

Frequently Asked Questions (FAQ) COVID Microenterprise Loan Program

The Towns of Acton, Boxborough, Littleton, Maynard, and Westford have engaged The Resource Inc. (TRI) to administer this new regional Micro-Enterprise Forgivable Loan Program in support of the continued operation or re-opening of micro businesses that are dealing with the negative economic impacts of the COVID- 19 pandemic.

The goal of this program is to make funds available to micro businesses disrupted by the COVID-19 pandemic until they are able to access the other programs and/or restore revenue streams and cash flow.

Forgivable loans of up to \$10,000 for business expenses such as working capital, rent, staffing, utilities, technical assistance, general support and stabilization of the business. This loan is forgivable after issued when the business provides documentation that the funds have been spent in accordance with the presented budget and the owner certifies that they have not received nor will they receive funds for these expenses from other funding programs.

FOR MORE INFORMATION:

Please see our website: <https://www.trimicroloans.org>

Email us at trimicroloans@gmail.com

or contact one of the following offices:

Jean Stanley, Program Director, Dennis & Acton Regional
23 White's Path Suite G2., South Yarmouth, MA 02644
jean@theresource.org (508)694-6521 (leave message)

Melissa Vincent, Program Director Martha's Vineyard,
Suzanne Roberge, Administrative Assistant Martha's Vineyard
18 State Road, Tisbury MA 02568
melissa@theresource.org
suzanne@theresource.org
(508)696-3285

See the following pages for the FAQ's

FAQ's

APPLICATION PROCESS:

How do I begin to complete this application and what documents are required?

Step One: review the income chart for your eligibility requirements. If your household income fits these requirements go to step two.

Step Two: complete and submit the online application.

Application – see the application tab

NOTE: you may want to draft responses to the narrative questions prior to completing the application.

Step Three: Once your application is reviewed and approved you will be contacted to then download, print, fill out and send back the following documents.

Family Income Worksheet (for each owner over 20%)

COVID-19 Loss: Profit and Loss Worksheet for 2019/2020

Proposed Use of Funds Worksheet

Duplication of Benefits Form

Payroll Verification Form

Step Four: **submit documentation via Email or USPS to: Your assigned TRI representative.**

- o Federal 2019 Business Tax Return with all schedules
(or 2018 and all schedules if on extension)
- o Federal 2019 Personal Tax Return with all schedules
(or 2018 and all schedules if on extension)
- o Two months of bank statements personal and business accounts. No transcripts please.
- o DUNS Number – see FAQs below on page 6 on
“How to obtain a DUNS number”
- o W-9 form with mailing address
- o 2019 IRS Tax Return Transcripts (Not Account Transcripts) – see below Page 7

VERIFICATION STAGE:

INCOME: see instructions on Family Income Worksheet

- Must provide IRS Verification of 2019 Tax Return (see form at the bottom of this sheet)

If using the 8 weeks income verification, the following will be required if applicable:

- o 8 Weeks of Pay Statement or an Income Verification letter from employer.
- o Unemployment-Monetary Determination/Weekly deposits
- o Veteran's Benefits (Current Year Benefit Letter)
- o Social Security (Current Year Benefit Letter)
- o Pension (2 Months of Statements or 1099 if no statements)
- o Alimony/Child Support (Entire Copy of Divorce Decree or Separation Agreement)
- o Bank Statements – Checking & Savings (2 Months of Recent Statements, all pages)
- o Investment Account Statements (2 Months of Recent Statements, all pages)
- o IRA & 401K Retirement Account Statements (2 Months of Recent Statements, all pages)



- o Worker's Compensation
- o Foster Care Payment
- o Other Income Documentation

BUSINESS: The following information may be requested to verify eligibility. The faster you provide this information, the faster we can process your information:

- o State and Local Compliance Certificate (**required**)
- o Copies of state licenses/registrations (if applicable)
- o Conflict of Interest certification (if applicable)

Can I get a paper version of the application?

Yes, email us at: trimicroloans@gmail.com to request a pdf printable version to be emailed to you or send us your mailing address.

How much funding is available?

Acton Regional – Acton, Boxborough, Littleton, Maynard, and Westford received \$1,000,000.

What is the maximum forgivable loan amount?

The maximum loan amount is the amount of COVID loss documented by the business, **up-to \$10,000.**

If there is more than one owner, how do we show their income?

Each owner with 20% or more ownership will need to complete the Family Income Form for each family (owners sharing the same tax returns can fill out one form).

