

**The following items are required for your application to be considered complete:**

- Attachment A:** Submit your employee payroll for the most recent thirty-day period (i.e. payroll register). Payroll must include number of hours worked by each employee for the most recent thirty-day period. \*\*\***Your own job is allowable under this fund if you have been paying yourself a salary or can otherwise show your income has (whole or in part) come from your business.\*\*\***
- Attachment B:** Income Verification Forms - The employer filling out the Income Verification Forms must make sure they match the employees listed on the payroll (Attachment A). A minimum of two completed forms required. One must be a low to moderate income employee.
- Attachment C:** Proof of monthly rent or mortgage amount. If you rent or lease a space, submit a copy of your lease that clearly states the monthly rent. If you own and have a mortgage, submit documentation from your financial institution stating your monthly mortgage amount.
- Attachment D:** Business Bank Statements or Quarterly Financial Statements (January 2020 to current).
- Attachment E:** Last Completed Business Tax Return or Schedule C from Personal Tax Return.
- Attachment F:** Income statement or quarter financial statements for 2020 from January 1, 2020 to Current.
- Attachment G:** Proof of Address - For the business, documentation must be dated within the most recent 30 days. Acceptable documentation includes Utility Bill, Government Correspondence, Cellular Bill, Media Statement, Inventory Payment Invoice, Lease, Mortgage or similar.
- Attachment H: (If applicable)** Award and/or denial letters for any Federal, State or SBA grant/loan program. Provide documentation on how the funding was spent and if any funding is remaining to be spent. If you were denied funding from any Federal, State of Illinois or SBA loan or grant program provide a copy of the denial letter.
- Attachment I:** Proof of U.S. citizenship or legal residency by submitting the following for all business owners:
  - Social Security card and driver's license or
  - Birth Certificate and driver's license or
  - Naturalization or Resident Alien documents

- Attachment J:** Completed W-9 form. (City must have on file in order to issue payouts if your business is selected for the Relief (Loan) Program.)
- Attachment K:** DUNS Number

**You will need to provide the following information:**

- Legal name of organization
- Doing Business As (DBA) or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing Address, if separate (and P.O. box if you have one)
- Web address
- Telephone number
- Contact name
- Name of the authorizing official (e.g., president, director, etc.)
- Line of business - the purpose of your organization
- Total number of employees
- Is this a home-based business?

---

**Applications are available starting Tuesday, March 30, 2021.**

**Completed applications will be accepted beginning March 30, 2021.** Once closed, COVID-19 Small Business Relief Program Round 2 applications will be reviewed on May 3, 2021, by the selection committee for accuracy and compliance with the program criteria. **E-mail completed applications to [kwhitley@moline.il.us](mailto:kwhitley@moline.il.us) or mail to:**

**City of Moline  
Community & Economic Development Department  
CDBG COVID-19 Small Business Relief Program Round 2  
619 16 Street  
Moline, IL 61265**

**The deadline to submit applications is Friday, April 30, 2021. E-mails must be received no later than 5:00 PM 4/30/2021 and applications must be post marked no later than 4/30/2021.**

**If you have additional questions, please call 309.524.2044 or email: [kwhitley@moline.il.us](mailto:kwhitley@moline.il.us).**