



## CITY OF LANCASTER

### COMMUNITY DEVELOPMENT DEPARTMENT

104 EAST MAIN STREET

SECOND FLOOR

LANCASTER, OHIO 43130

PHONE: (740) 687-6663 FAX: (740) 681-5011

E-mail: [cdd@ci.lancaster.oh.us](mailto:cdd@ci.lancaster.oh.us)

**Lynda Berge Disser**, Executive Director

**Kelley Scott**, Assistant Executive Director

**Robert Sulick**, Housing Program Coordinator

To: Small Businesses, Housing and Supportive Service Providers, and Interested Citizens

From: Lynda Berge Disser, Executive Director

Subject: Notice of Funding Availability - City of Lancaster  
Community Development Block Grant CARES Act (CDBG-CV) Funds

Date: January 6, 2021

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### Availability of Funds

The City of Lancaster's Community Development Department anticipates receiving an allocation of Community Development Block Grant CARES Act (CDBG-CV) funds issued by the U. S. Department of Housing and Urban Development for use to prevent, prepare for, and respond to the coronavirus (COVID-19). The City's CDBG-CV allocation is \$520,158.

### Limitations on use of funds

The use of CDBG is governed by HUD regulations and by the City of Lancaster's Consolidated Plan. Funds are being used for the eligible activities of 1) assistance to small businesses to enable retention of jobs held by low- and moderate-income persons, 2) foreclosure prevention for homeowners with low and moderate incomes, and 3) planning and administration. The allocation of funds is as follows:

- Small Business Relief Grants (60%) \$312,094
- Foreclosure Prevention (20%) \$104,032
- Planning and administration (20%) \$104,032

### Public Hearing

The Community Development Department will conduct a public hearing to discuss the Community Development Block Grant-CV (CDBG-CV) program on **Wednesday, January 13, at 3:00 p.m. via Zoom** which will be recorded and made available on the City's website.

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZUsd-ivrDluH9T2J3QqeGjS07VxXnLuT2fC>

After registering, you will receive a confirmation email containing information about joining the meeting.

## **SMALL BUSINESS RELIEF GRANT PROGRAM**

### Purpose

- Provide financial assistance to small businesses in the City of Lancaster
- Provide grant assistance to help sustain business operations through the COVID-19 pandemic
- Goal of maintaining existing business operations and retaining jobs

### Eligibility

- Businesses operating within the City of Lancaster's municipal boundaries
- 25 or fewer FTE employees, preference given to 5 or fewer FTE employees
- Sales reduced (25% or more) by COVID-19 since March 17, 2020
- Grants cannot be used for any expense previously paid by CARES Act funding

### Award

- Grants up to \$10,000
- Can be used for rent payments, mortgage payments, and utilities
- If the business does not have facility costs, other costs will be considered
- Payments do not need to be in arrears
- Funding amount may be less than request, determined by review of the application

### Submission Requirements

Completed application form which includes:

- Basic business information
- A description of the impact of COVID-19 on the business (including revenue)
- Proposed recovery plan
- Budget for use of funds
- Signed business tax return to confirm annual revenue
- Signed personal tax return to confirm personal income of business owner
- Other financial information (Balance Sheet, Profit & Loss)
- Confirmation of receipt of other pandemic-related relief funding

### If Funded

- Business owner must participate in mandatory technical assistance program.
- Business must provide a one-page annual status report.

## **FORECLOSURE PREVENTION PROGRAM**

Funding will be provided to homeowners for mortgage payment assistance and for foreclosure prevention counselling. Program details are pending, and applications are not currently being accepted. However, homeowners in need of financial assistance are encouraged to contact Kelley Scott, Assistant Director, Community Development at (740) 687-6663 ext 3401.

**Public comments are requested during the public hearing, by email to [cdd@ci.lancaster.oh.us](mailto:cdd@ci.lancaster.oh.us), and by mail sent to:**

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**Robert Sulick**, *Housing Program Coordinator*

### Programming Schedule Community Development Block Grant – CARES Act Funds (CDBG-CV)

January 6, 2021	Initial notice of CDBG-CV funding availability and notice of Public Hearing Small Business Relief Grants Application form is available on the City's website. Applications for Small Business Relief Grants will be accepted until all funds are expended.
January 13, 2021	Public Hearing held at 2:00 PM on Wednesday, January 13, 2021 via video conference (recorded) The public hearing provides information about the funding available and an opportunity for the public to comment on the City's CDBG-CV funding program. The recording will be available on the City's website.
January 18, 2021	Public comment period ends. CDBG-CV Amendment to the City's approved FY2020 Annual Action Plan submitted to HUD for approval
February 1, 2021	The Small Business Grants Committee will make decisions on the applications received before Friday January 22, 2021. Details of the Foreclosure Assistance Program will be announced.
Ongoing	Applications for Small Business Relief Grants will be accepted until all funds are expended. The Small Business Grants Committee will review applications and make awards on a monthly basis.



***City of Lancaster, Ohio  
Community Development Block Grant – CARES Act (CDBG-CV)  
Program***

***INCOME  
LIMITS***

These HUD income limits are used for low- and moderate-income guidelines