

# CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



## Community Development Division

245 deKoven Drive – PO Box 1300

Middletown, CT 06457

Telephone: (860) 344-3467

Fax: (860) 344-3595

Email: [michiel.wackers@cityofmiddletown.com](mailto:michiel.wackers@cityofmiddletown.com)

Website: [www.middletownplanning.com](http://www.middletownplanning.com)

## **Small Business Bridge Construction Disruption Job Retention Grant Program Guidelines**

For Middletown Small Businesses that have experienced economic disruption as a result of the State of Connecticut Arrigoni Bridge Maintenance and Repair activities that commenced on June 28, 2010, with an expected completion date of November 2012.

HUD regulation allow for CDBG funds to be used for the retention of jobs ((570.208(a)(4)(ii)) that are held by low and moderate income persons. The position must be maintain for at least 2 years ((570.208(a)(4)(ii)(B)). If there is turnover the position must be filled by a low and moderate income resident of Middletown.

CDBG can only assist private for-profit small businesses as defined by the small business administration. In general eligible small businesses are:

Agricultural Firm	Less than \$400,000 in average annual receipts
Construction Firm	Less than \$14 million in average annual receipts
Manufacturing Firm	Less than 500 employees
Wholesale Trade Firm	Less than 100 employees
Retail Firm	Less than \$7 million in average annual receipts
Transportation and Warehousing Firm	Less than \$7 million in average annual receipts
Information Firm	Less than \$7 million in average annual receipts
Finance and Insurance Firm	Less than \$7 million in average annual receipts
Healthcare Firm	Less than \$7 million in average annual receipts
Arts, Entertainment and Recreation Firm	Less than \$7 million in average annual receipts
Accommodation and Food Service Firm	Less than \$7 million in average annual receipts

Financial records will be required. Businesses that cannot provide income for any of the years, 2009, 2010 and/or 2010 are not eligible for this program.

Records will be used to determine eligibility and the amount of assistance that can be awarded, if any.

HUD limits any grant to \$35,000 per full-time equivalent job created or retained. Full-time equivalent would be estimated as a 40 hour week 2080 hours per year. If these are part-time jobs than the maximum allowable grant would be less per job. A 25 hour part-time job could expect at most a grant of \$21,875. Also, assistance cannot exceed the lower amount of:

1. the difference between the 2011 quarterly financial information and the average of the 2009 and 2010 quarterly information submitted; and,
2. the average income of the position from 2009 and 2010 that is targeted to be retained.

Assistance cannot exceed what has been programmed by the City of Middletown and approved by HUD.

The grant will be structured as a forgivable loan over a two year period, where 4% of the original loan amount is forgiven at the end of each month and 8% is forgiven at the end of the 24<sup>th</sup> month.

This is a one-time grant per business and given on a first-come first serve basis.

Business can expect to provide information on the status of employees for up to two years after the distribution of payment or payments, and all documents related this grant can be reviewed by the City of Middletown or the U.S. Department of HUD up to 6 years past the last payment issued.

Completed applications must be returned by 4pm on Friday, February 3, 2012 at the Planning Department, Room 202, 245 DeKoven Drive, Middletown CT.

If your application is approve, assistance will be provided only after a contract has been executed and all conditions of assistance have been complied with.

Feel free to contact Deputy Director Michiel Wackers at 860-344-3425 or email [michiel.wackers@cityofmiddletown.com](mailto:michiel.wackers@cityofmiddletown.com).

**Application Deadline- Friday, February 3<sup>rd</sup>, 2012- 4:00pm**

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## Small Business Bridge Construction Disruption Job Retention Grant Program

### Business Information

Name of Business: \_\_\_\_\_ Description of the Business: \_\_\_\_\_  
Name of Business Owner: \_\_\_\_\_  
Address of Business: \_\_\_\_\_ Business Owner Race: \_\_\_\_\_  
\_\_\_\_\_ Women-Owned Firm: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ CT Tax # \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Fed Tax # \_\_\_\_\_

