

Lansing CARES Small Business Assistance Program

FINANCIAL AND TECHNICAL ASSISTANCE TO FOR-PROFIT BUSINESSES

FULL APPLICATION WALKTHROUGH

This document will guide applicants through the process of submitting a Full Application for the Lansing CARES Small Business Assistance Program. Prior to submitting a Full Application, you must submit a Pre-Application at www.lansingmi.gov/smallbusiness.

The Full Application asks more information of applicants than the Pre-Application. The Full Application requests the information necessary for underwriting and review of your loan request, as required by the US Department of Housing and Urban Development. You are highly encouraged to review the Full Application Info Document at www.lansingmi.gov/smallbusiness prior to beginning your Full Application.

Technical Assistance may be available to assist you in preparing the necessary information. Details about how to request technical assistance will be provided at the mandatory Disaster Planning session. The link to register for a Disaster Planning session is provided in the email inviting you to complete a Full Application.

Applicants must submit their complete Full Application by the date provided in the email invite.

Due to volume of loan requests, it may take several weeks to process your Full Application after it has been submitted. Thank you for your patience.

This document walks through the process of completing the Full Application.

Step 1

When you are invited to complete a Full Application, you will receive an email with a link to Full Application in it. Please read this email carefully. Click the link to the Full Application (www.purelansing.com/lcp-application/).

Step 2

Log in using the email or username and password you created to complete the Pre-Application.

Step 3

You are now beginning your Full Application. Questions will be shown on several screens, and you may monitor your progress using the progress bar at the top of each page.

Each page will have a "Next" button and a "Save and Continue Later" button. Clicking "Next" will save your work and bring you to the next page of the Full Application. Clicking "Save and Continue Later" will save your work and allow you to return to the Full Application at another time. It will NOT submit your Full Application. To learn how to use the "Save and Continue Later" feature, please see the Pre-Application Walkthrough document page 14.

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To continue your Full Application, click "Next."

FULL APPLICATION

[Home](#) > [Full Application](#)

Step 1 of 16



Lansing CARES Program Full Application

Please note: submission of this this application does not guarantee loan approval.



Step 4

Fill out your applicant and business contact information. Be sure to use contact information that you monitor regularly.

If you do not yet have a DUNS number, register for one now using the link provided in the application. This will be required prior to any award being made.

Click "Next."

FULL APPLICATION

[Home](#) > [Full Application](#)

Step 2 of 16



Name

<input type="text" value="Rachel"/>	<input type="text" value="Mclvaine"/>
First	Last

Is the applicant the majority business owner? *

Yes
 No

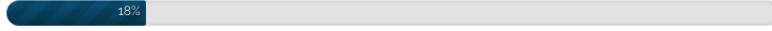
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Step 5

Next, complete the certifications. Click “Next.”

Step 3 of 16



Pre-application Certification

1. I have reviewed the informational program documents available at www.lansingmi.gov/smallbusiness. I understand that I will not be able to edit the application form once submitted. *

- Yes
- No

2. I have reviewed my pre-application and attest that all information provided, including the business's service area as defined on the service area map provided with the pre-application, remains accurate. If anything has changed, you must inform the LEDC and complete an updated pre-application. *

- Yes
- No

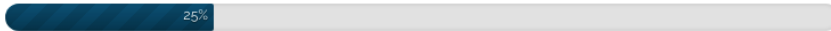
PREVIOUS **NEXT** SAVE AND CONTINUE LATER

A red arrow points from the right towards the blue 'NEXT' button.

Step 6

Next, complete the Tax and Code Acknowledgments. Click “Next.”

