

PITTSFIELD ECONOMIC REVITALIZATION CORPORATION

**70 Allen Street, Room 205
Pittsfield, Massachusetts 01201
(413) 499-9371
(413) 442-5661 Fax**

**J. Jay Anderson, President
Robert S. Cohen, Vice President**

**Ann W. Dobrowolski, Clerk
Barry J. Clairmont, Treasurer**

COMMUNITY DEVELOPMENT TECHNICAL ASSISTANCE GRANT APPLICATION

(Business Name)

(Date Submitted)

(Name of Applicant)

(Amount Requested from PERC)

(Signature of Applicant)

Appl. No. _____
Date Rec'd _____
Rec'd by _____

PERC COMMUNITY DEVELOPMENT TECHNICAL ASSISTANCE GRANT PROGRAM

I. PROGRAM DESCRIPTION

GENERAL: The Pittsfield Economic Revitalization Corporation (PERC) provides grants for specialized technical assistance to owners of and persons developing small businesses and microenterprises in Pittsfield. The matching grants are intended for applicants and potential applicants of PERC's small business loan program, but grants may also be made to eligible applicants of other public or private financing programs. The grants are designed to provide funding to businesses unable to obtain such funding in the private market. The source of funding for this program is the Federal Community Development Block Grant (CDBG) made available to PERC by the City of Pittsfield.

ELIGIBILITY REQUIREMENTS:

- ◆ Project must be located in Pittsfield.
- ◆ Company must meet the SBA definition of a small business:
 - Independently owned.
 - Does not have a net worth more than \$7.5 million.
 - Does not have an average income after Federal income taxes for the preceding two years in excess of \$2.5 million.
- ◆ Applicant is concurrently making application for a business loan. Otherwise, there must be a reasonable expectation that, upon completion of the technical assistance grant, the applicant will be prepared to apply for a business loan.
- ◆ Applicant must create or retain at least one full-time equivalent, permanent job per \$35,000 of CDBG funds used; or applicant is developing a micro-enterprise and is qualified by income to receive assistance:
 - Individuals are eligible if they are Pittsfield residents developing a micro-enterprise (a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise) and meet low- to moderate-income guidelines.
 - Applicant, if not a micro-enterprise, must guarantee that at least 51% of jobs created or retained will be held by low- or moderate-income residents of Pittsfield as defined by HUD income guidelines.
- ◆ Applicant shall provide matching funds on a dollar-for-dollar basis. Waivers, in cases of extreme financial hardship, shall be at the discretion of PERC.

APPLICATION: PERC may solicit applications up to two times during the year in competitive rounds. Information regarding the process and dates for submission will be publicized and available from PERC and other business assistance organizations. Applications may be accepted by PERC, subject to the availability of funds, at other times throughout the year, if there are extenuating circumstances that require accelerated review of an application.

The application shall include a statement of the purpose of the Technical Assistance Grant and benefit to be realized. Completed applications shall be accompanied by appropriate documentation supporting the request, including, as applicable:

1. proposal from the consultant with a description of services to be provided;
2. documentation of the consultant's expertise;
3. budget and price quote;
4. timetable for use of the grant;
5. verification of the matching source of funds;

6. latest tax return of micro-enterprise owner for income verification;
7. business plan, if applicant is a start-up;
8. other supporting documentation, as appropriate.

Return completed application to: Pittsfield Economic Revitalization Corp., City Hall, 70 Allen Street, Room 205, Pittsfield, MA 01201. If you have any difficulties completing this application, please contact PERC at 499-9371.

ELIGIBLE USES:

- I. Pre-Start-up (for microenterprise applicants only):
 - Market studies, such as primary market research, determination of market niche, market testing
 - Consultation regarding form of organization
 - All types of consultation regarding business planning, such as architectural and engineering, appraisal
 - Legal advice regarding business formation
 - Consultation regarding set-up of accounting system
- II. Start-up:
 - Accounting, such as set-up and implementation of accounting system
 - Bookkeeping services
 - Cash flow management
 - Marketing related to initial promotion, such as advertising, signage, custom campaigns
 - Management advice
- III. Post Start-up:
 - Improvement of managerial skills
 - Marketing for expansion to new market area: market testing, primary and secondary market research, promotion, etc.
 - Employee management
 - Payroll accounting, tax reporting, withholding
 - Improvement of financial controls

INELIGIBLE PROJECTS:

- ◆ General promotion of the community as a whole.
- ◆ Assistance to professional sports teams.
- ◆ Assistance to privately owned recreational facilities that serve a higher income clientele.
- ◆ Acquisition of land for which the specific proposed use has not been identified.
- ◆ Businesses that have unresolved non-compliance finding for previous CDBG assistance.

MAXIMUM GRANT AMOUNT: Up to \$5,000 per applicant / business, matched on a dollar-for-dollar basis.

