



**Program Guidelines  
and Application  
for Small Business  
Grant Program  
(in business one year or more)**

# Program Guidelines & Application for Small Business Grant Program (in business one year or more)

July 1, 2023 – June 30, 2024

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## **Grant Amount - \$8,000 Maximum**

### **Small Business Grant:**

- Advertising
- Computer
- Architectural Assistance

### **Small Business Sign Grant\*:**

- Exterior Signage
- Interior Signage

### **Small Business Security Equipment Grant\*:**

- Alarm System
- Exterior Lighting
- Security Camera
- Security Fence

### **Small Business FF&E Grant\*:**

- Furniture, Fixtures & Equipment  
(only items which require no installation are eligible)

\*Note: Any set-up, repair, alteration or installation labor costs may not exceed 13% of the total cost of the equipment or materials purchased. If labor costs exceed 13%, the item is not eligible for reimbursement.

Incomplete applications cannot be processed.

**Mandatory Employment Reporting – Over the term of the agreement, the Employer is required to report hiring activity and job creation to the City of Rochester on a semi-annual basis (documents to be provided by the City of Rochester).**

**Grants are paid out as cost reimbursements.**

**A 50/50 match is required if not in a low/moderate income area.**

## **Small Business Grant Program Guidelines – Effective July 1, 2023**

**Eligible Businesses:** New retail and select consumer services with annual gross revenues of 5 Million Dollars or less, operating in accordance with Zoning regulations. Eligible businesses must meet the U.S. Department of Housing and Urban Development (HUD) eligibility guidelines in any one of three ways:

1. The business provides an essential product or service in Low Mod Census Tracts as defined by HUD;  
Or
2. The business is a microenterprise with five (5) or fewer employees and the business owner is low/moderate income;  
Or
3. The business commits to creating at least one job for a low/moderate income qualifying individual within three (3) years (a signed Hiring Preference Agreement will be required);

And

- A. The business meets financial guidelines.
- B. The business is current on sales and property taxes.
- C. The business has no outstanding code violations and/or nuisance points for City properties owned.
- D. The business is a for-profit entity.
- E. **Ineligible applicants for economic development funding include, but are not limited to: home-based businesses, adult bookstores, adult video shops, other sexually-oriented businesses, check-cashing facilities, payday loan operations, gambling facilities, vape shops and gun shops.**

### **Small Business Grant Programs (50/50 match required if not in a low/moderate income area:**

**Small Business Grant:** - Provides a grant for any combination of the following:

- Advertising: For example, print, radio, TV, web-based, promotional items, direct mail and social media.
- Computer: Purchases may include hardware, software and ancillary equipment (P.O.S. systems are eligible).

**Small Business Sign Grant\*:** - Provides a grant for signage:

- Exterior/Interior Sign: You may purchase a new sign and/ or repair an existing sign. Exterior signs will require a permit and approval from the City's Zoning Department.

**Small Business Security Equipment Grant\*:** - Provides a grant for any combination of the following:

- Alarm System: Purchase of hardware is eligible. Grants cannot be used for maintenance contracts.
- Exterior Lighting: A licensed electrician is required to install the lighting and obtain electrical permits from the City's Zoning Department.
- Security Camera: You may purchase a security camera system from a company authorized to sell and install security camera systems; or you may purchase the camera system from an authorized dealer and install the system yourself.

**Small Business FF&E Grant\*:** - Provides a grant for furniture, fixtures and/or equipment:

- Eligible FF&E items include movable furniture and items that are not permanently affixed to a wall, ceiling or facility. Windows, doors and affixed flooring are ineligible.

**\*If the total project labor cost exceeds 13% of cost of the item purchased,** the **Davis Bacon Act** will be in effect. **No reimbursement** will be available without submission of certified project payroll demonstrating that items were **self-installed** and that prevailing wage rates were applied.

