Microenterprise Assistance Program COVID-19 (CDBG-CV)

PROGRAM OVERVIEW

CDBG-CV funds were appropriated through the CARES Act of 2020 and have been awarded to the Massachusetts Department of Housing and Community Development (DHCD) by the federal Department of Housing and Urban Development (HUD). The town of Shirley is acting as the lead community on behalf of a five-town consortium comprised of Shirley, Lunenburg, Royalston, Townsend, and Westminster and the Montachusett Regional Planning Commission (MRPC) will be administering funds.

APPLICATION TIMELINE

Applications will be accepted through February 28, 2021. Applications submitted with all, required documents will be processed first.

APPLICANT ELIGIBILITY

Business must be:

- A qualifying microenterprise (a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise).
- A for-profit entity (sole proprietorship, partnerships, corporations, or LLCs).
- Able to document a loss of income equal to or greater than requested assistance due to COVID-19.
- Currently in operation and have been established prior to 01/01/2019.
- Providing goods or services to multiple clients or customers.
- In good standing with the state and city/town; and,
- Current on all taxes due through 3/1/2020, have active and valid state licenses/registrations, and not a party to litigation involving the Commonwealth or municipality you operate in.

Business must have a physical establishment in one of the following cities/towns; Shirley, Lunenburg, Royalston, Townsend, and Westminster.

Ineligible businesses include, but are not limited to, the following:

- Real estate rentals/sales businesses;
- Businesses owned by persons under age 18;
- Businesses that are chains;
- Liquor stores;
- Weapons/firearms dealers;
- Lobbyists; or
- Cannabis-related businesses.
APPROVED USE OF FUNDS

Funds may be used for working capital to cover business costs, such as rent, staffing, utilities, technical assistance, general support and stabilization of the business. Funds may also be used for purchasing personal protection equipment (PPE).

NON-APPROVED USE OF FUNDS

MAP grant funds may not be used for:

1. Major equipment purchases, purchase of real property, construction activities, business expansion, or lobbying; and,
2. Any uses of funds that would duplicate this benefit or those costs related to any other COVID-19-related federal assistance funding assistance program.

APPLICATION SUBMISSION INSTRUCTIONS

Your application must be filled out and submitted along with all applicable and required documentation (see list below). Applications and documentation will be accepted via regular mail (USPS), other courier of the applicant’s choice, or in-person\(^1\). This office is currently closed to the general public, but applicants may call or email the staff in advance to make an in-person appointment, as needed.

- Chris McDermott, Economic Development Manager, 978-345-7376, X304, cmdermott@mrpc.org
- Holly Ford, Executive Assistant, 978-345-7376, X308, hford@mrpc.org
- Glenn Eaton, Executive Director, 978-345-7376, X310, geaton@mrpc.org
- MRPC, 464 Abbott Avenue, Leominster, MA 01453

\(^1\) A safe, in-person appointment may be made with the MRPC staff to discuss and/or submit a MAP grant assistance application. MRPC is following all of the Commonwealth’s COVID-19 pandemic cleaning, social distancing, and other protocols to ensure the safety of staff and guests. Masks must be worn to the office in order to gain admittance to the MRPC’s office.
REQUIRED DOCUMENTATION - All documents should be signed as required:

- **DUNS Number**
  - To look up your DUNS number, click on the link [https://www.dnb.com/duns-number/lookup.html](https://www.dnb.com/duns-number/lookup.html);
  - If you do not have a DUNS number, you will need to submit a free, expedited request for a number [24-hour turnaround] by specifying that you are applying for a government grant. Use the Self-Service Portal link: [https://support.dnb.com/?CUST=GOVTDUNS](https://support.dnb.com/?CUST=GOVTDUNS) choose "Federal Government Contractors or Grantees DUNS Number Support");
    - Microenterprise applications may be processed by the MRPC while your business applies for a DUNS number, but no funds will be disbursed to the microenterprise until a DUNS number has been provided to the microenterprise.

- A copy of your completed and signed 2019 Federal Business Tax Return. If your tax return is on extension, 2018 will be accepted along with a copy of your approved extension request.

- A copy of your completed and signed 2019 Federal Personal Tax Return for each business owner. If your tax return is on extension, 2018 will be accepted along with a copy of your approved extension request.

- A copy of all applicable business licenses.

- Completed and Signed IRS W-9 Form.

- If your business is an LLC, Partnership or Corporation: A copy of your Certificate of Good Standing from the MA Secretary of State. If you need to request a Certificate of Good Standing, click here: [https://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx](https://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx).

- A valid government-issued photo I.d. showing the applicant's/(s') date of birth (such as a driver's license).

- If your business has received any state, local or federal COVID-19 financial aid, please provide documentation.

- Documentation to demonstrate that the COVID-19 pandemic has caused a loss of income equal to or greater than the requested assistance: Provide a brief description (100-word limit, supporting documentation is required, i.e., bank statements); and,

- A copy of the invoice(s) for expenses you wish to use these grant funds to cover.

Additional documentation may be requested.