INCOME ELIGIBILITY PROCESS: *Please see Income Eligibility Worksheet instructions attached to the **Family Income Worksheet** for step-by-step instructions.*

How do I complete the Family Income Form?

1. List all family members names and ages.
2. For all household members over the age of 18 who is **not** a full-time student and is employed, list all sources of income.
3. Refer to the 2019 federal tax returns of all working household members and go to line 8B (Adjusted Gross Income) and enter that the amount on the form line 2019 1040 - Adjusted Gross Income- line 8B adjacent to each employed name.
4. Add other income not included on the 1040 Form, e.g., Veteran's Benefits, Gross Social Security amount* and Child Support.
5. Refer to the top section to determine eligibility, number of members and corresponding income figure.
6. Please remember to include all family members' names and children's ages. Gross income includes children over 18 not enrolled in school and employed. **If it says "yes" - you are income eligible and can continue filling out the application.** If it says "no" - you must complete the 8-week verification section **What do I need to do to determine if I am eligible using 8 weeks of income?** Please see [Income Eligibility Worksheet Instructions](#) for directions on completing this section. After you complete the form for 8 weeks if it says "no" you are not eligible and check for Federal Tax line 8b Adjusted Gross Income for eligibility.

What is considered the Covid-19 loss time frame?

COVID losses are losses incurred since March 10, 2020.



When will the application be ready for review?

A completed application must include all required forms and supporting documentation to be considered for review. The TRI staff will review each application for completion and eligibility on a first come, first served basis. Our review team will reach out to you if there are any missing components by email.

Do I need to report funds my business received with PPP, EIDL and a Micro program?

Yes. Documentation may be requested in the verification stage.

How do I prove that expenses have not been paid by PPP or EIDL or other Micro funds?

If you received other funding from the CARES ACT programs, you must complete the **Duplication of Benefits Statement** listing all sources, the date received, amounts of funding received and the purpose they were used for. These Microenterprise Forgivable Loan funds *cannot be used for the same exact purpose.* Applicants will be required to sign a self-certification form, **Duplication of Benefits Certification for CDBG-CV Funds**. Additional information on how funds were expensed may be required.

What do I need to do if I or a family member are on a city or town employee or on a committee or board?

Make sure you disclose this on the application. You will need to complete and submit an **AFFIDAVIT REGARDING CONFLICT-OF-INTEREST** form which we will provide to you if necessary.

How do I answer the narrative questions?

The answers to these questions will be used for ranking. Please provide enough information so that our reviewers can fully understand COVID-A9's negative impact on your business. **Note:** You may wish to draft the answers in a separate document prior to completing the application. There is no character limit. If you are submitting in paper form and need more space, please attach a separate piece of paper.

How did COVID-19 impact your business?

Please tell us the story about the impact on jobs, sales, inventory, supply chain, PPE, general operations, technical issues, new regulations, mandatory shutdown, etc.

How, if at all, does your business support the basic needs (food, water, clothing and shelter, transportation, sanitation, education, and healthcare) of residents who are of low and moderate income?

Funding is through the federal CDBG program. These funds traditionally support low- and moderate-income people. If your business provides needed services or other support to these residents, please describe.

What makes your business unique and special in the local community (neighborhood, town, region)?

Funding is through the federal CDBG program. These funds traditionally support communities. If your business provides needed services or other support to the community, please describe.

Describe any business changes or improvements (adding products and/or services, developing new strategies or tactics), that you plan to implement using these funds.

These funds are to help microenterprises meet the challenges of COVID-19. If your business is making changes or improvements, please describe.

How will this assistance stabilize your business to prepare /prevent/ respond to COVID-19? What will this assistance help your business accomplish?

These funds are to help microenterprises meet the challenges of COVID-19. Describe how this assistance will help your business including retaining or creating jobs.



Can I request the application in a different language?

Please contact trimicroloans@gmail.com , to request translation of the application and program materials.

How do I request an ADA accommodation?

Please contact trimicroloans@gmail.com or contact the TRI Office that is closest to your business to request an accommodation.

REVIEW PROCESS:

How are applications being reviewed and evaluated?

Completed applications will be reviewed on a first come, first served basis. Completed applications must include the submitted online application, completed dated and signed (where indicated all required forms (also on the website) and all supporting documentation, personal and business (see Required documentation check list). Completed application packets will be reviewed to determine the business and owner meet all the eligibility requirements as defined by the terms of the loan and questions #10-22 of the Full Loan Application.

Are there limitations on the number of businesses per town that can be awarded?

