

Kathy Catazaro-Perry, Mayor

Massillon

City of Champions

Dear Business Owner:

I would like to thank you for your interest in applying for the COVID-19 CDBG Emergency Business Assistance Loan Program. This program is designed to assist local businesses with 25 or fewer employees that have been impacted by the Coronavirus. Applicants must show at least a 30% decline in business revenue after March 09, 2020, which is the date that Governor Mike DeWine declared Ohio under a State of Emergency.

The program provides for up to \$5,000 in the form of a three-year zero percent interest loan. These funds can be used for payroll, rent, or other day to day operating expenses. If the business retains one low-to-moderate income employee for a minimum of three months (or if the business owner is an LMI household) then the loan will be completely forgiven. An example of a low-to-moderate income household would be a one-person household making less than \$37,050; or a four-person household making less than \$52,900. Payment on loans that are not eligible for forgiveness would not begin until the 13th month after funds are disbursed.

Enclosed you will find an application packet with the following documents:

- Information sheet – detailing the program requirements and application process
- Application – to be completed and submitted to my office with supporting documentation
- Duplication of Benefits Affidavit – requires you to list any type of federal assistance you have received related to the Coronavirus
- Income Verification – this form will need completed to apply for loan forgiveness. Note: The income verification form does not need submitted with the initial application packet.

If you have any questions or need assistance completing this application please feel free to call my office at (330) 830-1721 or email swalters@massillonohio.gov. I look forward to receiving your completed application.

Respectfully



Samantha Walters
Community Development Director