



Community Development Block Grant Small Business Assistance Program

As a response to the COVID-19 pandemic, the U.S. Department of Housing and Urban Development (HUD) has released funds to local municipalities to help support economic development. The City of Lodi (City) is making a portion of these funds available to organizations (businesses and nonprofits) impacted by COVID-19 as grants to pay for lease/rent/mortgage and/or utilities, supplies and materials to help prevent the spread of COVID-19, and costs associated with complying with public health orders.

Overview

- Available funds are as a one-time grant from \$2,500 to \$10,000
- Funds must be used to prevent, prepare for, and respond to COVID-19, including for:
 - o Payment of lease/rent/mortgage and/or utilities (up to four months, including future expenses or in arrears)
 - o Supplies and materials to help prevent the spread of COVID-19 (e.g., sanitizer, masks, plexiglass)
 - o Costs associated with complying with public health orders (e.g., moving operations outside)

Please submit by email or FTP link (e.g., Google Drive, Dropbox) to LodiSBA@mbakerintl.com OR by mailing a USB drive to City Hall at 221 W. Pine Street, Lodi, CA 95240. Applications are due by January 15, 2021, at 5 p.m. Late applications will not be accepted.

Organization Eligibility

Organizations must meet all requirements listed below to be eligible for the program.

- Be a business or nonprofit organization
- Be physically located within City limits
- Possess a valid City of Lodi business license as of date of application
- Be located in a commercial, industrial, or mixed-use location, except for childcare or social service providers which may be located in any area
- Employ no more than 25 full-time equivalent (FTE) employees

Ineligible Organizations

- Organizations related to marijuana dispensaries and manufacturing, and any business or activity that does not comply with local, state, or federal laws
- Organizations that do not have a valid City of Lodi business license



- Organizations owned by persons who in the last five years, for any felony, have been convicted, pleaded guilty, pleaded nolo contendere, been placed on pretrial diversion, or been placed on any form of parole or probation (including probation before judgement)
- Organizations with owners who have ever obtained a direct or guaranteed loan from Small Business Assistance or any other federal agency that is currently delinquent or has defaulted in the last seven years and caused a loss to the government

Eligible Use of Funds

Organizations are required to use funds for the following categories only:

- Payment of lease/rent/mortgage and/or utilities (up to four months, including future expenses and in arrears)
- Supplies and materials to help prevent the spread of COVID-19 (e.g., sanitizer, masks, plexiglass)
- Costs associated with complying with public health orders (e.g., moving operations outside)

Application Prioritization

If the number of applications/funding requests exceed available funding, the City will prioritize applications from organizations that:

- Are more likely to sustain operations for at least one year after submitting an application
- Are implementing a mitigation plan to prevent the spread of COVID-19 among employees and customers/clients
- Have been in operation for a sustained period of time (10 years or longer)
- Employ a larger number of people (up to 25 FTEs)

Awarding the Grant

City staff will confirm eligibility of the organization and contact the organization representative via email. An agreement will be provided to the organization outlining the terms and conditions of the award. Upon receipt of a fully executed agreement with the organization, the City will disburse funds, according to HUD regulations, up to \$10,000.

The City will pay the landlord/bank/utility company directly in accordance with HUD regulations for lease/rent/mortgage and/or utility payments. Reimbursement for other COVID-19 related items will be paid directly to the organization owner upon completion of a federal W-9 Taxpayer Identification Form and receipt of documentation.

All documentation will be placed in a Small Business Assistance program file and all activities recorded in the Integrated Disbursement and Information System (IDIS) for HUD reporting purposes.



Application Assistance

If you would like assistance with the application, please contact Tanner Wolverton at LodiSBA@mbakerintl.com or (916)517-4441. Program mentors are available to assist if needed. Assistance from program mentors does not guarantee an award.