



City of Bakersfield ReSTART Loan to Grant Program Checklist

A. Application Documents (submit for approval)

- Loan Application
- Owner (s) Driver's License
- City of Bakersfield Business License (issued a year prior to date of loan application)
- COVID-19 Questionnaire
- 2019 Business Tax Return (only schedule C, if sole proprietor)
- 2020 Year End Profit & Loss or 3 Months of Business Bank Statements
- Entity Formation Documentation
 - a. Articles of Incorporation – Corporation
 - b. By-Laws - Corporation
 - c. Articles of Organization – LLC
 - d. Operating Agreement – LLC
 - e. Partnership Agreement – LP or GP
 - f. Fictitious Business Name Statement – Sole Proprietor

B. Closing Documents (after approval)

- Loan Closing Documents- Promissory Note
- Employee Job Survey
- Duplication of Benefits Certification for CDBG-CV funds
- Technical Assistance Form (Optional)
- Voided Check or Bank Deposit Slip
- W-9