



City of Perris

Small Business Assistance Program

Economic Development

135 North D Street Perris, CA 92570

Contact Armando Panchi by phone at (951) 943-5003, Ext. 217, or by email at apanchi@cityofperris.org

Contact Michele Ogawa by phone at (951) 943-5003, Ext. 264, or by email at mogawa@cityofperris.org

Effective 12/21/2020 Businesses who have received SBA CARES Act or City of Perris Small Business Assistance Program funds can now apply or re-apply for the Round Two of the City of Perris Small Business Assistance Program.

Please read fully and contact the Economic Development Division with any questions as incomplete applications or applications with missing documents will not be accepted

The City of Perris is committed to assisting our small businesses during these challenging and unprecedented times. As such, the City has created a local Small Business Assistance Program, which offers up to \$10,000 loans to qualifying businesses. Please review the Program Information below and contact the City of Perris Economic Development Division with any questions.

WHERE DO I APPLY?

- Program Information and Applications are available online at the City of Perris website and on hard copy at the Development Services Department at 135 North D Street. You may also reach out to the Economic Development Division to receive them directly by email
- Completed applications and supporting documentation must be submitted to the Economic Development Division. Applicants may submit in person at the Development Services Department or by email to Michele Ogawa or Armando Panchi at the addresses listed above
- If returning a paper application directly to the Development Services Building, please be sure to refer to the instructions on the next page
- Applicants may also reach out to set up an appointment with the Economic Development Division
- Loans will be issued on a first-come, first-served basis until the funding cap is reached

WHO CAN APPLY?

- Businesses with 500 employees or less located in the City of Perris City limits
- Businesses with an active City Business License for a minimum of one year prior to applying
- Businesses that have been affected by COVID-19
- **NEW - Businesses that have been awarded SBA (CARES) Act Funds**
- **NEW - Businesses that have received City of Perris - Round one Business Assistance Funding**

WHAT ARE THE LOAN TERMS?

- Loans will be issued at an approved amount up to \$10,000
- Loans will be 100% forgivable, provided the business remains in good standing with the City of Perris for at least two years following the disbursement of funds. 50%, to be forgiven one year following loan issuance, and the remaining 50%, to be forgiven two years following loan issuance
- Should the business exit the City of Perris during the two years, the loan repayment will be due to the City at a 1% fixed interest rate, with a two-year repayment term

WHAT IS THE REQUIRED DOCUMENTATION?

- Small Business Assistance Program Application filled out in full
- City of Perris Business License that has been active for at least one year
- Copy of Articles of Incorporation, or other State or County entity filing paperwork
- Bank Statements for the months of January, February, March, and September, October and November showing the business has been negatively affected by COVID-19
- Copy of your California Identification Card or Driver License

***Please note that priority will be given to applicants who have not received prior funding awards**



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Comuníquese con Armando Panchi por teléfono al (951) 943-5003, ext. 217, o por correo electrónico a apanchi@cityofperris.org

A partir del 12 de Diciembre del 2020, los negocios que hayan recibido fondos de la Ley CARES de la SBA o del Programa de Asistencia para Pequeñas Empresas de la Ciudad de Perris ahora pueden aplicar o volver a aplicar a la Segunda Ronda del Programa de Asistencia para las Pequeñas Empresas de la Ciudad de Perris.

Lea completamente y comuníquese con la División de Desarrollo Económico si tiene alguna pregunta ya que no se aceptarán solicitudes incompletas o solicitudes con documentos faltantes

La ciudad de Perris se compromete a ayudar a nuestros pequeños negocios durante estos tiempos desafiantes y sin precedentes. Como tal, la ciudad ha creado un programa local de asistencia para pequeños negocios, que ofrece préstamos de hasta un máximo de \$ 10,000 a empresas elegibles. Revise la información del programa a continuación y comuníquese con la División de Desarrollo Económico de la Ciudad de Perris si tiene alguna pregunta.

¿DÓNDE APLICO?

- La información y las aplicaciones del programa están disponibles en línea en el sitio web de la Ciudad de Perris y en forma impresa en el Departamento de Servicios de Desarrollo en 135 North D Street. También puede comunicarse con la División de Desarrollo Económico para recibirlos directamente por correo electrónico
- Las solicitudes completas y la documentación de respaldo deben enviarse a la División de Desarrollo Económico. Los solicitantes pueden presentar en persona en el Departamento de Servicios de Desarrollo o por correo electrónico a Michele Ogawa o Armando Panchi en las direcciones mencionadas anteriormente
- Si devuelve una solicitud en papel directamente al Edificio de Servicios de Desarrollo, asegúrese de consultar las instrucciones en la página siguiente
- Los solicitantes también pueden comunicarse para concertar una cita con la División de Desarrollo Económico
- Los préstamos se emitirán por orden de llegada hasta que se alcance el límite de financiación

¿QUIÉN PUEDE APLICAR?

