All items should be fully completed/signed and emailed as one submission to cwca@seda-cog.org. If you have questions as you are completing the documents, please send questions to cwca@seda-cog.org.

1. A project narrative in Word including the following information:
   (a) a brief description indicating whether or not the applicant business temporarily closed operations due to COVID-19 and if so, the date the closure started as well as the date operations resumed, if applicable
   (b) a detailed description of the adverse financial impact caused to date by COVID-19
   (c) a detailed description for how the working capital loan proceeds will be used to finance the business operations.
2. Completed/Signed SEDA-COG Loan Application (highlighted sections only) Exhibit A
3. A signed Certification Sheet for the applicant company(s) and each principal or entity with 20% or more ownership [Exhibit B].
4. Debt Schedule [Exhibit C] outlining all existing debts of the operating entity.
5. Signed and Dated Personal Financial Statement [Exhibit D] no less than 12 months old for all individuals with 20% or greater ownership in the eligible business enterprise.
6. Detailed income & expense report listing all operating expenses for September 2019 through February 2020
8. The most recent year of financial statements for any entity other than an individual with 20% or more ownership in the eligible business enterprise.
9. An $600 underwriting fee payable to SEDA-COG EDA RLF. This fee will only be charged to applicants who receive a loan approval and will be paid from loan proceeds at the time of closing.