:

Virtual Meeting Via Zoom

Link: <https://us02web.zoom.us/j/86436300145>

### When:

August 6, 2020 at 7:30 pm

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For additional information on the Small Business Recovery Loan and Microenterprise recovery loan programs visit:

Como.gov and Search "Loan Programs"

Or contact:

Darcie Clark at [Darcie.Clark@como.gov](mailto:Darcie.Clark@como.gov),

573-874-7244

Follow the Housing Programs Division at [Facebook.com/comohpd](https://www.facebook.com/comohpd)



## Applicant Checklist

The following information must be compiled and submitted by each qualified applicant on the web-based application system:

### Microenterprise Recovery Loan Program

- ✓ Business name
- ✓ Contact info
- ✓ Federal Employer Identification Number
- ✓ DUNS number
- ✓ Total number of employees
- ✓ Applicant must provide a self-certification form for at least 1 LMI employee to be retained, as well as 2 months' pay stubs for said employee
- ✓ Itemize list of expenses funds will be used for: rent, utilities, inventory, payroll, adaptation/resiliency and other operating costs.
- ✓ General Liability Insurance and Auto-Insurance
- ✓ Previous year business tax return
- ✓ Certificate of incorporation
- ✓ City of Columbia business license
- ✓ Previous 3 months company bank statements

### Small Business Assistance Recovery Loan Program

- ✓ Business name
- ✓ Contact info
- ✓ Federal Employer Identification Number
- ✓ DUNS number
- ✓ Total number of employees
- ✓ If LMI owned, applicant must provide income documentation for all income earning household members including last 2 months pay stubs or previous year household taxes
- ✓ If 51% of employees are LMI, applicant must provide a self-certification form for each LMI employee
- ✓ Itemize list of expenses funds will be used for: rent, utilities, inventory, payroll and other operating costs.
- ✓ General Liability Insurance and Auto-Insurance
- ✓ Previous year business tax return
- ✓ Certificate of incorporation
- ✓ City of Columbia business license
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