APPROVAL: Applications will be reviewed in accordance with the published schedule. Otherwise, the application will be reviewed by the Technical Assistance Committee. Then the application will receive approval or disapproval at PERC's monthly Board meeting when a completed application is submitted at least ten days before a scheduled meeting.

II. PROJECT APPLICANT

A. Applicant's Legal Name: _____
DUNS Number: _____
Street Address: _____
City, State, and Zip: _____
Telephone: (____)_____ E-mail: _____

B. Ownership/Management: All officers, directors, and owners of 20% or more of the applicant business are listed below:

Name, Address Telephone number	Office Held and Social Security #	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. Have any of the persons listed above ever been charged with, or convicted of any criminal offenses, other than a minor motor vehicle violation? Yes No
- D. Has the applicant or management of applicant been informed of any current or on going investigation of the applicant with respect to possible violations of state or federal securities laws? Yes No
- E. Has the applicant or any person listed above been connected with, been in receivership, or adjudicated as bankrupt? Yes No
- F. Is the applicant or any person listed above aware of any threatened or pending litigation which would impair the operation of the business? Yes No

If you answered yes to any of the above questions, please explain:

G. Is the applicant a legal resident of the United States? Yes No

III. PROJECT REPRESENTATIVES

Applicant's Regular Bank/Branch: _____

Contact Name: _____

Legal Representative(s): _____

Accountant(s): _____

IV. PROJECT SUMMARY Brief narrative description of the project:

V. SOURCES AND USES OF FUNDS (Include requested grant and matching funds.)

Use of Funds	Amount	Source of Funds (Grant, Applicant, Other)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	=====	_____

VI. EMPLOYMENT

A. Total number of current employees: _____

Number part-time: _____ Number full-time: _____

B. ETHNICITY (Optional): Hispanic or Latino Not Hispanic or Latino

RACE:

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian/Alaskan Native and White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Asian and White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American and White |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> American Indian/Alaskan Native and Black/African American |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> Other Multi-racial |

C. Estimate # of new jobs created in next 12 months: _____
24 months: _____

VII. PROJECT IMPACT

A. How will the technical assistance grant benefit your business? _____

B. Do you expect to apply for a loan afterwards? Yes No

If yes, where do you expect to apply? Bank PERC

Other _____

C. How much has been invested in your business?

Loan \$ _____

Personal Funds \$ _____

Other (_____) \$ _____

ATTACHMENT A

**NOTE: PLEASE SIGN ONE OF THE THREE CERTIFICATIONS
ASSOCIATED WITH THE CONDITION TO BE MET.**

**CERTIFICATION STATEMENT FOR MICRO-ENTERPRISES:
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

570.3 Definition

Micro-enterprise means a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

570.201 Basic Eligible Activities

(o)(1) The provision of assistance ... to facilitate economic development by: ... (ii) Providing technical assistance, advice, and business support services to owners of micro-enterprises and persons developing micro-enterprises...

I certify that I am, or plan to be, an owner of a micro-enterprise, as defined above, and I further certify that I am a low- or moderate-income resident of Pittsfield.

Applicant

EMPLOYMENT CERTIFICATION STATEMENT FOR SMALL BUSINESSES:
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

570.3 Definition

Low- and moderate-income persons or low- income person means a member of a family having an income equal to or less than the Section 8 low- income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose. (The method for determining income under Section 8 Housing Assistance Payments program need not be used for this purpose.)

570.208 Review for compliance with national objectives.

((1) Activities benefiting low- and moderate-income persons)

(a)(4) *Job creation or retention activities.* An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons. As a general rule, each assisted business shall be considered to be a separate activity for purposes of determining whether the activity qualifies under this paragraph. However, in certain cases such as where CDBG funds are used to acquire, develop or improve real property (e.g., a business incubator or an industrial park) the requirement may be met by measuring jobs in the aggregate for all the businesses that locate on the property, provided such businesses are not otherwise assisted by CDBG funds...For an activity that creates jobs, the recipient must document that at least 51 percent of the jobs will be held by, or will be available to, low- and moderate-income persons. For an activity that retains jobs, the recipient must document that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided: The job is known to be held by a low- or moderate-income person; or the job can reasonably be expected to turn over within the following two years and that steps will be taken to ensure that it will be filled by, or made available to, a low- or moderate-income person upon turnover. Jobs will be considered to be available to low- and moderate-income persons only if:

(i) Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and

(ii) The recipient and the assisted business take actions to ensure that low- and moderate-income persons receive first consideration for filling such jobs.

I certify that (firm name) _____ will use its best efforts to create _____ (jobs) within (time frame) _____ as a result of the CDBG technical assistance grant. A minimum of 51% of the jobs created will be held by or will be made available to low- and moderate-income persons in accordance with 24 CFR 570.3 and 570.901 (b).

Applicant

MEETING ANOTHER NATIONAL OBJECTIVE:
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

If the proposed project is unable to satisfy the above conditions, the project must either prevent or eliminate slums or blight or meet an urgent need.