- Las empresas con 500 empleados o menos ubicadas en los límites de la ciudad de Perris
- Negocios con una Licencia activa por un mínimo de un año antes de solicitar fondos
- Negocios que han sido afectados por COVID-19
- **NUEVO: empresas que han recibido fondos de la Ley de la SBA (CARES).**
- **NUEVO: empresas que han recibido fondos de asistencia empresarial de la primera ronda de la ciudad de Perris.**

¿CUÁLES SON LOS TÉRMINOS DEL PRÉSTAMO?

- Los préstamos se emitirán por un monto de hasta \$ 10,000
- Los préstamos serán 100% perdonables, siempre que el negocio permanezca en buen estado con la Ciudad de Perris durante al menos dos años después del desembolso de fondos. 50%, serán perdonados un año después de la emisión del préstamo, y el 50% restante, serán perdonados dos años después de la emisión del préstamo
- En caso de que el negocio salga de la Ciudad de Perris durante los dos años, el reembolso del préstamo se deberá a la Ciudad a una tasa de interés fija del 1%, con un plazo de reembolso de dos años

¿CUÁL ES LA DOCUMENTACIÓN REQUERIDA?

- Solicitud completa del Programa de Asistencia para Pequeñas Empresas
- Licencia comercial de la Ciudad de Perris que ha estado activa durante al menos un año
- Copia de los Artículos de Incorporación, o documentación del nombre ficticio que se lo da el estado o el condado
- Estados de cuenta bancarios para los meses de enero, febrero, marzo y septiembre, octubre y noviembre que demuestren que el negocio se ha visto afectado negativamente por COVID-19
- Copia de su tarjeta de Identificación de California o Licencia de Conducir

*** Tenga en cuenta que se dará prioridad a los solicitantes que no hayan recibido premios de financiación anteriores**



CITY OF PERRIS

SMALL BUSINESS ASSISTANCE PROGRAM

Due to social distancing guidelines, we encourage applicants to correspond with the Economic Development Division via email, if possible

Mogawa@cityofperris.org | Apanchi@cityofperris.org

IN THE CASE THAT YOU MUST SUBMIT A PAPER APPLICATION PLEASE FOLLOW THESE DROPP-OFF INSTRUCTIONS

HARD COPY APPLICATIONS ARE ONLY AVAILABLE IN THE ECONOMIC DEVELOPMENT DIVISION, LOCATED AT THE DEVELOPMENT SERVICES BUILDING MARKED ON THE MAP.

**135 N. D STREET
PERRIS, CA 92570**

INTERESTED APPLICANTS MAY ALSO MEET WITH STAFF IN PERSON. PLEASE CONTACT THE ECONOMIC DEVELOPMENT DIVISION TO MAKE AN APPOINTMENT:

(951) 943-5003, EXT. 264
MOGAWA@CITYOFPERRIS.ORG

(951) 943-5003, EXT. 217
APANCHI@CITYOFPERRIS.ORG



CITY OF PERRIS

PROGRAMA DE ASISTENCIA PARA NEGOCIOS

Debido a las pautas de distanciamiento social, alentamos a los solicitantes a comunicarse con la División de Desarrollo Económico por correo electrónico,

Mogawa@cityofperris.org | Apanchi@cityofperris.org

EN EL CASO DE QUE DEBA ENVIAR UNA SOLICITUD EN PAPEL, SIGA ESTAS INSTRUCCIONES DE DEVOLUCIÓN

LAS SOLICITUDES IMPRESAS SOLO ESTÁN DISPONIBLES EN LA DIVISIÓN DE DESARROLLO ECONÓMICO, UBICADA EN EL EDIFICIO DE SERVICIOS DE DESARROLLO MARCADO EN EL MAPA.

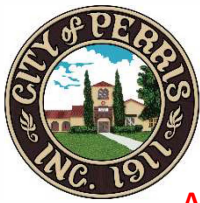
**135 N. D STREET
PERRIS, CA 92570**

LOS SOLICITANTES INTERESADOS TAMBIÉN PUEDEN REUNIRSE CON EL PERSONAL EN PERSONA. COMUNÍQUESE CON LA DIVISIÓN DE DESARROLLO ECONÓMICO PARA PROGRAMAR UNA CITA:

(951) 943-5003, EXT. 264
MOGAWA@CITYOFPERRIS.ORG

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City of Perris

Small Business Assistance Program

All former recipients of the City of Perris Small Business Assistance Program (Round One) must submit a full application packet with all documents re-attached for record-keeping purposes

☐ Sole proprietor Partnership	☐ Independent contractor	☐ 501(c)(19) Veterans organization
☐ C-Corp	☐ Eligible self-employed individual	☐ Tribal business (sec. 31(b)(2)(C) of Small Business Act)
☐ S-Corp	☐ 501(c)(3)	☐ Other
☐ LLC	☐ nonprofit	

Business Legal Name / Nombre Legal del Negocio	DBA or Tradename (if applicable)

