



Office of Community Development
City of Norwich
23 Union St Norwich, CT 06360
(860) 823-3770

The Office of Community Development has designated a total of \$219,562 of CDBG-CV CARES Act funding to offer financial relief to small businesses and non-profits in order to mitigate negative affects related to social distancing due to COVID-19.

Funding Use & Objective

The CARES Act funds will provide short-term working capital assistance such as rent or mortgage payments, utility bills, inventory payments or monthly debt, all of which are due even if a business is closed. Grants will range from \$1,000 - \$10,000. Not all applicants will be rewarded the max amount. The City of Norwich will make a fair and equitable determination for all qualified applicants based on demonstrated need.

Qualifying Businesses

Any small business affected by COVID-19 may qualify. Priority will be given to applicants demonstrating greatest revenue loss, layoffs of employees, and number of low- moderate-income individuals affected. Sole proprietor business may apply as long as they live in a low-moderate income household.

Priority Point System: 0-10 points

Example

% revenue loss	75% revenue loss = 7.5 points
% of low-moderate income of employees	60% low-moderate income employees = 6 points
% of employees affected	90% employees affected = 9 points

Required documentation

- DBA License/Certificate from the City of Norwich or State of Connecticut
- Profit & Loss Statement for the past two (2) years and quarterly for the current year
- Bank statements for the prior two (2) months
- Balance sheet prior three (3) years
- Current balance sheet no older than 90-days
- Proof of tax payments
- Copy of lease, rental agreement or mortgage for your commercial premises in Norwich (if you are requesting SBG assistance for commercial lease/rent/mortgage)
- Copy of lease, rent or mortgage statement
- Signed release of information
- Copies of Utility bills you are requesting SBG assistance for
- Statement of Cash Flows
- Payroll reports for prior year and quarterly reports for current year
- Signed Duplication of Benefits Affidavit
- If you are a Low/Mod Income (LMI) Owner of a Microenterprise, provide your most recent personal tax returns

If you are awarded Norwich SBA funding the two following documents will be required

- Signed Vendor Registration form
- Signed Federal Form W-9

Applications will be available beginning February 8, 2021 on the City of Norwich web site at www.norwichct.org or pick up by appointment at 23 Union Street, Norwich CT (call 860-823-3770 for appointment)

Applications will be funded on priority point system and date/time of receipt of complete application in the event demand exceeds program funds available'

Applications must be received no later than 4:00 pm March 5, 2021 by the City of Norwich Community Development office. Electronic applications are advised, if possible, or drop off at 23 Union Street, Norwich, CT (by appointment 860-823-3770).