

## Qualifying for the CDBG-CV Microenterprise Business Grant Program

To be considered as a recipient of the grant, your businesses must have five **(5)** or fewer employees, including the business owner, and must qualify as Low-Moderate Income **(LMI)**.

In addition to providing a copy of your business license, lease agreement, profit/loss statement, business certificate of liability, and employee payroll list, note that there are **three (3)** qualifying categories as noted below, and the required additional documents that need to be attached for each.

### **Option #1: OWNER** - The business owner is Low-Moderate Income **(LMI)**

If you choose to qualify under this option, you **MUST** provide the following:

- **CURRENT IDENTIFICATION** for **ALL** members of the **business owners'** household. For **adults**, a driver's license or State of California Identification card is acceptable. For all household members under the age of **eighteen (18)**, a birth certificate is acceptable. If the household member is a **full-time student**, a copy of their school ID is acceptable.
- **THREE (3)** most RECENT & CONSECUTIVE savings and checking statements, **ALL** pages, for **ALL** members of the **business owners'** household.
- **TWO (2)** most RECENT federal income tax returns for **ALL** members of the **business owners'** household.
- **THREE (3)** most RECENT & CONSECUTIVE paycheck stubs for **ALL** members of the **business owners'** household.

**Option #2: EMPLOYEES** - The business employs or retains employees where 51% of the total employees are Low-Moderate Income (**LMI**)

If you choose to qualify under this option, the following documents **MUST** be provided for **EACH** employee that comprises the 51% of Low-Moderate Income employees:

- **CURRENT IDENTIFICATION** for **ALL** members of the **employees'** household. For **adults**, a driver's license or State of California Identification card is acceptable. For all household members under the age of **eighteen (18)**, a birth certificate is acceptable. If the household member is a **full-time student**, a copy of their school ID is acceptable.
- **THREE (3)** most **RECENT & CONSECUTIVE** savings and checking statements, **ALL** pages, for **ALL** members of the **employees'** household.
- **TWO (2)** most **RECENT** federal income tax returns for **ALL** members of the **employees'** household.
- **THREE (3)** most **RECENT & CONSECUTIVE** paycheck stubs for ALL members of the **employees'** household.

**Option #3: CENSUS TRACT** - The business provides services where at least 51% of the persons benefiting from the service are Low-Moderate Income (**LMI**). Please [click here](#) to access the City of Chino Census Tract map. If you are unsure whether your business is located within the Census Tract, please contact **Chris Kennedy** at **(909) 334-3335**.

If you choose to qualify under this option, you **MUST** provide the following:

- **CURRENT IDENTIFICATION** for **ALL** members of the **business owners'** household. For **adults**, a driver's license or State of California Identification card is acceptable. For all household members under the age of **eighteen (18)**, a birth certificate is acceptable. If the household member is a **full-time student**, a copy of their school ID is acceptable.
- **THREE (3)** most RECENT & CONSECUTIVE savings and checking statements, **ALL** pages, for **ALL** members of the **business owners'** household.
- **TWO (2)** most RECENT federal income tax returns for **ALL** members of the **business owners'** household.
- **THREE (3)** most RECENT & CONSECUTIVE paycheck stubs for ALL members of the **business owners'** household