Business Address / Dirección del Negocio			

Business TIN (EIN)	Social Security Number/ Numero de Seguro Social	Business Phone / Telefono del negocio	Number of Employees / Numero de Empleados

Applicant Ownership / Propiedad del solicitante List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary. Nombre a todos los propietarios del 20% o más del capital del solicitante. Adjuntar una hoja si es necesario.				
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Primary Contact / Contacto primario			Email Address / Correo Electronico	

Owner Name / Nombre del Dueño	Title / Titulo	Ownership % % propietario	TIN (EIN, SSN)	Address / Direccion

Are you an employee, agent, consultant, officer, elected official or appointed official of the City of Perris or an immediate family member to someone who is? / ¿Es usted un empleado, agente, consultor, funcionario, funcionario electo o funcionario designado de la Ciudad de Perris o un familiar directo de alguien que lo es? NO ☐ YES/ Si ☐ If yes, who? / Se respondio si, ¿quien? _____				
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Question / Pregunta	Yes / Si	No
1. Is the Business or any owner of the Business presently involved in local, state, or federal case(s) involving bankruptcy, fraud, or criminal investigation? ¿Está la empresa o algún propietario de la empresa actualmente involucrado en casos locales, estatales o federales que involucren bancarrota, fraude o investigación criminal?	☐	☐
If you answered "Yes" to Question #1, please provide further detail here / Se respondió, si, a la pregunta numero uno, por favor explique por que:		

What amount are you requesting? / ¿Qué cantidad estás solicitando? \$ _____

The maximum amount per loan is \$10,000.

El monto máximo por préstamo es de \$ 10,000.

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

I certify that:

1. I have read the statements included in this form and I understand them.
2. The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted under the City of Perris Small Business Assistance Program.
3. I will comply, whenever applicable, with any and all municipal, state, and federal and other limitations relating to this application.
4. All City of Perris Small Business Assistance Program loan proceeds will be used only for business-related purposes.
5. To the extent feasible, I will purchase only American-made equipment and products, and I will prefer local equipment and products over any others, to the extent permissible by existing state and federal law.
6. The Applicant is not engaged in any activity that is illegal under federal, state or local law.

Applicant Signature: _____ Date: _____

The authorized representative of the Applicant must certify in good faith to all of the below by initialing next to each item:

1. _____ I understand that loan forgiveness is contingent upon _____
_____ (Business Name) remaining in operation and in good standing in the City of Perris for a period of two years following loan issuance. For recipients that have received Round One funding, the reference date will be that of the Second Award.
2. _____ I understand that loan forgiveness will only be provided if I fully comply with all requirements of the City of Perris Small Business Assistance Program.
3. _____ I acknowledge that the City of Perris ("Lender") will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with Lender's authorized representatives for the purpose of compliance with the Small Business Assistance Program Requirements.

Al firmar a continuación, realiza las siguientes representaciones, autorizaciones y certificaciones

Certifico que:

1. He leído las declaraciones incluidas en este formulario y las entiendo.
2. El Solicitante es elegible para recibir un préstamo bajo las reglas vigentes en el momento en que esta solicitud se presenta bajo el Programa de Asistencia para Pequeñas Empresas de la Ciudad de Perris.
3. Cumpliré, cuando corresponda, con todas y cada una de las limitaciones municipales, estatales y federales y de otro tipo relacionadas con esta solicitud.
4. Todos los ingresos del préstamo del Programa de Asistencia para Pequeñas Empresas de la Ciudad de Perris se utilizarán solo para fines comerciales.
5. En la medida de lo posible, compraré solo equipos y productos de fabricación estadounidense, y preferiré equipos y productos locales a cualquier otro, en la medida en que lo permitan las leyes estatales y federales existentes.
6. El solicitante no participa en ninguna actividad que sea ilegal según las leyes federales, estatales o locales.

Firma del solicitante: _____ Fecha: _____

El representante autorizado del Solicitante debe certificar de buena fe todo lo que se detalla a continuación iniciando junto a cada elemento:

1. _____ Entiendo que la condonación del préstamo depende en que: _____ (Nombre de la empresa) permanezca en operación y en buen estado en la Ciudad de Perris por un período de dos años después de la emisión del préstamo. Para destinatarios que hayan recibido financiación de la Primera Ronda, la fecha de referencia será la del Segundo Préstamo.
2. _____ Entiendo que la condonación del préstamo solo se proporcionará si cumpla con todos los requisitos del Programa Small Business Assistance de la Ciudad de Perris.
3. _____ Reconozco que la Ciudad de Perris ("Prestamista") confirmará el monto del préstamo elegible utilizando los documentos requeridos presentados. Entiendo, reconozco y acepto que el Prestamista puede compartir cualquier información fiscal que haya proporcionado con los representantes autorizados del Prestamista con el fin de cumplir con los Requisitos del Programa de Asistencia para Pequeñas Empresas.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.