



COVID-19 MARINA SMALL BUSINESS LOAN REQUIREMENTS, Round #4

1. Applicant’s business must be physically located in the City of Marina since at least January 1, 2019 and must be in possession of a valid Marina Business License for fiscal year 2020-2021.
2. Applications to be submitted to the City with supporting documentation on or before August 31, 2021, or award of loans totaling \$400,000 whichever occurs first.
3. Small business is defined as 10 or fewer full or part-time employees as of March 1, 2020 except for restaurants which may have up to 20 employees to qualify.
4. Must have a business license of the City Marina as of January 1, 2019, for one of the following business categories:

Automotive Repair	General Retail	Secondhand Dealers & Stores
Bars	Laundry Services	Restaurants
Beauty Parlors and Shops	Massage Parlors	Retails Sales
Cafes	Massage Technician	Physical Fitness, Exercise, Personal Training
Electronic Repair & Service	Printers	Vehicle Sales (inside City limits)
General Service	Professional & Semi-Professional	

5. Income Requirement: Gross Annual Business Revenue under \$1 million.
6. Loans repaid in full to the City before December 31, 2023 shall accrue no interest. Loans repaid in full after December 31, 2023 shall carry an interest rate of 3% from original funding date and must be repaid no later than December 31, 2024. A minimum of 20% of loan must be repaid no later than December 31, 2023.
7. Need for loan must be the result of the Coronavirus COVID-19 pandemic supported by delinquent mortgage, rent, past due bills, etc. or income reduction related to COVID-19.
8. If the business was not required to close as a result of the State and County mandates, loan funds must be applied to outstanding (unpaid) business premises rent, employee wages, business premises utilities (not gasoline for vehicles) and/or business provided health benefits.
9. If the business has been forced to close due to not being considered an essential business, the proceeds are to be applied to the outstanding indebtedness as of the date of the application.
10. All information provided will be maintained confidential.
11. Applications are to be in writing and submitted to the City of Marina by email to businessloanapp@cityofmarina.org or by US Mail or personal delivery to Marina City Hall, Attn: Accounting Services Manager, 211 Hillcrest Avenue, Marina CA 93933.
12. A decision as to the loan amount, the loan terms, or denial of the loan is final and there is no right for reconsideration or appeal. If an application is denied in its entirety and there is a change in the Applicant’s circumstances, nothing herein prevents an Applicant from submitting a new application with supporting documentation.
13. If any member of the applicant’s family or living unit received a resident loan from the City of Marina’s Resident Loan Program, the application for a loan from the City of Marina’s Small Business Loan Program will be denied.



COVID-19 MARINA SMALL BUSINESS LOAN CHECKLIST

- Provide proof of physical business address within the City of Marina as of January 1, 2019.
Acceptable proof includes:
 - Copy of business license; or,
 - Copy of lease
- Provide proof of valid City of Marina 2019-2020 business license. Acceptable proof includes:
 - Copy of 2020-2021 City of Marina business license
- If your gross sales are less than \$1 million 2019.
- Provide a letter issued by the State of California indicating that your business was required to shut down due to COVID-19 or other demonstrated closure documentation.
- Supporting documents such as bills, delinquent rent etc

Submit application on or before **August 31, 2021** with supporting documentation



COVID-19 MARINA SMALL BUSINESS LOAN APPLICATION

1. Business Name: _____
2. First and Last Name (*must have legal authorization to enter into a loan agreement for the business*): _____
3. Business Address: _____
4. Mailing Address: (if different from above): _____
5. Phone Number: _____
6. Email: _____
7. Number of employees: _____

December 1, 2020

- a. Full-time _____
- b. Part-time _____

ALL ITEMS BELOW REQUIRE SUPPORTING DOCUMENTATION

Add more pages if necessary

8. Requested Loan amount, up to \$15,000 for business that have not received another City loan, or up to \$5,000 for those that have already received a loan: _____

Items as related to the Marina business location in this application:

Delinquent Rent or Mortgage Amounts	_____
Delinquent Utilities	_____
Revenue reduction,	_____
Other (Describe) _____	_____
Total	_____

9. Was your business located in the City of Marina as of January 1, 2019 and continues to be in Marina? Yes
10. Do you have a valid City of Marina 2020-2021 business license? Yes
11. Solely due to Coronavirus (COVID-19):
 - a. Has your business been closed? Yes
 --- **or** ---
 - b. Has your revenue/income been adversely affected? Yes
12. Were your gross sales under \$1 million 2019? Yes



13. If you have applied for a City of Marina Residential Loan Program loan, you are not eligible for a Marina Business Loan.

14. Additional comments:

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

15. Signature: _____ and Date: _____

Place of Signature: _____

NOTE: PLEASE ATTACH DOCUMENTATION FOR THE FOLLOWING TO THE LOAN APPLICATION:

- Delinquent bills justifying loan
- Proof of business license
- Proof of business income loss
- Proof of gross receipts under \$1 million in 2019
- Proof of revenue reductions due to COVID-19 pandemic