

## **CDBG Revolving Loan Business Stimulus Criteria Summary Information**

Kansas Department of Commerce CDBG Program is encouraging immediate use of our local City of Norton CDBG Revolving Loan Fund monies to support the working capital needs of businesses in Norton.

Summary of Department of Commerce Terms:

1. Loans must be used for working capital. This is defined as staff salaries and wages, purchase of inventory, utilities, rent, insurance payments, etc.
2. Business must have at least one full-time equivalent Low/Moderate income (LMI) employee, and at least 51% of impacted employees are LMI. Owners are not counted as employees. Part-time employees can add up to this full-time equivalent.
3. Loans are to stimulate JOB RETENTION, not new hires. State LMI Job Certification forms are required on all retained employees. Make copies as needed.
4. A letter from the company/business must be attached attesting that the company is either shut down or will be shut down due to COVID-19.
5. No collateral necessary; no matching funds necessary.
6. Loan terms are up to 3 years repayment, low interest. (payment terms as set by City of Norton).
7. Proof of payment by copies of invoices, receipts, payroll must be supplied. No old outstanding debts qualify.
8. Business cannot have outstanding State or County tax obligations.
9. Fund availability begins March 25, 2020. Awards will be made by check from City of Norton up to \$35,000 per employee retained per business limit at this time.
10. Contact Norton City Clerk office at [ntclerk@ruraltel.net](mailto:ntclerk@ruraltel.net) to apply or for clarifications.
11. Also, Norton City/County Economic Development office is available to assist with application process: (785) 874-4816 or [mike@nortoncountyks.gov](mailto:mike@nortoncountyks.gov)