Initially, there will be a 20 business per town limit for the first three months. Applications will be evaluated on a first come, first served basis per town. After the first three months the process will open to all towns on a first come, first served basis until all the funding has been expended.

APPROVAL:

Once your full application packet has been reviewed you will be informed by your assigned TRI Program Manager (PM). If you are not eligible: your TRI PM will review with the reasons. If you are approved, you will receive a Conditional Award Letter via email. You must read, print, sign, scan and return the letter within in seven business days. This indicates your acceptance of the terms and conditions. If you are unable to print and scan, you must still reply to the email your acceptance and a hard copy letter will be forwarded to you by USPS for you to sign and return. Your TRI PM will guide through this process.

FORGIVENESS:

How is my loan forgiven? You must provide bills/invoices and the respective receipts showing proof of payment from the business for the expenses presented in the Proposed Use of Funds Form. Reimbursable expenses and receipts should be presented prior to the loan close to ensure the expense match the amounts presented and that they are eligible expenses. Similarly, if you plan to use the funds as indicated on the Proposed Use of Funds for future expenses (up to 3 months forward), please provide the bills/invoice and proof of payment. The check will be mailed directly to you in approximately 6-8 weeks. Please forward a copy of the check to your TRI representative. Once all the criteria for forgiveness is met, you will receive Documentation of Forgiveness and Verification of Expenses Paid.

How much time do I have to spend the forgivable loan? You have up to 90 days with a potential for extension if arrangements are made.



LINKS TO DOCUMENTS:

STATE: Provide Information on State and Local Licensing requirements (if applicable) State: For LLC and Corporations – provide a business summary <https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>

Provide a copy of required State Professional Licenses. Verify at: <https://www.mass.gov/how-to/check-a-professional-license>

DUNS#:

A Duns Number will be required if you are approved for the loan. The number will be needed prior to your loan closing.

How to Obtain a DUNS

DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). This number is often required by government agencies when you apply for certain programs. The process to request a DUNS number takes about 10 minutes and is free.

There are two ways to obtain a DUNS number:

1. Request online at <https://www.dnb.com/duns-number/get-a-duns.html>. The system first has you check to see if there is already a DUNS number for your organization.
2. By phone: Just call D&B at 866-705-5711 or for persons with a hearing impairment, the TTY number is 866-814-7818.

You will receive a confirmation e-mail from Dun & Bradstreet with any additional information required to obtain your entity's D-U-N-S Number and may be contacted by Dun & Bradstreet to verify your information.

How get your IRS Verification of Taxes filed?

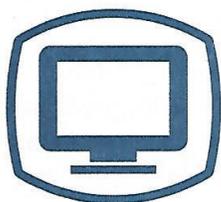
Please refer to the sheet below on how to order your IRS Tax **RETURN** Transcript. The easiest and quickest way is to order it online. The next easiest and quickest is to order it over the phone. If you need to request your transcript by mail to go to the IRS website and complete their fillable form: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and submit it with your application for processing. If you are unable to receive your transcript by email, please request an **Affidavit of Federal Tax Status** to speed up the process.



Taxpayer Assistance Center

Need a Tax Return Transcript?

We offer 3 Easy Options



1 : **Online** — Go to [IRS.gov/transcript](https://www.irs.gov/transcript) to download a copy of your tax return transcript immediately.



2 : **Mail** — You can use the Get Transcript by Mail online at [IRS.gov/transcript](https://www.irs.gov/transcript) or complete **Form 4506-T** to request your tax account transcript or **Form 4506T-EZ** to get your tax return transcript and mail it to the IRS. **Form 4506-T** is available at [IRS.gov/form4506t](https://www.irs.gov/form4506t). **Form 4506T-EZ** is available at [IRS.gov/form4506tez](https://www.irs.gov/form4506tez).



3 : **Call** — **800-908-9946** and follow the voice prompts.

Transcripts sent to your home address will be mailed free of charge. Please allow 5 - 10 calendar days from the time the IRS receives the request for delivery.

You can order an exact copy of a previously filed and processed tax return, including attachments and **Form W-2**, by completing **Form 4506, Request for Copy of Tax Return**. Mail the completed form with \$50 for each tax year requested to the address in the instructions. **Form 4506** is available at [IRS.gov/form4506](https://www.irs.gov/form4506). Generally copies are available for the current year and the past six years. Either spouse can submit and sign **Form 4506** to request copies of jointly filed tax returns. Allow 75 calendar days to receive your copies.