## Application, Agreement and Reimbursement

Once the application is completed, reviewed and approved, a grant agreement will be executed by the City of Rochester and the business owner. You may begin making purchases within your predetermined categories **after** you receive your written "Notice to Proceed". **This grant is a reimbursement grant program.** Once the product/service is purchased you must provide the following cost documentation for reimbursement by the City of Rochester:

1. Copy of bill, invoice or credit card receipt that describes item purchased.
2. Proof of payment: cancelled check (copy of front & back), bank or credit card statement showing credit card purchases, certified check (copy of front & back), money order (copy of front & back).  
**PAYMENT IN CASH IS NOT ACCEPTABLE.**
3. **Only expenses that occur following the agreement start-date will be considered for reimbursement, for a period of twelve (12) months. Any expenses incurred prior to the date found on the executed agreement are not eligible for reimbursement.**
4. **A maximum of four (4) reimbursement draws may be submitted over the 12-month term of the agreement.**
5. Copy of permit, if applicable (e.g., sign, electrical for exterior lighting).
5. Businesses are eligible to reapply twenty-four (24) months following the date of the last reimbursement from a prior grant.
6. Reimbursement requests must be submitted no later than thirty (30) calendar days from the end-date of the contract. **Note: Expenses incurred after the end-date of the contract are not eligible for reimbursement.**
7. Purchases may only be made by the business or business owner.
8. If a Security, Sign or FF&E item is self-installed, a certified payroll will be required. Consult your City staff person for forms and additional information.

If you have any questions,

please contact the specialist listed below for your quadrant:

Northwest  
Southwest and Downtown  
Northeast  
Southeast

Dave Balestiere	(585) 428-6817
Danyelle Ortiz	(585) 428-6712
Johanna Gonzalez	(585) 428-6525
Deidre Stevely	(585) 428-6825

Small Business Grant Application - **Maximum Grant Amount is \$8,000**

Effective July 1, 2023

Business Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Please list all owners/officers of the business, titles and percentage of ownership.

<u>Name</u>	<u>Title</u>	<u>Ownership%</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_ Rochester, NY Zip Code: 146\_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Please check location: Northeast Southeast Southwest Northwest

Please check if you are a: Corporation Limited Liability Co. Partnership Sole Proprietorship

Federal Tax ID # \_\_\_\_\_ Business Start Date: \_\_\_\_\_ CAGE # (optional)\_\_\_\_\_

Business Type: \_\_\_\_\_ Essential Business (see list on page 5): Yes No

Current # of Employees:

- Full-time (35 Hours/week)\_\_\_\_\_ # of Full-timers who are City residents: \_\_\_\_\_
- Part-time (Less than 35 Hrs/week)\_\_\_\_\_ # of Part-timers who are City residents: \_\_\_\_\_

Anticipated # of employees to be added within the next 3 years:

- Full-time (35 Hours/week)\_\_\_\_\_ # of Full-timers anticipated to be City residents: \_\_\_\_\_
- Part-time (Less than 35 Hrs/week)\_\_\_\_\_ # of Part-timers anticipated to be City residents: \_\_\_\_\_

Anticipated salary(ies) of the employees to be added within the next 3 years:

- Full-time (35 Hours/week) \$ \_\_\_\_\_, \$ \_\_\_\_\_, \$ \_\_\_\_\_, \$ \_\_\_\_\_
- Part-time (Less than 35 Hrs/week) \$ \_\_\_\_\_, \$ \_\_\_\_\_, \$ \_\_\_\_\_, \$ \_\_\_\_\_

Have you or any principal of the business received a loan from the City of Rochester? Yes No

If Yes, what was the name of the business that received financing? \_\_\_\_\_

**NOTE:**

**Maximum Grant Amount is \$8,000.**

**There are no restrictions on the amount used in each of the program's categories of Advertising, Computers, Printers, Signage, Security, and Furniture, Fixtures and Equipment (FF&E).**

**To qualify for the Grant, the business applying must meet ONE of the following HUD criteria (City Staff will circle the qualifying definition).**

1) The business is an essential neighborhood business that provides an area-wide benefit to low/moderate income areas (please check off the eligible business from the list below and indicate service area).

Or

2) The business is a microenterprise with five (5) employees or fewer and the owner of the business being assisted is from a low/moderate income household as defined by HUD (please circle household income level below - HUD Income Guideline Chart). Current Federal Income Tax Return for each owner would be required.

