



City of Binghamton

Small Business COVID-19 Emergency Grant Program

Grant Program Overview

The COVID-19 Small Business Emergency Grant program is being financed through a special funding allocation from the United States Department of Housing and Urban Development (HUD) and is designed to provide temporary working capital assistance to eligible food, retail, personal services, and other for-profit businesses. Funding for this program is limited and there is no guarantee that every eligible business will receive assistance.

The COVID-19 Small Business grant program is designed to provide funding that will allow small businesses to remain open, re-open, and retain jobs. Grant awards will be determined on a case by case basis.

Eligible Uses of Funds

Applicants may apply for one or more categories of assistance:

1. Funds to pay commercial mortgages, rent, or other bills for the physical location of the business (utility bills limited to gas, electric, water/sewer not to exceed three consecutive months);
2. Property insurance (limited to 25% of annual premium);
3. Property taxes (limited to 25% of annual tax bill);
4. Cost of COVID related cleaning supplies, including in-line HEPA filters for non-portable heating/HVAC systems;
5. Purchase of Personal Protective Equipment (PPE) for employees (if required);
6. Physical alterations of less than \$2,000 made after March 22, 2020 to promote social distancing (e. g. barriers between restaurant booths or service areas);
7. Cost of third party commercial deep cleaning/disinfectant services after a positive COVID contact inside the business.

Grant Guidelines

- Applicant must have operated the business from a brick and mortar location in the City of Binghamton;
- Business must have been adversely affected by the COVID-19 (e. g. business was closed or reduced operating hours, had to lay off employees, or business revenue from same period in 2019 was reduced by at least 25%)
- Business must have a DUNS number (required by HUD reporting system) <https://www.dnb.com/duns-number/get-a-duns.html>
- Applicant must provide a copy of mortgage or lease for the physical location of the business. Grant funds can't be used to pay arrears incurred prior to March 31, 2020;
- Provide copies of NYSEG, insurance, and tax bills (grant funds can't be used to pay arrears incurred prior to March 31, 2020);
- Provide copies of accounts payable bills incurred after March 22, 2020 (if grant funds will be used for such eligible expenses);
- All taxes and water/sewer bills must be current through at least March 31, 2020 and there must be no outstanding code violations for the property.

Number Of Employees (Including Owner) On March 1, 2020	Maximum Amount Of Grant Assistance
1-5	Up to \$2,000 based upon documented and approvable costs
6-10	Up to \$3,500 based upon documented and approvable costs
11-15	Up to \$7,500 based upon documented and approvable costs
16-20	Up to \$10,000 based upon documented and approvable costs
21-35	Up to \$12,500 based upon documented and approvable costs
36-50	Up to \$15,000 based upon documented and approvable costs