

CITY OF KINGSPORT, TENNESSEE

COVID-19 CDBG-CV Small Business Assistance Grant Program

Low-income or Moderate-income Income Qualification Information

In order to be eligible for the City of Kingsport’s COVID-19 CDBG-CV Small Business Assistance Grant Program, the business owner must be low-income or moderate-income (“low-mod”) or commit to the preservation of a low-moderate income position.

Low-Mod Business Owner:

Income will be determined by submission of most recently submitted (2019) federal tax form and completion of the Self Certification of Income Form. Business owner must have income at or below 80% of the Area Median Income (AMI) for Kingsport. Income is determined by family size and Annual Gross Income. See Chart Below.

OR

Preservation of Low-Mod Income Position:

Applicant must demonstrate it is preserving at least one low-mod income job by having at least one employee complete the Self Certification of Income Form. Employee must have income at or below 80% of the Area Median Income (AMI) for Kingsport. Income is determined by family size and Annual Gross Income.

The applicant must also certify that:

- The position is a full-time position no less than 40 hours/week.
- The position will be retained for at least six (6) months. The employer must retain the position, not the employee. Employer will be required to certify six (6) months post grant award that it has retained the position and a low-mod employee is in that position.
- The position must not require specialized education or training and be available to anyone with a high school education.

As an alternative to the Self Certification of Income Form for the employee, the business may substitute records showing the type of job and the annual wages or salary of the job in lieu of maintaining records showing the person’s family size and income to demonstrate that the person who filled or held/retained the job was a low-mod income person. The City will consider the person income-qualified if the annual wages or salary of the job is equal to or less than the Section 8 low-income limit established by HUD for a one-person family.

Kingsport-Bristol-Bristol, TN-VA MSA

Family Size Effective 4/1/2021 – 3/31/2022	80% AMI Income Limits Effective 4/1/2021 – 3/31/2022
1	\$33,400
2	\$38,200
3	\$42,950
4	\$47,700
5	\$51,550
6	\$55,350
7	\$59,150
8	\$63,000

CITY OF KINGSPORT, TENNESSEE
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SELF CERTIFICATION OF INCOME FORM

Name of Business: _____

Name of Individual: _____

Home Address: _____ **City** _____ **State** _____ **Zip** _____

Please indicate how many people live in your household (circle one):

1 2 3 4 5 6 7 8 or more

Please put an (X) next to the statement which represents your household's annual gross income:

- _____ My household has less than \$33,400 in annual income.
- _____ My household has less than \$38,200 in annual income.
- _____ My household has less than \$42,950 in annual income.
- _____ My household has less than \$47,700 in annual income.
- _____ My household has less than \$51,550 in annual income.
- _____ My household has less than \$55,350 in annual income.
- _____ My household has less than \$59,150 in annual income.
- _____ My household has less than \$62,300 in annual income.

Demographic Information (check all that apply):

- _____ ETHNIC MAKEUP – HISPANIC
- _____ ETHNIC MAKEUP – NOT HISPANIC
- _____ SEX – MALE
- _____ SEX – FEMALE
- _____ SINGLE RACE – Alaskan Native / American Indian
- _____ SINGLE RACE – Asian
- _____ SINGLE RACE – Black / African-American
- _____ SINGLE RACE – Pacific Islander
- _____ SINGLE RACE – White
- _____ MULTI-RACE – Alaskan Native / American Indian and White
- _____ MULTI-RACE – Asian and White
- _____ MULTI-RACE – Black / African-American and White
- _____ MULTI-RACE – Alaskan Native / American Indian and Black / African-American
- _____ MULTI-RACE – Other

Certification: I/we certify that the information in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intention or negligent misrepresentation(s) of the information contained in this application may result in civil liberty and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provision of Title 18, United State Code, Section 1002, et seq. and liability for monetary damages to the City and/or the Lender, their agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application.

Signature: _____ **Date:** _____