Step 4 of 16



Tax and Code Acknowledgements

3. This business and any party with 20% or more ownership stake is up to date on or in a payment plan for all business and personal taxes and any other obligations owed to the City of Lansing. *

- Yes
- No

4. This business and any party with 20% or more ownership stake is up to date on or in a payment plan for all business and personal taxes and any other obligations owed to the State of Michigan. *

- Yes
- No

5. This business and any party with 20% or more ownership stake is up to date on or in a payment plan for all business and personal taxes or other financial obligations to the federal government. *

- Yes
- No

6. I, and any party with 20% or more ownership stake in the business, may be asked to complete a Treasury Information Form to verify that the business and ownership have no delinquent or late taxes owed to the City of Lansing and must respond within a set amount of time or the application will be withdrawn. *

- Yes
- No

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Step 7

Next, complete the Business Operations and Registrations Acknowledgements. Click "Next."

Step 5 of 16



Business Operations and Registrations Acknowledgements

7. I certify that my business is up to date on all local and state applicable licenses. *

Yes

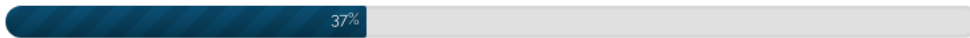
No

Navigation buttons: "PREVIOUS" (white with black border), "NEXT" (blue with white text, highlighted with a red arrow), and "SAVE AND CONTINUE LATER" (white with yellow border).

Step 8

Next, complete the Business Information questions. Click "Next."

Step 6 of 16



Business Information

10. Business Entity Type: *

a. C Corporation

b. S Corporation

Step 9

Continue answering questions. Click "Next."

Step 7 of 16



15. Is the business home based? *

Yes

No

16. Is this business a locally owned and operated franchise? *

Yes

No

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Step 10

Enter Business Employment Information. Click "Next."

Step 8 of 16



Business Employment Information

19. Number of full time employees as of Jan 1, 2021: *

Step 11

Continue answering the questions. Click "Next."

Step 9 of 16



23. Average hourly wage or annual salary of employees, excluding the business owner: *

24. Number of FTE jobs created due to the award: *

Step 12

Respond to the narrative questions. There is no word limit. Please respond completely and concisely. Also, enter the loan amount you are requesting. This may be different than what you requested in the Pre-Application. Click "Next."

Step 10 of 16



Impact

26. Please provide a brief narrative explaining the impact that COVID-19 has had on your business and what steps you have taken to adapt your business in response to the pandemic. *

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Step 13

Answer the Conflict of Interest Disclosure. Click “Next.”

Step 11 of 16



Conflict of Interest Disclosure

30. Do you have any family, financial, or close friend relationship to anyone on the LEDC Board or staff at the Lansing Economic Area Partnership? *

Yes

No

31. Please provide the names of all individuals and your relationship to each individual. *

Step 14

The Full Application requires multiple attachments to be uploaded. If possible, please upload as a pdf and complete the forms electronically.

These attachments can be downloaded ahead of time. They are linked to in the Full Application Info Document. If you do not have all of the forms completed before you start the Full Application, you may use the “Save and Continue Later” function to save your progress and return to complete the application at a later date.

If you need assistance completing these forms, we recommend that you request technical assistance utilizing the form and information provided during the Disaster Planning Training Session with Best Practices Consulting Services. Technical assistance capacity is limited, so applicants that request it are not guaranteed technical assistance.

Some questions, such as #32, have a form you can download by clicking on the link.

Step 12 of 16



Attachments

32. Disaster Planning Worksheet *

 [Disaster Planning Worksheet](#)

No file chosen

Download the form, save it to your computer, complete the form, save again, and re-upload by clicking “Choose File.”

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Step 12 of 16



Attachments

32. Disaster Planning Worksheet *

 Disaster Planning Worksheet

Choose File  No file chosen

Questions like #36 that say “Select Files” allow you to upload more than one document if necessary.

36. Certified financial statements - at least 3 previous years (i.e. Balance Sheet and Operating Statement) *

Drop files here or

SELECT FILES

Once you have uploaded all of the necessary forms and attachments, click “Next.”

Step 15

If your loan request was equal to or greater than \$20,000, you will need to upload management resumes for the business owners as well as tax returns for the previous two years. If your loan request is less than \$20,000, you will skip this step.

