



MICROENTERPRISE

Loan Program



BACKGROUND:

The City of Kettering offers small for-profit businesses located within the City no- interest forgivable financing through Kettering's Microenterprise Loan program. **This unique financing tool offers loans to small businesses operating in the City of Kettering. The businesses need to be historically disadvantaged as minority owned, women owned, disabled owned or veteran owned microenterprises.** Retail, commercial, and entertainment businesses are eligible; this program is designed to provide a unique financing boost to micro businesses that may not otherwise be eligible to access traditional financing.

Under this program, the City will provide forgivable one year loans to microenterprise businesses that are eligible and meet the minimum criteria for the program. Funding is limited and applications will be reviewed four times annually.

Minimum Criteria include:

- Businesses with **five (5)** or fewer employees are eligible to apply for funds.
- Business needs to describe use of funds for purchase of equipment or supplies, expansion of business, marketing etc. in a proposal. The proposal should include proof of the costs of the intended expenditures.
- Businesses may apply for up to **\$8,000** in funds under this loan program.
- Business must have been in operation for at least six months and have made at least ten thousand dollars (\$10,000.00) in revenue.
- Local, state and federal taxes are required to have been paid if in operation for at least 12 months.
- If not in operation for 12 months, proof that those accounts have been set up as well as acceptable accounting practices may be reviewed.
- Businesses must have a physical location in the City of Kettering. There must not be any active & on-going property maintenance violations at the business at the time of the application or during the one year forgiveness period.

- Primary ownership interest of the microbusiness must be by historically disadvantaged racial or ethnic minority, woman, disabled-person or veteran persons who are also under 80% of the Area Median Income for that year. The current years Area Median Income chart can be found in Appendix A.
- Business must provide a W-9 with a either an employer ID number or Social Security Number of the Primary Owner Applicant.
- A Dun & Bradstreet DUNS number or UIE (from Sam.gov) must be provided for federal tracking purposes.
- If there is more than one owner to the company, an Article of Incorporation or partnership agreement detailing the structure and ownership arrangement and percentages must be provided.
- A complete application is needed prior to review. The application and needed attachments can be found in Appendix B.



INTEREST RATE: The City of Kettering will be offering one year forgivable loans at a 0% interest rate. The loan is forgiven when the reports are completed satisfactorily.



Eligible Business Types:

- ❖ Retail
- ❖ Wholesale
- ❖ Service Industries
- ❖ Entertainment
- ❖ Restaurant/Bar



Eligible Uses of Funds:

- ❖ Business Equipment
- ❖ Inventory
- ❖ Necessary Fixed Assets
- ❖ Marketing
- ❖ Business Improvements



Eligible Business Structures:

- ❖ Sole Proprietor /Owner
- ❖ S Corp or Corporation (at least 51% ownership by minority, female, disabled, veteran and income eligible owner with proof of ownership structure needed)
- ❖ Limited Liability Corporation (at least 51% ownership by minority, female, disabled, veteran and income eligible owner with proof of ownership structure needed)
- ❖ Partnership or Limited Liability Partnership (at least 51% ownership by minority, female, disabled, veteran and income eligible owner with proof of ownership structure needed)



GEOGRAPHIC COVERAGE:

This program only provides assistance to micro-businesses principally and physically located in the City of Kettering, Ohio.



PROCESS:

The City of Kettering has a Loan Review process that is carried out through city staff. In normal circumstances, it takes approximately thirty (30) days to review applications. After review, and if approval is granted, checks will typically be written to the desired vendors listed in the application if invoices are provided within an additional 30 days after loan documents are signed. In some cases for very established micro-businesses, a check may be written to the business directly and the business will be responsible for turning in receipts for purchases after loan documents are signed. This process would still be expected to take up to an additional 30 days.

All of the information submitted to the City of Kettering for review must be signed and dated. Please contact Angela Rahman with any questions or comments 937-296-2524 or by email at angela.rahman@ketteringoh.org or to microenterprise@ketteringoh.org. If you need assistance completing your application, limited technical assistance may be available upon request.

** Disclaimer: This loan program and any specific loans are contingent upon the availability of funds. If at any time this funding source is depleted, this loan program and any commitments to fund specific loans may become null and void.*



Appendix A – Income Limits

Montgomery County Dayton, OH MSA Area Median Income Percentages

Household Members:	1	2	3	4	5	6	7	8
Low-Moderate Income (80%)	\$47,150	\$53,850	\$60,600	\$67,300	\$72,700	\$78,100	\$83,500	\$88,850



Kettering Microenterprise Forgivable Loan PROGRAM APPLICATION

Applications will be first accepted November 1, 2022.