Or

3) Projects that retain/create jobs for low/moderate income persons. If retaining, 51% of the total employees must be from low/moderate income households (provide payroll if 51% of staff residences are in Low Mod Census Tracts). If creating, provide a Hiring Preference Agreement.

**Essential Neighborhood Services (per HUD)**

**Please check the type of business from the eligible list below:**

<input type="checkbox"/>	Appliance sales, repair & rental	<input type="checkbox"/>	Grocery Store, Mini-Mart,
<input type="checkbox"/>	Auto-parts sales & repair	<input type="checkbox"/>	Supermarket
<input type="checkbox"/>	Barber Shop/Hair Salon/Beauty	<input type="checkbox"/>	Hardware Store
<input type="checkbox"/>	Supply	<input type="checkbox"/>	Home Improvement Store
<input type="checkbox"/>	Cell Phone Store	<input type="checkbox"/>	Insurance Agency
<input type="checkbox"/>	Clothing Store	<input type="checkbox"/>	Laundromat
<input type="checkbox"/>	Computer equipment sales & service	<input type="checkbox"/>	Medical Office, Medical Supplies,
<input type="checkbox"/>	Convenience Store with gas pumps	<input type="checkbox"/>	Medical Transportation
<input type="checkbox"/>	Day Care Center	<input type="checkbox"/>	Plumbing & Heating
<input type="checkbox"/>	Drug Store	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Financial Services	<input type="checkbox"/>	Shoe sales & repair
<input type="checkbox"/>	Funeral Home	<input type="checkbox"/>	Tax Services
<input type="checkbox"/>	Furniture sales & repair	<input type="checkbox"/>	Veterinary Clinic

**If business is not on the essential neighborhood service list, the business may qualify as a small business enterprise where the owner of the business is low/moderate income (they must meet the current Federal Income Guidelines: Percent of Area Median Family Income).**

**Please circle family size and income level from the list below:**

<u>Low/Moderate Family Size</u>	<u>Income</u>
1	\$53,200
2	\$60,800
3	\$68,640
4	\$75,950
5	\$82,050
6	\$88,150
7	\$94,200
8	\$100,300

**Required Documentation Section to be Submitted with Completed Application**

**For businesses in existence more than 1 year:**

What is your most recent year's projected annual Sales Revenue? \$ \_\_\_\_\_

How much additional funding do you anticipate investing in the business within the next 2 years? \$ \_\_\_\_\_

**Required Documents (to be submitted with application):**

- Business Federal Tax Return for last year (if a loss is shown, prior 2 yrs business tax returns required)
- Year-to-date financial reports (Balance Sheet and Profit & Loss statements) if tax return is more than 120 days (four months) old
- Current Worker's Compensation Certificate or provide approved NY State Workers' Compensation and/or Disability and Paid Family Leave Benefits Insurance Coverage Waiver- Form CE-200 (apply on-line at [www.wcb.ny.gov](http://www.wcb.ny.gov).)
- Current Disability Insurance Certificate or provide approved NY State Workers' Compensation and/or Disability and Paid Family Leave Benefits Insurance Coverage Waiver- Form CE-200 (apply on-line at [www.wcb.ny.gov](http://www.wcb.ny.gov).)
- Current General Liability Insurance certificate up to \$1,000,000 naming the City of Rochester **Additional Insured (Must attach a copy of the policy endorsement reflecting that the City is an additional insured) and including 30-day cancellation notification (see Sample on the following pages)**
- Evidence of New York State Sales Tax paid-to-date (copy of receipt or canceled check)
- Copy of Business Permit, if required
- Copies of Business Licenses needed for your business (e.g., Monroe County Health, Liquor License)
- Copy of Lease (if tenant)
- Proof that Rent/lease/mortgage payments are current
- Copy of formation documents/organizational paperwork (D/B/A, LLC, Partnership Agreement, Corp and Corporate Resolution, or Member Resolution)
- Signed credit check consent form from each owner/partner with 20% interest or more (Attached)
- City of Rochester Disclosure Statement from each owner/partner with 20% interest or more (Attached)
- W-9 Form (Attached) – W-9 Instructions may be found here: <https://www.irs.gov/pub/irs-pdf/iw9.pdf>
- OMB Circular A-133 Certification Letter (Attached)
- Proof that City property taxes are current (if owner of real property)
- Proof of code compliance if owner of real property within the city limits
- Hiring Preference Agreement (see note below)