Upload the documents and click “Next.”

Step 13 of 16



44. Management resumes *

Drop files here or

SELECT FILES

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Step 16

Numbers 46-48 are optional. Please provide these attachments as they are available and applicable.

For #47, provide evidence of approval or denial for other funding sources applied for. This includes any local, regional, state, or federal grant or loan programs (e.g. Paycheck Protection Program (PPP), Insurance Claims, MEDC-LEAP Small Business Relief/Restart/Survival/Stages Grants or Loans, City of Lansing-LEDC COVID-19 Rescue Fund Grant. An email screenshot would suffice.

Click "Next."

Additional Attachments

Provide if available.

46. 3 year business plan

No file chosen

47. Proof of award/denial from other funding sources. Documentation required for any financial assistance the business has been provided or denied for since January 1, 2020.

Drop files here or

Step 17

Complete the Public Information Acknowledgements, Credit and Additional Information, General Terms and Conditions of Applying and Loans Awards, and Certifications and Communication sections.

Step 15 of 16



Public Information Acknowledgements

49. I understand the names and contact information for myself and the business applying are public information and may be used to connect applicants with further available resources. *

- Yes
- No

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Sign with your electronic signature by typing your name. When you are done with the application, click "Submit." Once you have submitted your application, no changes may be made.

63. By signing below, I verify that the answers and information provided within this application are accurate to the best of my knowledge. Penalty for false or fraudulent statements: U.S.C. title 18, sec. 1001, provides: "Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, or makes, or uses any false writing or document containing any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than five years, or both." *

Yes

No

Electronic Signature *

Type your name in the box to acknowledge acceptance.

PREVIOUS

SUBMIT



SAVE AND CONTINUE LATER

Step 18

Congratulations, you have submitted your Full Application! It may take several weeks for your application to be processed and reviewed. Please monitor your email inbox and junk folders regularly. We will reach out with any additional requests for information and next steps. Please do not contact us to check the status of your application.

FULL APPLICATION

Home > [Full Application](#)

Thank You

Your Lansing CARES application has been received and will be moved on to underwriting and review. You can check the status of your application via the [Application Status page](#)

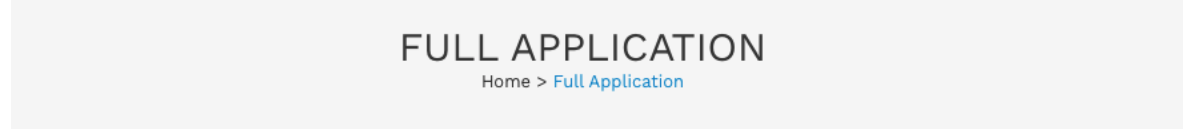
We will be in touch if any additional information is needed. Due to volume of requests, it may be several weeks until your application review is complete. Thank you for your patience.

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Step 19

You can monitor the status of your application by clicking the “Application Status page” link.



Thank You

Your Lansing CARES application has been received and will be moved on to underwriting and review. You can check the status of your application via the [Application Status page](#).

We will be in touch if any additional information is needed. Due to volume of requests, it may be several weeks until your application review is complete. Thank you for your patience.

This will lead you to this page. Under “Step” it will say “Submitted.” Under “Status” it will say “Pending.” This means your application is under review.

Saved Forms

Form	Saved	Expires	Link
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Submitted Forms

[All \(6\)](#) | [Pending \(5\)](#) | [Complete \(1\)](#) | [Cancelled \(0\)](#)

Bulk actions

<input type="checkbox"/>	ID	Date	Form	Submitter	Step	Status
<input type="checkbox"/>	1419	2 mins ago	Lansing CARES Full Application	mcilvai7	Submitted	Pending 2m, 27s

Note: This document is for demonstration purposes only and may be updated as necessary. Please refer to the Full Application Info Document for further guidance. Applicant is responsible for providing complete and accurate information on all application documents and any additional information as requested.