

CDBG QUALIFYING CRITERIA FOR BUSINESSES

July 1, 2017– June 30, 2018

SECTION 1: INSTRUCTIONS

THIS PROGRAM IS FUNDED IN WHOLE OR IN PART WITH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FUNDS THROUGH THE CITY OF HARTFORD. AGENCIES PROVIDING ASSISTANCE TO BUSINESSES, MICROENTERPRISES OR HARTFORD RESIDENTS DEVELOPING A MICROENTERPRISE UNDER THIS PROGRAM MUST CERTIFY THAT PARTICIPATING BUSINESSES MEET QUALIFYING CRITERIA TO RECEIVE SERVICES. THE REQUESTED INFORMATION AND DOCUMENTATION IS REQUIRED TO COMPLY WITH CDBG FEDERAL REGULATIONS ONLY AND IS NOT SHARED WITH ANY OTHER PARTY, OR AVAILABLE TO ANY OTHER AGENCY FOR ANY OTHER PURPOSE TO THE EXTENT PERMITTED BY LAW.

THE CITY OF HARTFORD WILL NOT REIMBURSE AGENCY WITHOUT DELIVERY OF COMPLETED AND SIGNED FORM

SECTION 2: AGENCY INFORMATION

AGENCY	PROGRAM

SECTION 3: RECIPIENT INFORMATION

BUSINESS NAME	BUSINESS STREET ADDRESS	BUSINESS CITY/STATE/ZIP
BUSINESS OWNER/CONTACT NAME		BUSINESS OWNER CONTACT INFORMATION (PHONE OR EMAIL)
SERVICES PROVIDED TO RECIPIENT AND DATES OF SERVICE (SHORT DESCRIPTION)		

SECTION 4: BUSINESS CATEGORY (SEE SECTION 6 FOR FULL DESCRIPTIONS) AND REQUIRED DOCUMENTATION (ATTACHED)

SELECT ONE

<input type="checkbox"/> FOR-PROFIT BUSINESS	<input type="checkbox"/> MICROENTERPRISE	<input type="checkbox"/> HARTFORD RESIDENT DEVELOPING A MICRO ENTERPRISE
SUPPLY THE FOLLOWING DOCUMENTATION: <ul style="list-style-type: none"><input type="checkbox"/> AFFIDAVIT FROM BUSINESS OWNER CERTIFYING:<ul style="list-style-type: none">PHYSICAL ADDRESS OR COMMITMENT TO LOCATE BUSINESS IN THE CITY OF HARTFORD WITHIN 90 DAYS OF THE END OF CURRENT CITY FISCAL YEAR.THAT THE PRIMARY CUSTOMER IS THE HARTFORD LOW-MODERATE INCOME COMMUNITY.<input type="checkbox"/> CURRENT BUSINESS REGISTRATION WITH THE STATE OR CITY OF HARTFORD.<input type="checkbox"/> CITY OF HARTFORD TAX/FINANCIAL OBLIGATION CERTIFICATION FORM (ATTACHMENT C).<input type="checkbox"/> AGENCY-VERIFIED DUNS#, ISSUED TO THE EXACT BUSINESS NAME: _____	SUPPLY THE FOLLOWING DOCUMENTATION: <ul style="list-style-type: none"><input type="checkbox"/> BUSINESS OWNER'S MOST RECENT FEDERAL INCOME TAX RETURN.<input type="checkbox"/> AFFIDAVIT FROM BUSINESS OWNER CERTIFYING:<ul style="list-style-type: none">PHYSICAL ADDRESS OR COMMITMENT TO LOCATE BUSINESS IN THE CITY OF HARTFORD WITHIN 90 DAYS OF THE END OF CURRENT CITY FISCAL YEAR.THAT THE PRIMARY CUSTOMER IS THE HARTFORD LOW-MODERATE INCOME COMMUNITY.<input type="checkbox"/> CURRENT BUSINESS REGISTRATION WITH THE STATE OR CITY OF HARTFORD.<input type="checkbox"/> CITY OF HARTFORD TAX/FINANCIAL OBLIGATION CERTIFICATION FORM (ATTACHMENT C).<input type="checkbox"/> AGENCY-VERIFIED DUNS#, ISSUED TO THE EXACT BUSINESS NAME: _____	SUPPLY THE FOLLOWING DOCUMENTATION: <ul style="list-style-type: none"><input type="checkbox"/> AFFIDAVIT FROM BUSINESS OWNER CERTIFYING:<ul style="list-style-type: none">INTENT TO WORK TOWARD DEVELOPING A BUSINESS.INTENT TO LOCATE BUSINESS IN THE CITY OF HARTFORD WITHIN 90 DAYS OF THE END OF CURRENT CITY FISCAL YEAR.<input type="checkbox"/> PROOF OF HARTFORD RESIDENCY, INCLUDING: CT DRIVER'S LICENSE, CT IDENTIFICATION CARD, OR HARTFORD IDENTIFICATION CARD.<input type="checkbox"/> HARTFORD RESIDENT'S MOST RECENT FEDERAL INCOME TAX RETURN.