***The City reserves the right to ask for further documentation and/or clarification as part of the financial and economic development review. Grant Applications will not be reviewed for approval until all documents and information has been submitted.***

**Note: Businesses will be required to provide follow-up job creation information on a semi-annual basis.**

**Signatures:**

**Equal Opportunity**

Any project funds provided by the City shall be subject to Chapter 63 of the City’s Municipal Code; Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, et seq.) and implementing regulations issued at 24 CFR Part 107; the Civil Rights Restoration Act of 1987 (102 Stat. 28); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794, et seq.) and implementing regulations at 24 CFR Part 8; the Age Discrimination Act of 1975 (42 U.S.C. Section 6101, et seq.) and implementing regulations at 24 CFR Part 146; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.) and implementing regulations issued at 7 CFR Part 15 a; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and implementing regulations issued at 24 CFR part 8; the Fair Housing Act (42 U.S.C. Section 3601, et seq.) and implementing regulations at 24 CFR Part 100; Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1958--1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; Executive Order 11246 (3 CFR 1964-65, Comp., p. 339) (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Part 60; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. Section 1701u) and implementing regulations issued at 24 CFR Part 135; Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise); other applicable federal non-discrimination laws, including but not limited to, Section 13 of the Federal Water Pollution Control Act Amendments of 1972, 40 C.F.R. Part 7, 23 C.F.R. Part 200, and 49 C.F.R. Part 21; and related statutes and regulations in all programs and activities, as further stated in any project documents and agreements executed by and between the City and each successful applicant.

**The Following Must Be Signed by the Owner/Principal of the Business:**

**Non-Discrimination Certification:** I hereby certify that this company does not deny services, employment, or membership to persons based on age, race, creed, color, national origin, gender, gender identity or expression, sexual orientation, disability, marital status or source of income.

**Application Certification:** I certify and affirm by my signature below the information contained in this application or otherwise supplied as part of this application is complete and current to the best of my knowledge. I further understand that intentional misrepresentation of facts may be the basis for a denial of credit.

**Information for Federal Reporting:**

The information requested below is for HUD reporting. The information is requested in order to monitor compliance. Please check which applies:

<u>Applicant</u>	<u>Co-App</u>	<u>Race</u>	<u>Hispanic origin</u> <u>Yes/No</u>
_____	_____	White	_____
_____	_____	Black or African American	_____
_____	_____	American Indian or Alaska Native	_____
_____	_____	Native Hawaiian or Other Pacific Islander	_____
_____	_____	American Indian or Alaska Native and White	_____
_____	_____	Black or African American and White	_____
_____	_____	American Indian or Alaska Native and Black or African American	_____
_____	_____	Other, Multi-Racial	_____
_____	_____	Do Not Wish to Disclose	_____

**I acknowledge receipt and review of the APPLICATION FOR THE SMALL BUSINESS GRANT.**

*The City of Rochester welcomes the opportunity to review your request for financial assistance. Promoting business growth is a priority for the City. Your business is important to us as we work together to create jobs in our community.*

*In order for the City of Rochester to process your request in a timely manner, it is important that the Applicant provide all the necessary information found on the financial assistance and/or small business grant application(s). **Incomplete applications cannot be considered for review.** Any delays in receiving needed information or documentation during application processing or underwriting will result in delays in approval, contracting and closing. Following the submission of a completed application, additional questions may be asked during the underwriting review process. It is the applicant's responsibility to provide answers and additional documentation as requested by the City throughout the underwriting and review process. Failure to provide the information requested on a timely basis will delay the review process and ultimately disallow the City to make a decision on potential assistance. Once all information has been provided and a complete application has been submitted, you will be notified in writing that your application is under review.*

**The review process will not take place until a completed application has been received.** *By signing this form, you agree and understand that your request for financial assistance will not be considered until all required documentation is received by the City, and that delays in providing this information on a timely basis will not only delay the review process but may result in your request for financial assistance being declined.*

**Acceptance of a completed application does not represent a commitment of funds.**

**By signing below, the Applicant confirms that the statements made in this application are accurate and correct and agree to provide the required information to complete the necessary review and approval processes.**

Also, that it is understood and agreed (please initial):

\_\_\_\_ All taxes on properties owned must be current and up-to-date to apply for financial assistance.