### Business Eligibility

Number of existing employees \_\_\_\_\_ Full-time \_\_\_\_\_ (35hrs + per week) Part-time \_\_\_\_\_ (4-35hrs per week)  
Hours \_\_\_\_\_ per week Hours \_\_\_\_\_ per week  
Number of jobs to be retained: \_\_\_\_\_ Full-time \_\_\_\_\_ (35hrs + per week) Part-time \_\_\_\_\_ (4-35hrs per week)  
Hours \_\_\_\_\_ per week Hours \_\_\_\_\_ per week  
Annual Receipts 2006: \_\_\_\_\_ Annual Receipts 2009: \_\_\_\_\_  
Annual Receipts 2007: \_\_\_\_\_ Annual Receipts 2010: \_\_\_\_\_  
Annual Receipts 2008: \_\_\_\_\_ Annual Receipts 2011: \_\_\_\_\_

### Required Documentation

1. Financial information about all revenue, costs, and profit/loss during three equal quarters. Submit financial information for either of the following time frames:  
July-September 2009, 2010 and 2011  
October-December 2009, 2010 and 2011.
2. Payrolls showing employees, hours worked and rate of pay for 2009, 2010 and 2011.
3. Documentation of household income for any employees to prove they are low and moderate income. Use Attachment- Employee Household Income Verification.
4. A statement from the business about why these jobs would be lost without assistance.

### Certifications

I certify that I understand the requirements and obligations to receive a grant in order to retain jobs at risk of being lost as a result of Arrigoni Bridge Construction.

I certify that all information provided is accurate and complete to the best of my knowledge and belief.

If the jobs experience turnover during the next two years, then the business will need to obtain household size and annual income from any new employee and make an effort to make the job available to low and moderate income residents. I have used notification to Russell Library Job Center, Middlesex Chamber Worker Prep Program and NEAT as organizations to contact to meet the requirement.

FY 2011

Household Size	1	2	3	4	5	6	7	8
Max. Household Income	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

I certify that I will make any turnover in jobs **available** to low and moderate income residents of Middletown based on the income guidelines noted above. And I will submit signed certification from interviewee and new hires.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Deadline- Friday, February 3<sup>rd</sup>, 2012- 4:00pm**

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## CDBG Employee Household Income Verification Form

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Middletown Resident [YES] [NO]

DATE: \_\_\_\_\_

\_\_\_\_\_ MALE \_\_\_\_\_ FEMALE Female head of households \_\_\_\_\_ YES \_\_\_\_\_ NO

### RACE

(Check One) \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Other \_\_\_\_\_ Hispanic

Annual Household Income for (year) 201\_\_\_\_ \$\_\_\_\_\_ (proof of income: IRS Form or month of paystubs)

Total Number of Persons in Households \_\_\_\_\_

Hartford MSA	Family size	1	2	3	4	5	6	7	8
	Low/Mod-Income	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050

Check all that apply:

Female Head of Household: \_\_\_\_\_

Elderly (62 years old or older): \_\_\_\_\_

Homeless: \_\_\_\_\_, Chronically Homeless: \_\_\_\_\_

Receive short-term rental assistance (less than 12 months): \_\_\_\_\_

I hereby certify and verify that the above information is true to the best of my knowledge and belief.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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## JOB TURNOVER POSTING & INTERVIEW SUMMARY DOCUMENTATION SHEET

Advertised for the following position(s):

	full-time / part-time	Weekly Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please contact: \_\_\_\_\_ at: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applications were accepted until: \_\_\_\_\_.

Organizations which job notice was disseminated (Please attach proof):

\_\_\_\_\_ North End Action Team, ATTN: Izzi Greenberg  
654 Main Street, Middletown, CT 06457  
tel: 860-346-7926 fax: 860-346-7926  
email: [neat@neatmiddletown.org](mailto:neat@neatmiddletown.org)

\_\_\_\_\_ Middlesex Chamber of Commerce, ATTN: Jim Lesser  
393 Main Street, Middletown, CT 06457  
tel: 860-347-6924 fax: 860-346-1043  
email: [pugliese@middlesexchamber.com](mailto:pugliese@middlesexchamber.com)

\_\_\_\_\_ Russell Library, ATTN: Brandi Doyle  
123 Broad Street, Middletown, CT 06457  
tel: 860-347-2520 fax: 860-347-4048  
email: [bdoyle@russell.lioninc.org](mailto:bdoyle@russell.lioninc.org)

\_\_\_\_\_ Other: \_\_\_\_\_

Interviewed the following candidates:

Name	Address	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____

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