

## Community Development Block Grant - CARES (CDBG-CV) Direct Grant Program

Coös Economic Development Corporation (CEDC) and three partner regional economic development corporations--[Belknap](#), [Grafton](#), and [Wentworth](#)--have received more than \$200,000 in Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) grant funding for small businesses that have been negatively impacted by the Coronavirus pandemic. CEDC and its partners anticipate that at least 65 businesses will benefit from this program.

The Community Development Block Grant - CARES Act Funds Program (CDBG-CV), administered by the [Community Development Finance Authority \(CDFA\)](#), is for low- to moderate-income (LMI) microenterprises and start-ups to offset costs associated with preparing for, responding to, or recovering from COVID-19.

Qualifying LMI businesses may receive up to \$2,500 in direct grant funding to be applied toward equipment costs, operational expenses, and working capital.

### Eligibility Criteria

Qualified applicants must satisfy the following:

- Be classified as a **for-profit entity** with five or fewer employees, where one or more of whom owns the business.
- Be currently in operation or, if not in operation, must have an intent to open.
- Primary office or place of business must be located within Coös County.
- Meet the US Department of Housing and Urban Development (HUD) definition of low- to moderate-income. To qualify as LMI, an individual's total annual family income must be less than or equal to 80% of the HUD median family income for the county or area where they reside. You can view this information on the [CDFA Community Development Block Grant application webpage](#). Scroll down to Additional Materials for CDBG Applicants >> Economic Development 2020 Income Surveys >> Coös County Economic Development 2020 Income Survey.

Working with CEDC staff, eligible applicants must complete the following:

- Family Income Verification Form
  - To qualify for the CDBG-CV funds, applicants must complete and submit the [Coös County Family Income Verification Form](#) for 2020.
- Dun & Bradstreet Number (DUNS)
  - A DUNS Number is a unique nine-character number used to identify business organizations. It is **required** to be eligible for federal grant funding. If a business does not have a DUNS Number, one can be obtained by applying at the [D&B DUNS Request Service for US Federal Government Contractors and Assistance Awardees website](#). Dun & Bradstreet offers expedited processing for businesses applying for grant funding.
  - Be sure to have on hand **two** of the following for the DUNS application process:
    - Secretary of State Articles of Incorporation

- Taxpayer Identification Number (TIN) Confirmation Letter
  - Employer Identification Number (EIN) Confirmation Letter
  - DBA/Assumed Name Certificate Filing
  - Lease Agreement
  - Utility Bill
- Microenterprise Direct-Grant Assistance Service Agreement
  - This document will be provided by CEDC to eligible businesses. It serves as the formal funding agreement between the business and CEDC and helps to safeguard against duplication of benefits.
- Duplication of Benefits (DOB) Spreadsheet
  - To ensure that recipients have not received duplicative assistance from other federal funding programs (e.g., NH Main Street Fund, Paycheck Protection Program, other Small Business Administration-sponsored programs), applicants must complete a DOB spreadsheet to determine eligibility.
  - Private loans and lines of credit do not count toward DOB; they will need to be disclosed, but not deducted from total eligibility.
- Environmental Review Process
  - Applicants will work with CEDC to complete this required document that verifies whether the intended use of the grant funds are eligible under the funding guidelines.

### **Grant Information**

- Grants of up to \$2,500 will be awarded on a first-come, first-served basis. Eligible expenses include business costs, such as rent, staffing, equipment purchases, utilities, and PPE.
- Grant applications will be prepared by CEDC and submitted to CDFA for approval and awarding.
- Grants will be awarded until all funds have been dispersed.
- Primary office or place of business must be located within Coös County.
- Once approved for the CDBG-CV funds, applicants will be required to submit a claim for reimbursement or advanced payment of the pre-approved expenses.

### **Timeline**

- Grant Application Opens March 29, 2021:
- Grant Application Closes: Once all funds have been awarded or December 31, 2021, whichever comes first.

For more information about applying or to check on the status of your application, contact Coös Economic Development Corporation at (603) 788-3900 or [execdirector@coosedc.org](mailto:execdirector@coosedc.org).