SECTION 5: CERTIFICATION

I certify that the above information and documentation attached is accurate and complete, and that my business meets the Qualifying Criteria described in Section 6, for the applicable Business Category selected in Section 4:

BUSINESS OWNER/RECIPIENT	DATE

I certify that the above information is complete and maintained in the program files:

AGENCY'S PROGRAM MANAGER (OR OTHER AUTHORIZED PERSONNEL) SIGNATURE	DATE

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SECTION 6: QUALIFYING CRITERIA DESCRIPTIONS

FOR-PROFIT BUSINESS

- Business is a retail or service business and must have a physical address in Hartford; not a PO Box, mail drop or temporary space. A business with a temporary space in Hartford can be provided with technical assistance based on their commitment to have a physical address in the Hartford no later than 90 days after the end of FY 17-18. If they do not have a physical address in the Hartford within that time frame the (Program) must reimburse the City of Hartford for technical assistance payments made on their behalf.
- The primary customer for their products and/or services is the Hartford Low-Moderate income community.
- Business is registered as a limited liability company, S-corporations, c-corporations or benefits corporation through the Office of the Secretary of the State of Connecticut; or business is registered as a sole proprietor with the City of Hartford Town Clerk's office.
- If business is doing business under a different name than that registered with the Secretary of State, the business must register with the City of Hartford Town Clerk's office.
- Business is registered with the City of Hartford Tax Division and has done one of the following: 1) is current on their real property taxes, motor vehicle taxes, personal property taxes and non-tax revenues owed to the City of Hartford, 2) has reached a payment agreement accepted by the City Tax Collector to become current, or 3) accepts technical assistance from (Program) to become current on real property taxes, motor vehicle taxes, personal property taxes and non-tax revenues before being accepted as a participant in the (Program).

MICROENTERPRISE

- A Microenterprise is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.
- Business must have a physical address in Hartford; not a PO Box, mail drop or temporary space. A business with a temporary space in Hartford can be provided with technical assistance based on their commitment to have a physical address in the Hartford no later than 90 days after the end of FY 17-18. If they do not have a physical address in the Hartford within that time frame the (Program) must reimburse the City of Hartford for technical assistance payments made on their behalf.
- All business owners must meet HUD established Low-Moderate Income (LMI) limits at the time assistance begins. There is a 3-year presumption of LMI status to allow continued assistance.
- Documentation of meeting LMI income levels – Business owners must submit a copy of their most recent Federal income tax return.
- Business is registered as a limited liability company, S-corporations, c-corporations or benefits corporation through the Office of the Secretary of the State of Connecticut; or business is registered as a sole proprietor with the City of Hartford Town Clerk's office.
- If business is doing business under a different name than that registered with the Secretary of State, the business must register with the City of Hartford Town Clerk's office.
- Business is registered with the City of Hartford Tax Division and has done one of the following: 1) is current on their real property taxes, motor vehicle taxes, personal property taxes and non-tax revenues owed to the City of Hartford, 2) has reached a payment agreement accepted by the City Tax Collector to become current, or 3) accepts technical assistance from (Program) to become current on real property taxes, motor vehicle taxes, personal property taxes and non-tax revenues before being accepted as a participant in the (Program).
- Business has a DUNS #.

HARTFORD RESIDENT DEVELOPING A MICRO ENTERPRISE

- Person developing the Microenterprise must be a Hartford resident.
- Proof of Hartford residency - Acceptable documentation to verify Hartford residency is a CT driver's license or CT identification card.
- Person developing the Microenterprise must meet HUD established Low-Moderate Income (LMI) limits at the time assistance begins. There is a 3-year presumption of LMI status to allow continued assistance.
- Documentation of meeting LMI income levels – Persons must submit a copy of their most recent Federal income tax return.
- Persons developing Microenterprises means persons who have expressed interests in and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be an eligible microenterprise at the time it is formed.