First Name: _____ Last Name: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Business Name: _____

Business Address: _____ City: _____

State: _____ Zip Code: _____

Phone Number(s)

Mobile: _____ Office: _____

Email Address: _____

EIN # _____ DUNS/UIE# _____

Business Organization Type: Sole Proprietor Limited Liability Company
 Corporation Partnership

Ownership / Management		
Name:	Title:	% Interest Owned
Name:	Title:	% Interest Owned
Name:	Title:	% Interest Owned

How much funding are you seeking through this program? (Note: program limit is \$8,000): _____

Use of funds: Please explain how you would use this grant to grow or expand your business.

Attach back-up documentation as confirmation of your uses and expected investment:	
Use:	Amount: \$
Use:	Amount: \$
Use:	Amount: \$
Use:	Amount: \$
Use:	Amount: \$



Please provide a brief narrative of your company, the product/services you offer, and your clients:

Years at Present Address: _____

Do you lease your building or own it?: LEASE OWN

Monthly Rent/Mortgage: \$_____ How many square feet of occupied space? _____

Number of employees on payroll? Full-Time: __ Part-Time: __

Will this loan help you hire or retain employees? If so, please explain: _____

Average Gross Annual Receipts? _____

Amount of Personal Funds Invested to date? _____

Have you taken any courses or training provided by the Entrepreneur's Center, the Small Business Administration, Small Business Development Center, SCORE, local colleges or universities, or other business education programs? _____


Please describe the economic and/or community benefit that your business already provides or will provide to residents in the City of Kettering: _____

Please prove your eligibility for the microenterprise forgivable loan program?

(please check all that apply*)

- For-profit
- Women -owned
- Veteran (honorably discharged)
- Disabled (medically determined physical or mental impairment)
- Minority owned (historically disadvantaged racial and ethnic)
 - Black
 - American Indian
 - Hispanic
 - Asian

**Supporting evidence may be requested*



By checking each box below, the undersigned hereby certifies that the statement is true and/or that the required attachments are provided in conjunction with the application. **BOLD items must be attached to the application prior to being submitted.** No incomplete application shall be processed.

- I confirm that my business is located within the City of Kettering and the business maintains all proper licenses and permits for operation.
- I certify that the average annual gross receipts of the business are less than \$75,000.
- I have attached a copy of the most recent personal tax returns for owners with 20% or more ownership interest. Attach personal taxes of all owners and business returns for the most recent year.**
- I have attached a **completed IRS W-9 Form, EIN and DUNS number** (each of these **3 items** are required, attach w-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- I agree to document and report the economic impact to the business as a result of this grant including but not limited to, jobs retained, job hired, increased sales, participation in other relief programs.
- I confirm that the business is current with all local, state, and federal taxes. They are attached.
- I certify that the business has complied with its by-laws or other governing documents to obtain approval for the undersigned to submit this application and execute a loan on behalf of the applicant.

I certify that the above information, to the best of my knowledge is accurate and true. I understand that the City of Kettering will rely on the accuracy of the submitted information and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may be treated as a default concerning any loan made.

Business Name	Authorized Representative	Title	Date
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Submission Instructions:

All attachments should be scanned and emailed to microenterprise@ketteringoh.org

or can be mailed or dropped off to:

City of Kettering, Planning & Development

ATTN: Angela Rahman

3600 Shroyer Rd.

Kettering, OH 45429.

If you have questions about the application requirements or have any issues with submitting any of the required documents, please email

Angela.Rahman@ketteringoh.org



CITY OF KETTERING



Appendix C- Demographic Report Form

For reporting purposes only, please answer the following questions:

Sex: Male Female

Disabled: Yes No

Single Family Head of Household: Yes No

Veteran Yes No

Please identify the appropriate racial and ethnic category below:

American Indian/Alaskan Native

American Indian/Alaskan Native & Black/African American

Asian

Asian/Hispanic

Black/African American

Black/African American & White

Black/Hispanic

Native Hawaiian

Other Pacific Islander

White

White/Hispanic

Other Multi-Racial



SUBMISSION INSTRUCTIONS

Completed application forms and all attachments should be scanned and emailed to microenterprise@ketteringoh.org or can be mailed or dropped off to:

City of Kettering, Planning & Development

ATTN: Angela Rahman

3600 Shroyer Rd.

Kettering, OH 45429

If you have questions about the application requirements or have any issues with submitting any of the required documents, please email angela.rahman@ketteringoh.org or contact by phone at 937-296-2524.



The City of Kettering does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, or veteran status, as applicable.