\_\_\_\_ Business and property owners with existing code violations are not eligible to apply for financial assistance until all violations have been satisfactorily corrected.

\_\_\_\_ Individuals/Businesses who received financial assistance within the past 2 years are not eligible to apply for further assistance until this time period has passed. In regards to loans, 24 months must pass from the loan payoff date.

\_\_\_\_ Financial assistance is a reimbursement and the entire project must be completed, along with providing the required documentation to close not limited to accurate cost documentation (invoices and front and back of signed checks/credit card statements, etc).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval – Completion Verification

\_\_\_\_\_  
Date



insurance Example

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) Today's Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency
CONTACT NAME:
PHONE (A/C, No, Ext):
E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE
INSURER A: (Name of their insurance company)
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:
INSURED (Their Name) (Their mailing address) (Their City) FL 32025

Is the date of the certificate current?

Is the insurance company reputable with good financial ratings?

COVERAGES CERTIFICATE NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

Your lease, service agreement or contract should fall between these dates.

This limit should be at least equal to your own liability insurance limit.

Protects you in case your are blamed for their negligence.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks is required) CERTIFICATE HOLDER IS AN ADDITIONAL INSURED PER THE ATTACHED ENDORSEMENT

The certificate should be created especially for you. This area should not be blank.

Do not accept an unsigned certificate.

CERTIFICATE HOLDER (Your name) (Your mailing address) (Your city, state and zip) CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (signature of their insurance agent)

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Sample Additional Insured Endorsement  
where city is specifically named

POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY  
ISSUE DATE: [REDACTED]

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED—DESIGNATED PERSON  
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of person or organization:**

**THE CITY OF ROCHESTER**

**30 CHURCH STREET  
ROCHESTER**

**NY 14614**

**WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your acts or omissions.**

[REDACTED]

## City of Rochester Disclosure

The Program for which you are applying may be part of one or more City of Rochester (hereinafter the "City"), federal, state, or other programs, including, but not limited to, the Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program, HOME Investment Partnerships (HOME) Program, Housing Opportunities with Persons with AIDS (HOPWA) Program, Asset Control Area (ACA) Program, or City Development Fund (CDF). Each of these programs has rules and regulations prohibiting conflicts of interest. Conflicts generally arise where the applicant or his or her family or business may have an economic or employment interest in the program or the entity providing the program.

Program regulations generally limit the participation of employees, agents, consultants, officers, or elected appointed officials of the City or any designated public agencies, or sub-recipients receiving Program funds, and those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For federally assisted housing and community development programs, this applies unless an exception is granted by the **U.S. Department of Housing and Urban Development (HUD)**. In order for HUD to grant an exception to such persons there must be a public disclosure of the application and the City's Corporation Counsel must determine that the participation does not violate state or local law.

The objective of this form is to identify applicants that may have a conflict under the rules and regulations. The City will then determine whether an exception should be granted or requested. The City's Department of Neighborhood and Business Development, Office of the Commissioner, is responsible for conflict of interest determinations and the coordination of the exception process for federally assisted housing and community development programs.

**Business Ownership:** List all owners/officers of the business with **20% or more ownership**, and their titles:

**Name of Applicant(s):**

**Applicant 1:** \_\_\_\_\_

Applicant 1: I am employed at \_\_\_\_\_ in the position of \_\_\_\_\_

**Applicant 2:** \_\_\_\_\_

Applicant 2: I am employed at \_\_\_\_\_ in the position of \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Program Name: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



**City of Rochester**

Neighborhood and Business Development  
City Hall Room 005A, 30 Church Street  
Rochester, New York 14614  
www.cityofrochester.gov

**OMB CIRCULAR 2 CFR PART 200 CERTIFICATION LETTER**

Important Compliance Document

Company Name: \_\_\_\_\_

Pursuant to the requirements of OMB Circular 2 CFR Part 200, the City of Rochester is requesting that you check one of the following, provide all appropriate documentation regarding your organization's compliance with Circular 2 CFR Part 200 audit requirements, sign and date, and return this letter to the City of Rochester within **thirty (30) days** of receipt.

