



City of Lima

COVID-19 Business Assistance Grant Program Application

The City of Lima has developed an emergency relief program for small businesses located in Lima that are in jeopardy as a result of the COVID-19 pandemic and related public safety measures.

Basic eligibility requirements:

- ✚ Must be a for-profit Lima business physically located in Lima that has been impacted by the COVID-19 pandemic
- ✚ Must have documentable business income loss – applicant will need to provide information detailing volume of business loss and impacts
- ✚ Must be a business with 25 employees or fewer AND at least 1 employee or combination of employees to equal one FTE employee who is 80% AMI or less that was employed prior to the pandemic and is currently employed. Applicant will need to provide information documenting the employee's employment status and AMI.
- ✚ Owner must be 18 years of age and have a valid Social Security Number and Employer Identification Number (EIN)
- ✚ Business must have been established prior to January 1, 2020
- ✚ Must be in good standing with the City of Lima Tax Department (no tax delinquencies)
- ✚ Applicant cannot currently be in bankruptcy

Assistance is in the form of a grant of up to \$5,000. Grant will require repayment only if terms of grant agreement are not met.

If you feel you meet the basic eligibility requirements, please complete this initial application and submit to: Amber Martin, Workforce and Small Business Coordinator, City of Lima, 50 Town Square, Lima, Ohio 45801; amber.martin@cityhall.lima.oh.us; 419-221-7281. You will then be contacted by City of Lima staff who will request and review supporting documentation before a grant can be approved and issued.



**City of Lima
COVID-19 Business Assistance Grant Program Application**

Applicant Contact Information		
Owner Name	Business Name	
Owner Address		
City	State	Zip
Email Address	Cell Phone Number	
Business Address		
City	State	Zip
Business Email Address	Business Phone Number	
Property Owner Address (if applicable)		
City	State	Zip

Business Information
Type of Business
As the Business Owner, do you also work in the Business?
Is this your only source of income?
Please explain other sources of income (if applicable):
Prior to the COVID-19 restrictions, how many people did your business employ (including yourself)?

How many employees are full-time?	
How many employees have the following benefits:	
Sick Time:	Vacation Time: Employer-provided Health Insurance:
Have you had to lay off any employees?	
Do you anticipate future layoffs?	
Are you a low- or moderate-income business owner? (Moderate income is defined as a household income no greater than 80% of the Area Median Income (AMI), based on the number of persons in the household. See chart at the end of this application for reference.)	
What was your annual income from your most recent tax return?	
Do any of your employees qualify as low- or moderate-income?	
Fixed Expenses – per month	
Lease:	Utilities:
Insurance:	Other Fixed Expenses:
Variable Expenses – per month	
Payroll:	Payroll Taxes:
Employee Benefits:	Cost of Goods:
Other Variable Expenses:	
Additional COVID-19 Pandemic-related Business Information	
When did your business start declining?	
What were your business revenues during the affected damage period?	
Please provide a brief explanation of what adverse economic impacts COVID-19 has had on your business:	

Certifications	
<ul style="list-style-type: none"> • I certify the information contained herein is true and accurate under penalty of perjury. • I have a copy of my most recent tax returns, and I will provide them to the City of Lima upon request. 	
Signature:	Date:
Printed Name:	

Thank you for your interest in the City of Lima COVID-19 Business Assistance Grant Program. You will be contacted by a City of Lima representative and will be asked to provide the following documentation:

- Verification that annual income of at least 1 employee or several employees (=1 full time employee equivalent) is less than or equal to 80% of area median income (AMI)
- Proof of a decrease in business income as a result of the pandemic
- Previous year’s business tax return
- Projected income for next 30 days
- List of fixed monthly expenses
- Lease or rental agreement for business location
- Most recent certified/signed payroll statement
- City of Lima tax status form
- Be Registered with the Secretary of State or have a Vendor’s License

Low- to Moderate-Income (LMI) Information

Pursuant to the Federal Code of Regulations, funding through the Community Development Block Grant for microenterprise assistance must benefit low- to moderate-income persons. The chart below identifies the **maximum** household income limits for eligibility for the City of Lima’s COVID-19 Business Assistance Grant Program:

Number of persons in Household	1	2	3	4	5	6	7	8
80% of Area Median Income	\$41,550	\$47,450	\$53,400	\$59,300	\$64,050	\$68,800	\$73,550	\$78,300