



CITY OF BANGOR

Microenterprise Assistance COVID-19 Relief Grant Program

Program Description

The Bangor Microenterprise Assistance COVID-19 Relief Grant Program offers short-term working capital assistance to eligible, for profit microenterprise businesses to enable the viability of the business during the severe interruption directly related to the COVID-19 pandemic and resulting social distancing. Individual grants are available up to \$5,000.

A total of \$150,000 is allocated for this program which is funded through the City of Bangor's Community Development Block Grant Program (CDBG), by way of funding from the United States Department of Housing and Urban Development (HUD).

To qualify as a microenterprise business, a business must have five or fewer full-time equivalent employees, one of which is the owner, at the time of submitting the application **AND**, the must have an annual household income at or below 80% of the HUD Average Area Median Income (shown below). Jobs must be shown as full-time equivalents (FTE). Calculate the full-time equivalents of a position by dividing the number of hours the person holding it will work each week by the number of hours worked each week by a full-time employee doing that job.

Grant Amount

- Requests can be made for any amount up to \$5,000

Business eligibility

- Business must have five or fewer full-time equivalent employees, including the owner, at the time of application
- Business owner must have a household income at or below 80% of the HUD Area Median Income
- Business must have its primary operating facility located in Bangor
- Business must have been established prior to 2/29/20
- Business must be for-profit with a maximum of \$2.5 million annual gross revenue



CITY OF BANGOR

- Business must provide documentation showing a minimum of 15% decline in sales (average sales of February, March & April, 2021 must be at least 15% less than the average monthly sales in 2019) to prove its viability has been threatened by COVID-19 quarantine measures. Funds that are owed in the future, but not yet collected, are not considered a decline in sales
- Funds cannot be used for expenses paid for with other federal or state COVID-19 funding programs, e.g. PPP and EIDL
- Employees of the City of Bangor or City of Bangor elected officials are not eligible
- Business must be in compliance with all federal, state, and local statutory requirements. Business must have no unresolved notice of violations from the City of Bangor Code Department and have no City of Bangor matured tax liens

Eligible Uses: Up to 3 months of normal business operating expenses, such as:

- Business rent
- Employee wages & benefits
- Utilities
- Supplies
- Business taxes
- Business Mortgage payment
- Other obligations directly related to the operation of the business

Ineligible Uses

- Refinancing existing debt
- Down payment for other financing
- Wages for business owner(s) and family members
- Any construction-related work
- Any activity not listed as an eligible use

Certification and Submittals

- Business owner(s) must submit a complete application with all required submittals



CITY OF BANGOR

- Must submit business owner's ***personal*** 2020 Federal Income Tax Return or 2019 tax return if the 2020 return has not been filed to prove household income is at or below 80% of the HUD Area Median Income (See below)
- Must provide a list of all employee positions, whether they are full or part time, number of hours worked per week, and benefits provided
- Must submit documentation of the reduction of at least 15% of sales (average monthly gross sales in February, March, and April of 2021 must be at least 15% less than the average monthly gross sales in 2019). Please provide the gross sales for each month during 2019 and February, March and April, 2021. Funds/payments due in the future, but not yet collected, are not considered loss of sales
- Must disclose all funds received, or applied for and not yet received, for COVID-19 related assistance and exactly how these funds were used (e.g. Finance Authority of Maine (FAME) COVID-19 Relief Loan Programs; Small Business Administration: Paycheck Protection Program (PPP); Economic Injury Disaster Loans (EIDL) etc.)
- Must submit a complete list of all owners if more than one (1) and a current W-9

Funds Disbursement

- Funds will be disbursed every two (2) weeks in conjunction with the City's accounts payable schedule.
- Funds will be distributed on a reimbursement basis. Applicant must provide proof of payment for eligible business costs to show exactly what expenses are to be reimbursed.

Grant Criteria

Applications will be accepted from May 24, 2021 through June 11, 2021. Applicants must complete the full grant application and agree to complete a post-grant survey. The City reserves the right to reject any application that is incomplete, or does not meet the program requirements in the sole opinion of the Department of Community & Economic Development. There is no guarantee that any applicant will receive funding. You may request up to the program's maximum funding limit; however, if the ask is not supported by the need, the City may fund at a lower amount.



CITY OF BANGOR

Obtain an application here: www.bangormaine.gov/covidrelief. Submit a completed application with all associated documents to covid.relief@bangormaine.gov by June 11, 2021. Applications received after June 11 will not be considered. The application and documents associated with it may be subject to disclosure under Maine's Freedom of Access Act in the event of a public records request except to the extent the documents are confidential.

The City of Bangor's Office of Community & Economic Development does not discriminate or disqualify business applicants based on gender, race, religion, ethnicity, sexual orientation, gender identity, family status, country of origin, disability, or other demographic categories. The same criteria and qualification guidelines will be followed for all businesses. Applications will be time stamped and reviewed on a first-come, first served basis. Funds will be awarded until exhausted.

This grant cannot be used for any construction-related work for your business (e.g. painting, electrical, plumbing, or carpentry including construction necessary for modifications related to COVID-19).

Businesses that are already participating in other city or federal programs can still apply to the Microenterprise Assistance COVID-19 Relief Grant Program; however, funds cannot be allocated more than once to the same purpose. For example, if you are receiving PPP assistance to cover your payroll, you cannot use these City grant funds for the same purpose unless you prove the PPP assistance does not cover all payroll obligations. Applicants are required to show all COVID-19 funding sources and specifically how that funding was used. City grant funds are to supplement the outstanding expenses not covered by other grant or loan funds.

Note: The use and possession of cannabis is illegal under federal law for any purpose. Although cannabis businesses are permitted in the City of Bangor, the Microenterprise Assistance COVID-19 Relief Grant Program is a federally funded program by the U.S. Department of Housing and Urban Development; therefore, cannabis businesses are not eligible.

Income limits

Income limits are set by HUD and based on household size. Determine whether or not the household of the owner of the micro-enterprise (total incomes of all persons living in the household) is above or below the corresponding income level indicated in the table below.



CITY OF BANGOR

Family Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% of HUD Median Income	\$40,850	\$46,650	\$52,500	\$58,300	\$63,000	\$67,650	\$72,300	\$77,000