



City of Augusta CV-19 SMALL BUSINESS RELIEF LOAN PROGRAM GUIDELINES

In response to the economic hardships experienced by businesses resulting from the CV-19 pandemic, the City of Augusta is launching the CV-19 Small Business Relief Loan Program. The goal is to keep businesses open and retain jobs. This is a loan program in response to businesses that are at-risk of closing or laying off employees a result of the economic downturn resulting from the Covid-19 public health emergency.

Funding Source City of Augusta's Housing and Urban Development (HUD) Community Development Block Grant (CDBG) CV-19 Relief funds.

Funding Amounts Up to \$5,000 maximum per business.

Application Period Initial applications will be accepted from Monday, June 22, 2020, up until all available funds are expended. Applications will be accepted on a rolling basis until all available funds are committed to eligible businesses.

Basic Eligibility

- For-profit and non-profit businesses located in City of Augusta with 10 or fewer employees less than \$500,000 in annual gross revenues at time of application to the Small Business Loan Program.
- Applicant is 51% + majority owner of business
- Can provide first quarter financial statements for 2020 and 2019 (or other comparable 2019 quarter)
- Can provide evidence of being able to retain jobs for at least 1 year as a result of loan
- Not in bankruptcy, current with all local, state and federal taxes, fees, and be in compliance with all City of Augusta business obligations including, but not be limited to, licensure, insurance, tax obligations and zoning/land use requirements

Eligible costs Basic working capital to pay wages to eligible employees, as well as for leasing costs, Insurance, and/or Utility expenses.

Basic Terms

- Funds will be disbursed by reimbursement for documented eligible expenses incurred since January 1, 2020.
- Applicant will provide City of Augusta with information required for reporting purposes, including income and demographic data from applicants and their employees.
- Loans under this program made in response to the Covid-19 Relief effort will be considered deferred and forgivable over the term of the Agreement. However, in the event that awarded businesses fail to comply with the terms of their Agreement, and repayment of loan balance(s)



are recaptured by the City of Augusta, any loan repayments will be deposited into the local CDBG-ED Program Income account for future loans.

Application Process

An application can be found [here](#) or by contacting Destinye Johnson, Program Coordinator, at djohnson3@augustaga.gov. In addition to the application, the following documents are required:

1. Most recent IRS 1040 Form
2. Business operating agreement (for multiple owners)
3. Income and conflict of interest self-certification form (included in the application)
4. Previous eight weeks of payroll
5. Liability insurance (or ability to obtain)

6. DUNS Number (if you don't already have one, go here to get one: <https://www.dnb.com/duns-number.html>) and SAM registration (www.sam.gov)
7. 2020 Q1 Financial Statements (period covering Jan. 1, 2020 to March 31, 2020)
8. Previous Year (2019) Quarterly Financial Statement*, preferably Q1 (period covering Jan. 1, 2019 to March 31, 2019)
 - If business did not operate in Q1 2019, a different Quarterly Financial Statement may be submitted to demonstrate the Financial Loss suffered because of the Covid-19 public health emergency and resulting economic downturn.

*A Quarterly Financial Statement is a summary or collection of unaudited financial statements, such as balance sheets, income statements, and cash flow statements, issued by companies every quarter (three months). In addition to reporting quarterly figures, these statements may also provide year-to-date and comparative (e.g., last year's quarter to this year's quarter) results.

Application Review

Applications will be reviewed by City staff for threshold requirements and scored by a loan committee according to the scoring matrix found in the guidelines here. The committee will then make recommendations to HCD, who then delivers a final funding recommendation to the Augusta, Georgia Commission for Final Approval.



Covid-19 Small Business Relief Program Eligibility Checklist:

1. Is the Business located physically in Augusta-Richmond County, Georgia?
2. Does the business employ 10 or fewer employees and have less than \$500,000 in annual gross revenues at time of application to the Small Business Loan Program.
3. Does the business have an active Augusta, Georgia business license? If so, please include proof of licensure
4. Does the business have an active DUNS number? If so, please provide proof of DUNS number.
5. Does the business have General Liability Insurance? If so, please provide proof of insurance.
6. Is the business Current on its tax obligations to the City of Augusta? If so, please include proof of status from Augusta-Richmond County Tax Commissioner's Office
 - a. This can be satisfied by proof of payment of most recently due sales and property tax bills.
7. Does the business agree to enter into a written Agreement with City of Augusta and agree to provide documentation for eligibility and reporting confirmation as requested by Housing and Community Development?
8. Does the business agree to agree to participate in HUD-mandated Technical Assistance training made available through HCD? Obligation to complete mandatory Technical Assistance training is a regulatory requirement.
9. Can the business supply a Statement of Need in compliance with Section B of these instructions?
10. Does the business agree to comply with the Hiring and Retention Requirements in compliance with Section D of these instructions?

If you answered "No" to any of these questions, your business may not be eligible for funding under this program. You may contact HCD at 706.821.1797 for additional information and/or clarification.