

**FORM 1-6B**  
**MICROENTERPRISE BUSINESS PROJECT SUMMARY FORM**

<b>Section I – CDBG Recipient Information</b>				
Recipient Name		CDBG #		
<b>Duplication of Benefits (CDBG-CV Projects ONLY)</b> - Has the DOB form been submitted for this business to OCR before/with this set up form? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please attach to this form.				
<b>Section II – Business Information</b>				
Business Name		Business DUNS		
Owner Name				
Owner Name				
Business Address				
		NY	ZIP + 4	
Type of Business				
Total Number of Current Employees Including the Owner(s)				
Date Business Owner Completed Entrepreneurial Training				
Date Business was Awarded Microenterprise Assistance by Recipient				
Is this a Start-Up or Existing Business?		Start-Up <input type="checkbox"/>	Existing <input type="checkbox"/>	
Year Business Established				
Is the Business Located in a NY Main Street Target Area Program?				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Section III – National Objective Information</b>				
The business must meet one of the following in order to be eligible for a NYS CDBG Microenterprise grant. Check whether the business will create at least one LMI job or if the owner(s) qualify as low- to moderate-income. (Select LMJ or LMCMC)				
<b>LMJ - LOW/MOD CREATION</b> 24 CFR 570.208(a)(4): Activities designed to create/retain permanent FTE jobs, at least 51% of which employ LMI persons.				
If LMJ: <input type="checkbox"/> Jobs will be made available to LMI Persons <input type="checkbox"/> Jobs will be held by LMI persons				
<b>LMCMC - LOW/MOD LIMITED CLIENTELE MICROENTERPRISE</b> 24 CFR 570.208(a)(2)(iii): Activities that are carried out under 24 CFR 570.201(o) and the owner(s) /entrepreneur(s) are LMI persons.				
<b>Section IVa – Job Creation Information</b>				
If the business is proposing to meet the LMJ National Objective, complete the chart below for each job title to be created.				
Job Classification Title and Skills Required	Full – Time Jobs		Part – Time Jobs	
	Total #	Total # LMI	Total #	Total # LMI
Total				
<b>Average Number of Hours Worked Per Week for Part-Time Jobs:</b>				
<b>Normal Hours of Operation:</b>				

<b>Section IVb – Job Retention Information (CDBG-CV Projects Only)</b>					
<b>Retention Eligibility</b> – Has a financial analysis been submitted for this business to OCR before/with this set up form? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please attach to this form.					
Full – Time Jobs		Part – Time Jobs		Average Number of Hours Worked Per Week for Part-Time Jobs:	
Total #	Total # LMI	Total #	Total # LMI		
				Normal Hours of Operation:	
<b>Section V – Scope of Work:</b> Please provide a brief scope of work for the business.					
<b>Section VI – COVID Connection (CDBG-CV Projects Only):</b> Please explain how the proposed business activities will prepare, prevent, and/or respond to COVID 19. Attach additional pages as needed.					
<b>Section VI – Project Cost Information</b>					
Use of Funds	Source Of Funds				
	NYS CDBG	Equity	Other	Other	Subtotal
Direct Assistance to Business					
% of Total Project Cost					
Entrepreneurial Training					
Program Delivery					
Total Amount of Funding					
<b>Section VII – Certification of Microenterprise Business Project Summary Form</b>					
I certify that, to the best of my knowledge, this project summary is an accurate and truthful reporting of project details.					
Typed Name of Chief Elected Official					
Signature of Chief Elected Official					
Date		CEO Title			
Prepared by	Name				
	E-Mail				
	Phone		Date		

Ulster County Economic Development Alliance  
P.O. Box 1800, 244 Fair Street  
Kingston, NY 12402-1800  
Tel: 845.340.3556



## Memorandum

To: Sarah Haley, Chair of Ulster County Economic Development Alliance  
CC: Timothy Weidemann, President, Ulster County Economic Development Alliance,  
Lindsay Simonson, Assistant Ulster County Attorney  
From: Kate Heidecker, Deputy Director Ulster County Economic Development  
Date: November 4th, 2021

Re: Ulster County CARES Small Business Assistance Program– Black Eyed Suzie's Upstate

### Applicant

Cheryl Paff, 60% owner

### Business Description

Cheryl started Black Eyed Suzie's as a small business in 2013, catering parties and operating a traveling food stand with an ever-changing local, seasonal menu all over the Hudson Valley. The business opened a brick-and-mortar location in Saugerties in 2015. The business experienced at least a 1% reduction in net profit from tax year 2019 to tax year 2020 as evidenced by federal income tax returns. The business reduced its operating hours for at least four consecutive weeks during the period March 1, 2020 to September 30, 2021, or otherwise substantially changed its business operations due to COVID-19 during that period. The business made capital expenditures for Personal Protective Equipment (PPE) to address COVID-19 of at least \$1,000.00 during the period March 1, 2020 to April 30, 2021. Business closed their dining room and shifted to a prepared meal program with home delivery. Business is planning to relocate to a new space at the end of 2021 and expand their operation, focusing their efforts on prepared meals.

### Eligibility

Location: 230 Partition Street, Saugerties NY 12401

For-profit: Yes

Pre-COVID: Operating

Current: Operating

Distress: Business is a café / catering business which experienced profit loss from 2019 to 2020 and closed its doors due to COVID-19 protocols.

L/M Micro: Yes

L/M Jobs: Yes

Minority-Owned Business: Yes

Woman-Owned Business: Yes

Veteran-Owned Business: No

### Use of Funds

Funds would be used to purchase new equipment to allow expansion of the current meal delivery program and to start a grab and go retail shop. Funding would be used for payroll of new employees.

### CDBG Underwriting

**Project Costs** – Applicant will use grant funds for purchasing equipment and payroll within 120 days of grant agreement execution. Documentation of business-related costs will be required prior to disbursement and must be eligible and reasonable.

**Commitment of Other Sources of Funds** – None required.

**No Substitution of CDBG Funds for Non-Federal Funds** – There are no other non-federal grant sources available to assist in post-COVID business restoration costs.

**Financial Feasibility** – The business has seen strong growth despite the challenges of COVID. CDBG grant funds will allow business to regain capacity by addressing space restrictions and expanding home delivery food service through continuing COVID volatility. With this assistance, the business appears to be financially sound going forward.

**Reasonable Return on Equity** – There is nothing in the company's historical operating performance that suggests that the proposed grant would produce an unreasonable return on equity or result in profitability substantially in excess of industry standards.

**Pro Rata Disbursement of CDBG Funds** – No matching funds are required. Documentation of all project expenditures will be required prior to the disbursement of CDBG funds.

### Connection to Coronavirus

Per Ulster County's application to the CDBG-CV program, the proposed project meets the following program goals:

- Support of Ulster County business that meets LMI qualifications
- Investment in equipment to grow business and hire new employees
- Expenses related to buying equipment to have COVID safe operation

### Recommendation

Applicant can be conditionally approved for a grant of up to \$35,000 based on being a Ulster County business who employees low-moderate income staff. Based on eligible expenses, the maximum allowable grant award could be \$34,600.

□□□