1. \_\_\_\_\_ We are not subject to a Circular 2 CFR Part 200 audit because we expended less than \$750,000 in total federal awards during our fiscal year ended \_\_\_\_\_.

2. \_\_\_\_\_ We are subject to Circular 2 CFR Part 200 but have not received an audit.

3. \_\_\_\_\_ We expended more than \$750,000 in total federal awards and have completed our Circular 2 CFR Part 200 audit for fiscal year ended \_\_\_\_\_. Our audit report and schedule of federal programs have no material findings that affect the City of Rochester's funding. Issue date of audit report: \_\_\_\_\_.

4. \_\_\_\_\_ We have expended more than \$750,000 in federal awards and have completed our Circular 2 CFR Part 200 audit for fiscal year ended \_\_\_\_\_. Our audit report and schedule of federal programs have material findings that affect the City of Rochester's funding. We are including a copy of the required audit report along with our corrective action plan for your information. Issue date of audit report \_\_\_\_\_.

Additional Comments: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature Date \_\_\_\_\_

Please return this completed document to your City of Rochester program manager

**Credit Check Consent Form**

It is standard procedure for the City of Rochester to complete a credit check of any company and its principals (**includes anyone with 20% or more ownership**) seeking financial assistance from the City. The information obtained through the credit check is confidential and shared only with those City staff directly involved in the evaluation of the financing request. Please fill in the applicable information below:

**Applicant #1 Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/ State/Zip Code** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

I hereby give my permission to research the company's file and its principal(s) history, make credit checks, contact the company's financial institution and perform other related activities for the reasonable evaluation of this proposal.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Please print your title

\_\_\_\_\_  
Date

+++++

**Applicant #2 Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/ State/Zip Code** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

I hereby give my permission to research the company's file and its principal(s) history, make credit checks, contact the company's financial institution and perform other related activities for the reasonable evaluation of this proposal.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Please print your title

\_\_\_\_\_  
Date

## HIRING PREFERENCE AGREEMENT (CDBG Funds)

This **LETTER OF AGREEMENT**, is made this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_, between the **City of Rochester**, specifically its Neighborhood and Business Development Department, located at City Hall, 30 Church Street, Rochester, New York 14614, and \_\_\_\_\_, with offices located at \_\_\_\_\_, hereafter referred to as the "Employer."

**WHEREAS**, The City of Rochester's Neighborhood and Business Development Department (NBD) provides financial and economic development assistance designed to attract new businesses to the City and to enable existing businesses to expand and create jobs and,

**WHEREAS**, The City of Rochester seeks assurances from Employers who receive assistance that City of Rochester residents shall benefit from the creation of these new jobs and,

**WHEREAS**, The City of Rochester has entered into an Agreement with the United States of America Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program and,

**WHEREAS**, The source of the financial assistance being provided to the Employer by the City of Rochester is CDBG funds and,

**WHEREAS**, The City of Rochester needs to ensure that, per HUD guidelines, any jobs created by the Employer are made available to or filled by low- and moderate-income (LMI) persons, as defined in this Agreement.

**NOW, THEREFORE**, the Employer agrees to the following:

### I. Term

The term of the agreement is \_\_\_\_\_ through \_\_\_\_\_.

### II. General Terms

**A.** The Employer shall give first priority to hiring LMI persons for at least 51% of the \_\_\_\_\_ (\_\_\_\_\_) new positions (computed on a full-time basis) projected to be created by virtue of the project described in the letter of commitment.

**(1)** The following requirements apply for jobs to be considered available to or held by LMI persons:

- > Created jobs are only considered to be *available* to LMI persons when:
- > Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the Employer agrees to hire unqualified persons and provide training; and
- > The Employer takes actions to ensure that LMI persons receive first consideration for filling such jobs.
- > Created jobs are only considered to be *held* by LMI persons when the job is actually filled by an LMI person.

