

Appendix C: Local Business Worksheet

Match on Main – COVID-19 Response Program

Local Business Worksheet

Village of Lake Odessa Downtown Development Authority

Local Business Worksheet				
Point of Contact	First and Last Name:			
	Email:			
	Cell Number:		Office Number:	
	Best way to contact you:	<input type="checkbox"/> Email	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Office Phone
	Business Role:	<input type="checkbox"/> Owner	<input type="checkbox"/> Employee	<input type="checkbox"/> Other: Please describe your role
Business Information	Business Name:			
	Street Address:		City:	
	State:		Zip Code:	
	Business Type: <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Other			
	Is your business a for-profit entity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Is your business headquartered in Michigan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Does your business have 25 or less employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	How many jobs are going to be retained by your businesses (full and part time)?			
Business Location	Is your business a brick-and-mortar storefront with face to face operations located within the Lake Odessa DDA District? <input type="checkbox"/> Yes <input type="checkbox"/> No		Local District Map: http://www.lakeodessa.org/downtown-development-authority.html	
	<p><i>Why are we asking? Through the Michigan Economic Development Corporation (MEDC)'s Match on Main-COVID-19 Response Program, preference will be given to applications that include businesses with owners who financially qualify as low-to-moderate income based on federally supplied data.</i></p> <p><i>If a business owner does not qualify as low-to-moderate income, applicants may still include the business in their application. The low-to-moderate income qualification is only a preference of the program. A business owner failing to meet the low-to-moderate income threshold for their County does not disqualify the business from inclusion in the application.</i></p> <p><i>To determine if you meet low-to-moderate income levels, please click on the link below.</i></p> <p>https://www.miplace.org/49a00b/contentassets/3821012fe7194a1caeedb6fb9634f59b/appendix-g-low-and-moderate-income-guide.pdf</p>			
Low to Moderate Income	<input type="checkbox"/> As a business owner, I qualify as low-to-moderate income based on the data above.			
	<input type="checkbox"/> As a business owner, I do not qualify as low-to-moderate income.			
COVID-19 Related Impacts	Has your business realized a significant financial hardship related to COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

COVID-19 Related Impacts (Continued)	<i>Please describe the impacts COVID-19 has had on your business below.</i>	
	Empty space for describing impacts	
	<i>If your business received funding support from the MEDC's Match On Main – COVID-19 Response Program, how would you use the funds?</i>	
	Empty space for describing fund usage	
Previous MEDC Grants or Loans	<i>Have you received financial support from any of the following Michigan Economic programs?</i>	
	Michigan Small Business Relief Program: The Michigan Small Business Relief Program created by the MSF includes grants and loans administered in conjunction with the regional economic development organizations (EDOs). More information here:	<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Unsure

	<p>here:https://www.michiganbusiness.org/about-medc/covid19/small-business-relief-program/</p> <p>Match on Main Program: Match on Main is a grant program for small businesses located in Select or Master Level Michigan Main Street Communities. More information here: https://www.miplace.org/small-business/resources/</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Local Questions & Considerations	<p>In order to help identify which businesses receive funding locally, the Lake Odessa Downtown Development Authority would also like small business applicants to answer the following questions.</p>	
	<p>Question #1: due to the COVID-19 pandemic and the Governor’s Executive Orders, has your business been forced to close completely, partially close (limited hours, limited services, or working strictly from home or with the inability to see customers in person), or have you remained open?</p>	
	<p>Question #2: What are your normal operating hours (non-pandemic) and what do you expect them to be after all Executive Orders have expired?</p>	

	Question #3: do you plan to fully reopen your business at its current location, with the same services and hours that you offered prior to the COVID-19 pandemic? Please explain.

****Upon application completion, please submit to:**
Village of Lake Odessa
Downtown Development Authority
ATTN: Patrick Reagan, Village Manager
839 Fourth Avenue, Lake Odessa, Michigan 48849
(616) 374-8698 manager@lakeodessa.org

**YOUR COMPLETED APPLICATION MUST BE RECEIVED BY THE
DDA NO LATER THAN 5:00 PM ON THURSDAY, MAY 28, 2020.
INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

