

**City of Berlin**  
**COVID-19 Microenterprise Business Grant Program**  
**Community Development Block Grant Coronavirus (CDBG-CV)**

**INTRODUCTION**

The COVID-19 Microenterprise Program has been established through the CDBG-CV to assist small business owners -operators with low and moderate income households or low and moderate income employees due to the economic impact of the coronavirus pandemic with five or fewer employees. This program is offered in partnership with City of Berlin and Berlin Community Development Corporation (BCDC). BCDC will administer the program.

**ELIGIBLE APPLICANTS**

Businesses that can demonstrate the negative economic impact that the coronavirus has had on their business within the City of Berlin are eligible for up to \$2,500 grant. All grants will be awarded to eligible applicants while funds are available. No application will be reviewed or presented for approval on behalf of an individual or entity that is delinquent in their Municipal or County Property Taxes or Water Utility Bills.

All eligible applicants must meet the definition of a microenterprise as outlined by HUD in 24 CFR 570.201 (o)3 and have a low or moderate income household. For the purposes of this program:

- A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise and is the applicant;
- Owner(s) must qualify as low-or moderate income household, if multiple owners at least 51% must be LMI. If owner(s) are not low or moderate income, the business can qualify if 51% of employees are low or moderate income.
- Eligible applicants must have a registered business address in the City Berlin jurisdictional boundaries and must have a physical storefront or location.
- Eligible applicants will represent locally owned businesses.
- Home occupations are not eligible.
- Non-profit organizations are not eligible.

**ELIGIBLE ACTIVITIES**

Funds can be used to prevent, prepare for and respond to the coronavirus from March 25<sup>th</sup>, 2019 to current. Construction and/or physical improvements to the property are prohibited. Applicants will be required to proof of expenditure such as revenue impact, PPE, payroll expense (exclude payroll taxes), etc. Funds cannot duplicate benefits that were provided through public funding such as We're All in Grant, SBA PPP, etc.

## **PROCESS**

1. Applications are to be submitted to BCDC.
2. Completed applications are reviewed on a monthly basis by BCDC.
3. Once application is approved, business will sign grant agreement.
4. City will request the grant funds from CDBG (30 days)
5. Grant will be mailed to the business within three days after receiving the funds from CDBG.

**Applications are due Monday July 12th at noon.**

**Return completed applications to City Hall located at 108 N. Capron Street.**

**If you have questions reach out to Lindsey Kemnitz at [lkemnitz@cityofberlin.net](mailto:lkemnitz@cityofberlin.net) or 920-361-5156**