



CITY OF BRADFORD SMALL BUSINESS STABILIZATION PROGRAM

The City of Bradford has created a Small Business Stabilization program, providing grants up to \$5,000 for small businesses that have suffered financially as a result of the COVID-19 pandemic. Applications for the program will be available through the City of Bradford's Office of Economic & Community Development. Funding for this program has been provided by the US Department of Housing and Urban Development - CARES Act.

The primary objective of the program is to help businesses survive this economic crisis and assist employers with emergency cash flow needs. The program will help Bradford small businesses to pay for business expenses and employee wages as they move forward through recovery. It is critical for Bradford's small businesses to be able to provide goods and services to the residents of the City and region.

WHO IS ELIGIBLE?

- 1) For-profit businesses with under \$1,000,000 in annual gross revenue, employing 25 people or less, which can demonstrate that grant funds will be used to promote the interests of their specific business.
- 2) Non-profit organizations are NOT eligible.

WHAT CAN GRANT FUNDS BE USED FOR?

- 1) Eligible business expenses including, but not limited to, lease or mortgage payments, utilities, payroll, outstanding vendor invoices and real estate taxes.
- 2) Funds are intended to provide emergency operating funds for businesses that have been closed or had their customer base significantly reduced.

WHERE CAN I APPLY?

- 1) Application forms can be obtained by contacting the City of Bradford OECD office at (814)368-7170 ext. 117
- 2) Questions can be sent to: adolan@bradfordpa.org
- 3) The application period will be open until program funds are presumed to be exhausted by the pending applications.

**THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
CITY OF BRADFORD**

SMALL BUSINESS STABILIZATION PROGRAM

Eligibility:

Eligible applicants for the Small Business Stabilization Program will include businesses located in Qualified Opportunity Zone Census Tract areas 4202, 4203 and Census Tract 4204 within the City of Bradford. These areas include the City's Central Business District and the nationally registered historic district (see attached map).

Approval is based on eligibility and fund availability. Eligible applicants will be a for-profit business corporation, limited liability company, partnership, proprietorship or other business entity located within the City's census tract areas 4202, 4203 and 4204 employing 25 employees or less. Gross income cannot exceed \$1,000,000. Applicants need to be current with city taxes and utilities. Priority will be given to businesses that did not receive PPP, EIDL or other Covid-19 grant funding.

Purpose of Program:

The purpose of the program is to support businesses affected by COVID-19 and assist small businesses with cash flow needs.

Use of Funds:

Small Business Stabilization Program funds can be used for critical working capital used by a small business for operations such as payroll, rent/mortgage, utilities (gas, electric, water/sewer, internet, phone), supplies (supplies needed for day-to-day operations), equipment purchases needed to "prevent, prepare for, and respond to the coronavirus, insurance, accounting, legal, and advertising. Grants will be awarded until funds are depleted.

Service Area:

Preference will be given to business located within the City's nationally registered historic district (4202). Businesses located within census tracts 4203 and 4204 may also apply.

Funding:

The maximum grant amount is \$5,000.

Application Process Requirements:

Application form, and prior two years tax returns.

Employment Requirement:

Best faith effort will be made to retain current employee number (made at time of application).

Monitoring and Reporting Requirements:

Recipients of the Small Business Stabilization Program funds will provide, upon request, financial statements, yearly financial statements, annual audit, annual performance cash flow, etc.

Equal Opportunity and Nondiscrimination Requirements:

The recipient will not discriminate against any employee on the basis of sex, marital status, race, color, religion, national origin, age, physical or mental disability.

Contact:

Anita Dolan
City of Bradford Office of Economic and Community Development
P.O. Box 490
Bradford, PA 16701
(814) 368-7170 Ext. 117
adolan@bradfordpa.org

TDD Only: 1-800-654-5984
Voice Only: 1-800-654-5988



City of Bradford
Office of Economic
and Community Development
20 Russell Blvd
Bradford, PA 16701

APPLICATION FOR SMALL BUSINESS STABILIZATION PROGRAM GRANT

(814)368-7170
Fax: (814)368-6894
www.bradfordpa.org

APPLICANT INFORMATION

Legal Name of Operating Entity					
Address					
City		State		Zip Code	
Date Established					

Contact Name			Contact Title		
Phone		Fax		Email	
FEIN #, Tax ID, or SS Number					

Ownership Structure:

- Proprietorship Partnership LLC
 S Corp C Corp

Industry Sector (Check all that apply):

- Manufacturing Industrial Distribution
 Warehousing Tourism Hospitality
 Commercial Service/Retail Other: _____

BUSINESS INFORMATION

		Yes	No
Is your business a certified MBE/WBE?			

REVENUE INFORMATION

Total Gross Revenue (2019) \$ _____

Total Gross Revenue for January 2020 \$ _____

Total Gross Revenue for February 2020 \$ _____

Total Gross Revenue for March 2020 \$ _____

Actual Gross Revenue for the period April 1 – June 1 2020 \$ _____

Mortgage payment (principal and interest)/rent paid/due for April 1 – June 1 2020 \$ _____

Utilities (gas, electric, water, city refuse) paid April 1- June 1 2020 \$ _____

Payroll Expenses for April 1 - June 1 2020 \$ _____

Expenses for good and supplies, paid/due for April 1 – June 1 2020 \$ _____

Service contracts (security, cleaning, pest control etc.) paid/due for April 1 – June 1 2020 \$ _____

Other vendor invoices or business expenses paid/due for April 1 – June 1 2020 \$ _____

Have you requested/received other Special Covid-19 assistance government funding, such as PPP, SBA, EIDL, PIDA, CWCA etc.? If so, how much has been received? Please provide award/denial documentation.

Please provide a brief narrative of how your business has been impacted by the current health emergency:

EMPLOYMENT INFORMATION

	Full-Time	Part-Time
Number of employees (as of 3/1/2020)		
Number of employees (as of 9/1/2020)		

USE OF GRANT FUNDS:

Please provide a brief narrative of how you intend to use any grant funding that you may receive and how that assistance will benefit with the objectives of this program.

CERTIFICATION

1. I hereby certify that all information contained in this application including any attachments provided within, is true and correct to the best of my knowledge.
2. Any grant funds received will be used for business operating purposes as specified in the grant award; I understand that if the funds are used for unauthorized purposes, I shall return those grant funds and further may be subject to an indictment or formal criminal charges, or civil action.
3. Neither I nor any owner of my business is presently subject to an indictment or formal criminal charges, nor presently incarcerated.
4. My business is current on all taxes due to the City of Bradford and no liens are on record against my business for unpaid taxes.
5. I pledge my best efforts to resume full operation of my business at the earliest possible time and to retain or rehire employees as soon as practical.
6. I agree to cooperate with the City of Bradford and/or the US Department of Housing and Urban Development (HUD) in any audit or business review upon request.

Signature _____

Date _____

Name _____

Title _____

INFORMATION TO BE PROVIDED WITH APPLICATION

- Invoices/receipts for expenses listed under 'Revenue Information'
- 2018 and 2019 Federal tax return
- Award/Denial documentation of other funding sources