



Jefferson County

CDBG(CV) SMALL BUSINESS ASSISTANCE PROGRAM APPLICATION

Jefferson County Department of Development - 155 Main Street, 2nd Floor - Brookville, PA 15825

Business Information

Business Name:

DBA Name:

Mailing Address:

City:

State:

Zip Code:

DUNS Number:

Phone Number:

Email Address:

Address of Operations (If Different):

City:

State:

Zip Code:

Date of Incorporation:

PA Tax ID (11 digits):

Is a license or registration required for the business to legally operate in Pennsylvania?

If yes, list license/registration type and number:

Yes No

If yes, is the license/registration active and/or valid? Yes No

Is Business Minority-Owned?

Has the business ever been subjected to criminal or civil fines and penalties, including code or regulatory violations, from the city, county, or Commonwealth of Pennsylvania?

Yes No

Yes No

Business Type:

Corporation LLC Partnership Sole Proprietorship Other

Are all Federal, Commonwealth of Pennsylvania, and local taxes current? Yes No

Number of Full-Time Employees at Time of Application (Including Owners): _____

Number of Part-Time Employees at Time of Application: _____

Business Description:

Business website:

Business Owner Information

Owner Names: (Please indicate percent of ownership if business has multiple owners)	1)	%
	2)	%
	3)	%

Mailing Address:

City	State:	Zip Code:
Phone Number:	Email Address:	

Please summarize owner's experience in the industry. If necessary, please list additional owner information below or add as an attachment to this application.

Proposed Use of CDBG Funds	
<i>Maximum grant amount is \$5,000.</i>	Describe How Funds Will Be Used
\$	Wages/ Payroll Expenses:
\$	Rent/Mortgage:
\$	Utilities:
\$	Equipment:
\$	Inventory:
\$	Other:
\$	Other:
\$	Total CDBG Funding Request
Describe how the business experienced disruption due to the Coronavirus crisis.	

Describe how jobs will be lost without this assistance.

Jobs Created or Retained

Check one:

- Project will **CREATE** jobs
- Project will **RETAIN** jobs
- Project will **NOT** create or retain jobs

If any, specify how many Full-Time Equivalent (FTE) jobs your business intends to create or retain directly as a result of CDBG funding.

**NOTE: Jobs created or retained must be held at least 4 months, otherwise 120 Days.
At least 51% of FTE jobs retained must be held by members of low- or moderate-income (LMI) families.**

Position Title (Use Job Category Definition)	Held by Low- to -Moderate Income Employee? *		Hours Worked per Week
1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* "Low- to -Moderate Income Worker" as self-certified by employee on Employee Certification Form

Essential Goods Service Area

Check one:

- Business **PROVIDES** essential goods or services to a residential neighborhood
- Business **DOES NOT PROVIDE** essential goods or services to a residential neighborhood

Please describe how and where the business provides essential goods or services to a residential neighborhood.

Applicant Statement and Certifications

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

I understand that the information provided may be subject to further verification by Jefferson County, DCED, or the US Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data (e.g. payroll records, tax fillings, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation if necessary.

I hereby certify that the information on this form is complete and accurate.

Signature:

Date:

Name (Please Print):

Title (Please Print):

Signature:

Date:

Name (Please Print):

Title (Please Print):

Signature:

Date:

Name (Please Print):

Title (Please Print):

Please include the signatures, names, and titles of any additional owners on a separate page.

Supporting Documentation Checklist

Please submit copies of the following documents. Staff may follow up with applicants to request additional information and documentation if necessary.

<input type="checkbox"/>	Application (this document).
<input type="checkbox"/>	MBE/WBE Certification (if applicable).
<input type="checkbox"/>	Business's most recently filed IRS tax return.
<input type="checkbox"/>	Article of Organization/Incorporation or related business incorporation documents.
<input type="checkbox"/>	The most recent year end prepared financial statement.
<input type="checkbox"/>	Employee Income Certification Forms (Submit one for each employee proposed to be retained).
<input type="checkbox"/>	Payroll summary or other document showing total number of employees on payroll as of the application submission date.
<input type="checkbox"/>	Documentation showing the business is not debarred from participating in federally-funded or state funded contracts.
<input type="checkbox"/>	Duplication of Benefits Certification
<input type="checkbox"/>	DUNS Number https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html

Email application and supporting documentation to: cdbg-cv@jeffersoncountypa.com

or mail to:

Jefferson County Department of Development
155 Main Street, 2nd Floor
Brookville, PA 15825

Job Category Definitions

1. **Officials or Managers** - Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** - Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** - Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office or Clerical** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** - Manual workers of a relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
7. **Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; woodchoppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, careworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred worker.