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To: Potential Small Business Stabilization Program Participants

From: Fredi Beth Schmutte, City of Paxton, Development Consultant

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As you know, the Illinois Department of Commerce and Economic Opportunity (DCEO) has developed a Small Business Stabilization Program to provide **grant** assistance to Downstate businesses impacted by COVID-19. The program has been capitalized with \$20 million in previously unused CDBG revenue and, as such, it must adhere to some of the regulatory provisions specific to that program. Although the City of Paxton must be the legal applicant for funds, the success of each application will be dependent upon the information provided by the individual business.

This program makes funds available for 60 days of verifiable working capital up to a grant of \$25,000 and is available for businesses that employ 50 people or less. The number of employees includes the business owner(s). Funding will not exceed the grant ceiling, \$25,000 and may be less depending on business need.

You, as the business owner, will need to provide the following information:

- Identify business net income for the last three fiscal years ending December 31, 2019— see attached format
- Provide three years of ending cash balances for each fiscal year ending December 31, 2019— see attached format
- A copy of the most current bank statement for the business
- A listing of all employees as of January 1, 2020, employees hired since then and their current status— see attached format
- Provide a Certificate of Good Standing with the State of Illinois
- Company FEIN, DUNS and SIC
- Brief summary statement that
 - Describes the company, type of firm, its product or service
 - How long it has been in business
 - Describe how the CDBG funds will be used and why they are needed for the business to retain jobs
 - Explain what other resources have been considered for working capital needs

Please be assured that the financial information provided is considered confidential and will not be a part of the public record.

Your information can be transmitted directly to me via email at fsdevcon@comcast.net or to the Mayor at Bingold@cityofpaxton.com or the information can be put into a sealed envelope and left at a designated location in the outer foyer at City Hall, 145 North Market Street. If there are questions, the best way to get a quick response would be to contact me by email at fsdevcon@comcast.net

NET INCOME VERIFICATION

The business must identify their net income for the last three fiscal years ending December 31, 2019. Net income can be obtained from the Profit and Loss statement, generally the last item on that statement. In the event that the Profit and Loss statements cannot be found, net income can be derived from total sales minus total expenses. In addition, cash balances must be provided. This will be either the first line item on the balance sheet or bank statements as of the last day of each fiscal year. Three years of ending cash balances must be provided for each fiscal year.

| Fiscal Year Ending: | Net Income | Net Income derived from Profit/Loss Statement? (Yes/No) | Net Income calculated from total sales – total expenses? (Yes/No) | Cash Balance |
|----------------------------|-------------------|--|--|---------------------|
| December 31, 2017 | | | | |
| December 31, 2018 | | | | |
| December 31, 2019 | | | | |
| Current: | | | | |

JANUARY, 2020 MONTHLY BUDGET

Provide the appropriate information below reflecting your business's monthly budget for January, 2020.

| Budget Item | Total Monthly Expenditures | Monthly Net Income Computation |
|--|-----------------------------------|---------------------------------------|
| Total Income | | |
| Personnel (Salary & Wages) | | |
| Fringe Benefits | | |
| Equipment | | |
| Inventory | | |
| Supplies | | |
| Occupancy (Rent & Utilities) | | |
| Telecommunications | | |
| Other (Specify) | | |
| Other (Specify) | | |
| Other (Specify) | | |
| Total of All Expenditures | | |
| Monthly Net Income (Total Income – Total of All Expenditures) | | |

