



City of East Providence
Roberto L. DaSilva
Mayor

William Fazioli
Dir. of Planning &
Economic Development

CONFIDENTIAL APPLICATION EAST PROVIDENCE COMMUNITY DEVELOPMENT

Application for COVID-19 Job Retention Loan Program

Requests for financial assistance will be approved or rejected by the Community Development Office. The Community Development Office's approval of a loan up to \$5,000 will be available until Jun 30, 2020 and will be conditioned on the negotiation of an appropriate legal agreement between the applicant and the City and may be conditioned on the availability of funds. All applications will be considered on a first-come first-served basis.

A. Loan Terms & Conditions

- a) Zero percent interest
- b) Three-year term
- c) Collateral sufficient to cover the loan amount (UCCs on equipment and real estate acceptable)
- d) Repayment starts after 6 months
- e) If payments are not made after 6 months from your loan closing, a 3 percent interest will be charged until payments become current
- f) No pre-payment penalty
- g) Loans up to \$5,000 maximum
- h) One loan per business
- i) Loan funds must be used to cover normal business operation expenses (ie. Rent, utilities, payroll and other fixed costs).

Eligibility Requirements

- a) The business must have five or less employees including the owner.
- b) The business must have a physical establishment in East Providence.
- c) The business must have experienced a documented loss of income due to COVID-19.
- d) The business cannot use these funds for expenses covered by other federal funds
- e) The loan will require an equal amount of collateral provided by the applicant.
- f) An itemized list of the use of loan funds will be required.
- g) Job to be retained must be held by a person with low to moderate income.

The information requested in this application is required in order to process your request for relief financing. Please fill it out and submit digitally to dbachrach@cityofeastprov.com. For questions, please call Community Development Director David Bachrach at 401-435-7536. All information will be kept confidential.

Threshold Requirements

To meet the threshold for this loan there must be sufficient documentation that the jobs would have been lost without the CDBG assistance and that one or both of the following applies to at least 51 percent of the jobs:

- The job is held by a low/moderate income (LMI) person (refer to income limits); or
- The job can reasonably be expected to turn over within the following two years and steps will be taken to ensure that the job will be filled by, or made available to, a LMI person. To be considered “Available to” jobs, they cannot require special skills that can only be acquired with substantial training or work experience or education beyond high school unless the business agrees to train them. Such jobs, the business must take actions to ensure that LMI persons receive first consideration for filling them.



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A. APPLICANT INFORMATION:

Applicant: _____

Address: _____

City/Zip: _____

Telephone: _____

Business Description: _____

Requested Loan Amount: \$ _____

Form of Business: Sole proprietor: ____ Partnership: ____ Corporation: ____

Date Established: _____

Federal Tax ID Number: _____

Company Positions/Titles/ Hrs. per week:

<u>Position</u>	<u>Title</u>	<u>Hrs. worked /week</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. SUPPORTING DOCUMENTATION REQUIRED WITH APPLICATION

Position/ name & title of job(s) that will be lost without loan funds:

<u>Position</u>	<u>Name</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 1) Operating Budget detailing expenses and revenues.
- 2) Documentation of total revenues during last quarter of 2019.
- 3) Documentation of total revenues during first quarter or 2020 to present.
- 4) Completed and signed Self Declaration of Income Form (attached) for owner and each job(s) that would be lost.

C. Income Limits

Income Limits								
Persons in Household	1	2	3	4	5	6	7	8
80% Median Area Income	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500

Self-Declaration of Income Form

Question: 1. How many family members do you currently live with, not including yourself?	Answer:
Question: 2. Do you expect to be living with the same family members over the next 12 months? If no, please explain in the space provided.	Answer: Yes ___ or No ___ Explanation:

Circle the income range below that best represents the gross annual income from all sources from you and your family members that you currently live with.

Household Income
Less than 45,850
45,851 – 52,400
52,401- 58,950
58,951- 65,500
65,501- 70,750
70,751- 76,000
76,001- 81,250
81,251- 86,500
Over 86,500

I/We understand that if any statement contained in this application is intentionally not true or correct, I/We may be subject to criminal prosecution or, as applicable, my/our application may be denied or the property acquired with the proceeds of the loan and/or grant may be foreclosed upon.

I/We HEREBY certify under penalty of perjury that all information in this application is true and accurate to the best of my/our knowledge and belief.

Signature

Date

Signature

Date