

## Eligibility

The **Haverhill Restaurant and Retail Small Business Emergency Relief Grant Program** seeks to remove barriers to reopening from the COVID-19 pandemic by providing grants up to \$5,000 per applicant. This grant program is funded through the Community Development Block Grant Program (CDBG) from the U.S. Department of Housing & Urban Development (HUD). Small Businesses will need to comply with at least one (1) of the following HUD/CDBG income criteria:

- Haverhill-based business, restaurants or other retail;
- Business must have had at least one (1) full-time employee or full-time equivalent prior to May 1st, 2020;

If a restaurant business commits to:

- Adherence to Haverhill Municipal Ordinance 222 (as revised), "An Ordinance Relating to Outdoor Dining;
- Retain at least one (1) full-time or full-time equivalent\* employee on payroll (excluding owner) for at least two months;
  - *\*full-time job equivalent represents 35 hrs. per week, including job share*
- Payment of past utility bills, if necessary, to open
- If a restaurant or food provider must have valid health permit from the city of Haverhill

## Use of Grant Funds

Grant funds can be used for short-term capital assistance to remove barriers to re-opening. These grants can support outdoor dining by providing:

- Fencing
- Bollards
- Tables
- Seating for outdoor use
- Umbrellas and sunshades
- Heat lamps
- Disposable menu printing costs
- Parklets
- Personal Protective Equipment (PPE)
- Jersey barriers
- Other barriers approved by the building inspector
- Tents if approved by the building inspector or fire department
- Temporary extensions of sidewalk

These grants can support specialty boutique outdoor retail sidewalk displays through:

- Racks
- Stanchions
- Signage and Sign Boards
- Awnings
- Tents
- Furniture

Some limited Interior dining retrofit upgrades could be eligible, including:

- Plexiglass
- Installation of other dividers.

Minor utility upgrade costs to support these social distancing activities will also be eligible.

Additional grant resources may be provided on an as-needed case-by-case basis.

Proof of payment will be required in the form of detailed bank or credit card statements, cancelled checks, or receipt payments for the grant funds used towards eligible expenses. Grant funds cannot be used to pay for any debts accrued prior to COVID-19 (March, 2020).

## **Ineligible Applicants**

- Do not meet the job creation/retention requirements aforementioned
- Any purchases made prior to March 1, 2020
- Non-profit or faith-based organization
- Does not have a valid/current business registration with the City/State

## **Application Deadline**

The application period OPENS Monday, June 2, 2020. Applications must be submitted by September 30, 2020.

## **Additional Considerations**

Minority-owned small businesses will be given preference as well as small businesses that have not applied or secured any SBA funding through the CARES Act.

Please note, that even if a business meets the aforementioned criteria it is not guaranteed to receive a grant due to funding constraints of this program. The City reserves the right to discontinue or modify requirements and funding as necessary.

## **For More Information**

If you have questions about Haverhill's Small Business Emergency Relief Grant Program, please contact our Community Development Department at (978) 374-2344 or Economic Development Department at (978) 374-2330