570.208

(b) *Activities which aid in the prevention or elimination of slums or blight.* Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight:

(1) *Activities which aid in the prevention or elimination of slums or blight on an area basis.* An activity will be considered to address prevention or elimination of slums or blight in an area if:

- (i) The area, delineated by the recipient, meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law.
- (ii) Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration;
- (iii) Documentation is maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation; and
- (iv) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area....

(2) *Activities to address slums or blight on a spot basis.* Acquisition, clearance, relocation, historic preservation and building rehabilitation activities which eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area will meet this objective. Under this criterion, rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

(3) *Activities to address slums or blight in an urban renewal area.* An activity will be considered to address prevention or elimination of slums or blight in an urban renewal area if the activity is:

- (i) Located within an urban renewal project area or Neighborhood Development Program (NDP) action area; i.e. an area in which funded activities were authorized under an urban renewal Loan and Grant Agreement or an annual NDP Funding Agreement, pursuant to Title I of the Housing Act of 1949; and
- (ii) Necessary to complete the urban renewal plan, as then in effect, including *initial* land redevelopment permitted by the plan.

(c) *Activities designed to meet community development needs having a particular urgency.* In the absence of substantial evidence to the contrary, an activity will be considered to address this objective if the recipient certifies that the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funding are not available. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the certification by the recipient.

Applicant

ATTACHMENT B

<u>REQUEST FOR VERIFICATION OF EMPLOYMENT</u>	<u>APPLICATION NUMBER</u>	
Name, Address, and Zip Code of Applicant	Date of Request:	
Name, Address and Zip Code of Applicant's Employer	Note to Employer: The applicant has authorized this Agency in writing to obtain verification from any source as needed. Your verification of employment is for the confidential use of this Agency. Please furnish the information requested below and return this form, using the stamped, addressed envelope provided.	
EMPLOYER'S VERIFICATION		
Position Held	Rate of Pay* (estimated, if not actually paid on hourly or annual basis.)	
Dates of Employment: Start _____ End _____	HOURLY	ANNUAL
Probability of Continued Employment	\$	\$
Other Remarks	ADDITIONAL COMPENSATION-ACTUAL AMOUNTS RECEIVED PAST 12 MONTHS	
	Overtime	\$
	Commissions	\$
	Bonus	\$
	* If applicant is in military service, give income on monthly basis as follows:	
	Base Pay:	\$
	Quarters & Subsistence:	\$
	Flight or hazard duty allowance:	\$
Signature of Employer	Please return this form to: Pittsfield Economic Revitalization Corp. 70 Allen Street - City Hall Pittsfield, MA 01201	
The above information is furnished in strict confidence, in response to your request.		
_____ Date Signature	Authorization I hereby authorize release of the above requested information. X _____ Signature of Applicant	
_____ Title		

ATTACHMENT C

REQUEST FOR VERIFICATION OF INCOME

<p>For income other than from employment sources</p> <p>Community Devt. Technical Assistance Grant Program</p>	<p align="center"><u>APPLICATION NUMBER</u></p>			
<p>Name, Address, and Zip Code of Applicant for Loan/Grant</p>				
<p>Name, Address and Zip Code of Agency</p>	<p>Date of Request:</p> <p>The applicant referred to has applied for a CD technical assistance grant under the Community Development Technical Assistance Program. The applicant has authorized this Agency in writing to obtain verification from any source named in the application.</p> <p>Your verification of income is for the confidential use of this Agency. Please furnish the information requested below and return this form, using the stamped, addressed envelope provided.</p>			
<p>Social Security #:</p>				
<p>Type of Aid</p>				
<p>Monthly Payments</p>				
<p>Signature of Agency</p> <p>The above information is furnished in strict confidence, in response to your request.</p>	<p>Please return this form to:</p> <p>Pittsfield Economic Revitalization Corp. 70 Allen Street - City Hall Pittsfield, MA 01201</p>			
<p>_____</p> <p>Date Signature</p> <p>_____</p> <p align="center">Title</p>	<p>Authorization</p> <p>I hereby authorize release of the above requested information.</p> <p>X _____</p> <p align="center">Signature of Applicant</p>			

ATTACHMENT D

**ACKNOWLEDGMENT REGARDING PUBLIC
FUNDING AND INFORMATION DISCLOSURE
AND
AUTHORIZATION FOR VERIFICATION OF INCOME ELIGIBILITY**

The undersigned applicant acknowledges that the technical assistance grant program for which application is made is funded in whole or in part by the U. S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program and that because these grants are made with public funds, information supplied by the applicant may be considered public information pursuant to applicable federal and/or state laws and regulations.

Further, the undersigned authorizes the Pittsfield Economic Revitalization Corporation (PERC) to verify all information furnished in connection with the application for a technical assistance grant under the CDBG program. The information that may be verified includes, but it not limited to, the following: employment, pensions, mortgages, deposits, and any other income.

Applicant