

CDBG-CV Economic Development Grant FAQ's

Have questions about this new funding opportunity?



Step 1

What size business is eligible?

- * Businesses with less than 50 full time or full-time equivalent (FTE) employees are eligible.



Step 2

When and where can I apply?

- * Application will go live on December 21, 2020 at www.huntingtonny.gov/cda



Step 3

What is the deadline to apply?

- * Application deadline will be January 15th 2021, or until grant funding has been fully encumbered.



Step 4

What is the award amount?

- * Businesses are eligible for up to \$25,000 dollars. Grants will be awarded based on a first come, first served basis, and all eligible criteria is satisfied. Funds will provide \$2,000 dollars per full-time employee and \$1,000 per part-time employee retained.



Step 5

You must register your DUNS number?

- * <https://www.dnb.com/duns-number/view-update-company-credit-file.html>

In order to receive federal grant funding your business must have a registered DUNS identification number.



Step 6

What documents do I need to submit to apply?

- * **Application**- opens on December 21, 2020, and closes January 15, 2021
- * **Huntington CDA LMI Certification Forms**- for all employees categorized as “retained if funding is received”
- * **A letter from the business owner**-stating total # of employees, and how many are categorized as “retained with funding” and those that will be retained regardless of funding
- * **W-9** for your business
- * **Receipts and check stubs**- for your total grant amount (\$2,000/FT +\$1,000/PT employee)



Step 7

Where do we send our supplementary documents?

- * Submit all LMI certifications, letters of employment, verifications, invoices, receipts and any other documents to:

HuntingtonCDA-CDBGCV@huntingtonny.gov



Step 8

How will we be notified if we qualify for an award?

- * Once the application is reviewed by the CDA, businesses will be notified via email whether or not they are qualified to receive the grant. All applications are subject to approval by the CDA Board.



Step 9

How will we receive payment from the grant?

The business must submit receipts or invoices to receive reimbursement for eligible expenses. Once the Huntington CDA reviews and approves the required documentation, payment will be remitted in the form of a check sent directly to the recipient.



Step 10

What is an LMI Certification Form?

A federal requirement that employers that receive CDBG funding must provide employment to employees that are from low-to-moderate income households. A business must show that 51% of “retained” employees meet the LMI Certification requirement shown on the Huntington CDA webpage www.Huntingtonny.gov/cda.

“Retained” means that this employee’s job is at risk of being eliminated, laid off, or furloughed if any additional funding is not received. Not all employees are required to be categorized as “retained”. Those that are not at risk of losing their jobs count as “BASE EMPLOYEES” and LMI Certification forms are not required for BASE employees. A business is eligible for funding if 51% of the “retained” employees meet LMI certification standard, by falling below column C on the LMI worksheet.