**(2)** In determining whether a job is made available to or held by an LMI person, a person is **presumed** to be low- or moderate-income if:

- > He/she resides in a Census tract or block numbering area (BNA) that meets certain requirements (**detailed below**); or
- > He/she resides in a Census tract or BNA with at least 70% LMI persons; or
- > The Employer is located in an eligible Census tract or BNA (**see below**) and the job will be located within that same Census tract.

(3) An eligible Census tract or BNA is one that is located within a Federally-designated Empowerment Zone or Enterprise Community or a Census tract that:

> Has a poverty rate of at least 20% (30% if the area includes the central business district);

**AND**

> The area evidences pervasive poverty and general distress by meeting at least one of the following criteria:

- All block groups in the Census tract have 20% or greater poverty rates;
- The activity is undertaken in a block group with a 20% or greater poverty rate; **OR**
- HUD determines that the tract shows other signs of distress (e.g., crime, homelessness, deteriorated housing, etc.)

**B.** Positions, as projected on this agreement, shall include the Employer's job openings, in the assisted facility located at \_\_\_\_\_, Rochester, New York 146\_\_\_ that are created as a result of terminations, promotions, and expansion of the Employer's workforce. The Employer may, but need not, refer job openings to be filled by internal promotion from the Employer's local workforce, executive, mid-level management and highly skilled technical positions to **Rochester Works** or the **NYS Department of Labor**.

**C.** The Employer shall make every active, reasonable effort to achieve the employment objectives described herein within three years from the date of this agreement. Once the total number of new jobs and ratio of LMI persons hired are reached, the Employer is expected to maintain these numbers throughout the term of the loan agreement.

**D.** After the Employer has selected its employees, the City of Rochester shall not be responsible for their actions. The Employer hereby releases the City of Rochester from any liability for employee actions.

**E.** This Agreement shall not be construed as a loan agreement and shall not obligate NBD to provide financial assistance. If, for any reason the proposed loan should be withdrawn or canceled, this Agreement will be null and void.

**F.** This agreement does not supersede other economic development program agreements that the Employer may have with NBD or the State of New York (e.g., New York State Empire Zone Program).

### **III. Modifications and Sanctions**

**A.** The Employer and NBD may mutually agree to modify this Agreement to improve its terms or procedures.

**B.** NBD may terminate the Agreement at any time by written notification.

**C.** Any dispute concerning a question of fact arising under this contract which is not resolved by mutual agreement of the parties, shall be decided by the City which shall reduce its decision to writing and mail or otherwise furnish a copy to the Employer. The decision of the City shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence.

**IV. Mandatory Reports**

Over the term of this agreement, the Employer is required to report hiring activity and job creation to the City of Rochester for the assisted facility on an annual basis, or more frequently upon written request by the City of Rochester.

With respect to the new jobs created, the records must show:

- > A listing by job title of the specific jobs to be created.
- > A listing by job title of the jobs which are filled.
- > The name and residential address of the person who filled each position.
- > The full time equivalency status of the jobs.

Given the above information reported, if it cannot be **presumed** that a person hired for a position is an LMI individual, as discussed in section **II(A)(2)** of this Agreement, the Employer must provide the following additional information for such individuals:

- > Family size (i.e., number of persons living in the household).
- > Total family income.

Where a job is not filled by an LMI person, but the Employer wants credit based on the job being made available to LMI persons, the records must show:

- > The title and description of the jobs made available, and the full time equivalency status of the job at the time.
- > The prerequisites for the job; special skills or education required for the job, if any; and the Employer's commitment to provide needed training for such jobs (and the training that the Employer provided to the person hired, if applicable).
- > How first consideration was given to LMI persons for the job, such as the name(s) and residential addresses of the person(s) interviewed for the job and the date of the interview(s).

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement on the date first written above.

**CITY OF ROCHESTER  
Neighborhood and Business Development Department**

**By:** \_\_\_\_\_  
**Name:** Dana Miller  
**Title:** Commissioner of Neighborhood and Business Development

**Employer Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_