



City of Gahanna
CARES Assistance Program
Small Business Guidelines

The City of Gahanna CARES Assistance Program – Small Business

The City of Gahanna CARES Assistance Program (“Program”) intends to provide financial assistance to businesses adversely affected by the COVID-19 pandemic. The funds were awarded under the following:

- U.S. Department of Treasury under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES ACT”) as the Coronavirus Relief Fund (CRF) as described in 42 U.S.C 601(d).
- Catalog of Federal Domestic Assistance 21.019.
- Ohio Office of Budget and Management House Bill 481 of the 133rd General Assembly.

Gahanna City Council has approved \$380,000 of the Coronavirus Relief Funds received for the City of Gahanna CARES Assistance Program.

To learn more about the Coronavirus Relief Fund Local Government Assistance Program please refer to the following resources:

U.S. Department of Treasury Guidelines:

<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

State of Ohio Office of Budget and Management Guidelines:

<https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief>

Applicants awarded funding from the City of Gahanna CARES Assistance Program are required to comply with the U.S. Department of Treasury Guidelines, the State of Ohio Office of Budget and Management Guidelines and the City of Gahanna’s CARES Assistance Program Guidelines.

Program Guidelines

Following are the City of Gahanna’s guidelines for this program:

Eligibility Requirements for Gahanna Businesses

- Business must be based in City of Gahanna. No corporate ownership. If you have multiple locations and have applied for CARES Act grants in more than one subdivision, the total funds received cannot exceed \$10,000. If a franchise or multiple locations, funds received by the Program are required to be used for the business located in the City of Gahanna.
- Must be classified as a small business
- Business must operate for profit
- Business must have been in operation on January 1, 2020
- Business must be maintain a commercial or retail store front and not be home-based or nonprofit
- Business must be current on all local, state and federal obligations such as taxes and/or assessments
- Business must be impacted by the COVID-19 Pandemic
- The business must not be permanently closed
- Applicant is eligible for CARES Act Coronavirus Relief Funding if they have previously been approved and used funding from other CARES Act Funding or COVID-19 Relief funding, but the applicant cannot request and use funds for the same expenses as other relief funding. Expenses already funded by federal, state or local assistance are not eligible under this Program. Applicants

who have not received COVID relief assistance funding (Federal or Local) will be given priority when reviewing applications and distributing funds.

Eligible Use of Funds for Gahanna Businesses

Funds may be used for:

- Operating expenses such as rent, marketing, signage, and restart supplies (for example: PPE, protective barriers, signage, cleaning supplies.) required under safety regulations due to the pandemic.
- Mortgage payments for the business's principal place of business in the City of Gahanna. Mortgage payments for businesses that are located in an owner's primary residence are not eligible.
- Rent payments for the business's principal place of business in the City of Gahanna. Rent payments for businesses that are located in an owner's primary residence are not eligible.

Ineligible Expenses for Gahanna Businesses

Prohibited Use of Funds:

- Expenses that have been or will be reimbursed under any other federal program
- Payroll
- Property Taxes
- Utility Bills
- Operational costs that were budgeted prior to the COVID-19 Pandemic

Availability of Funds

- One-time grants will be awarded on a first-come, first-served basis, following committee review and approval until funds are committed.
- Gahanna City Council passed legislation allocating \$380,000 for the City of Gahanna CARES Assistance Program and \$228,000 is allocated for Small Businesses.
- The City of Gahanna reserves the right to deny any and all applications.

Award Limitations

- Maximum Funding Award: \$10,000 per eligible business

Application Process

Businesses that wish to apply for funding from the Program shall submit an online application to the City of Gahanna. Applications will be reviewed by The City of Gahanna CARES Assistance Program Committee. The Program Application Coordinator is the point of contact and will contact the applicant to:

- Discuss applicants application and process
- Request additional information and clarification on information submitted
- Inform the applicant of an interview with the committee
- State the status of the application
- Request and file required funding reports

Application Submittal Deadline

Applications for The City of Gahanna CARES Assistance Program are due no later than November 6, 2020.

[Awardee Transfer of Payment Process](#)

Awarded funds will be electronically transferred to the approved business through ACH payments. If the business is unable to accept electronic payments then the City of Gahanna will write a check to the approved business. The City of Gahanna will send notice of payment to the applicant.

[Awardee Reporting Requirements](#)

Awarded Businesses that use funds from the City of Gahanna CARES Assistance Program are required to provide their closeout report by December 28, 2020. The following information is to be included with the recipient's closeout report:

- Completion and submission of Applicant Use of Funds Report – Itemized Expense Report
- Supporting documentation for the itemized expenses such as receipts
- The result of your reopening/recovery
- The number of employees you were able to bring back and/or hire
- Other funding sources you received
- Your future plans to continue your recovery

Please contact the Program Application Coordinator at CAREsprogram@gahanna.gov.