

Lancaster City Small Business Emergency Fund

Frequently Asked Questions (FAQ)

- 1. How/Where can I submit my application?**
 - a. All applications will be processed through the Community First Fund loan application portal, found [here](#).
- 2. When will I find out if I was approved for the loan?**
 - a. Your loan will be underwritten in the order that it was received, typically loans take up to 4 weeks for approval once all needed documents are received.
- 3. I was approved for a loan. How long until I get my award?**
 - a. Small Business Loans:
 - Bank ACH information will be collected in the application in order to expedite payment once approved. Please allow for 5-10 business days for the funds to be received via ACH.
 - The loan closing process typically takes 6 weeks as all paperwork is collected. Funds are received within 24 hours of loan closing.
- 4. I own multiple businesses. Can I apply for assistance more than once?**
 - a. No. If you have multiple businesses that are separate legal entities in Lancaster, you may not submit multiple applications. This rule is in place to ensure that as many business owners as possible may be helped with the limited funding available.
- 5. My business has multiple locations. Can I apply more than once?**
 - a. No. If you have a single business entity that has more than one location in Lancaster, you may only submit one application to the fund for that entity. A unique business owner may only apply once regardless of the number of businesses owned. Business owners with a minority business ownership interest (less than 50% ownership) are not permitted to apply; only one owner (w/ largest ownership interest) may apply.
- 6. Do I need to be a Lancaster City resident?**
 - a. No, but your business must be physically located within the city limits of Lancaster, PA and file federal and state taxes.
- 7. Are there any businesses that are not eligible to receive assistance?**
 - a. No, but there is an annual revenue limit of \$2 million and businesses must be in the city of Lancaster.
- 8. The following business entities are ineligible:**
 - a. Business must be tax compliant with less than \$2 million in annual revenue
 - b. Business must be located in the City of Lancaster
 - c. Private clubs and businesses which limit the number of memberships for reasons other than capacity
 - d. Government-owned entities or elected official offices
 - e. Businesses primarily engaged in political or lobbying activities
 - f. Businesses engaged in any illegal activity

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- 9. If I am an individual who files taxes as an independent contractor or sole proprietor (schedule C and 1099s to the IRS), am I still eligible as a business?**
 - a. The program will be open to sole proprietors and independent contractors.
- 10. If my business has subcontractors (that file 1099, rather than a W2), should they be counted in the number of employees?**
 - a. No.
- 11. If my business is new and does not yet have tax return documents, can I still apply?**
 - a. No, we will only accept applications from businesses that can submit a tax return from at least 2019.
- 12. My business is a nonprofit. Can I still apply?**
 - a. Yes.
- 13. Can someone help me complete the application?**
 - a. Please call Community First Fund at 717-393-2351.
- 14. My business is a corporation applying for a loan. Why am I being asked to fill out a consent form for a personal credit inquiry?**
 - a. If you are applying for a loan, we will pull a personal credit for any owner of the business with over 20 percent ownership. There is no minimum credit score for the loan program.
- 15. How much money will be distributed in total as part of the product?**
 - a. We have \$700,000 in loans.
- 16. How many businesses do you expect to distribute funds to?**
 - a. Small Business Loans: we anticipate making approximately 25-30 loans up to \$40,000
- 17. How will loan decisions be made?**
 - a. All loans will be underwritten using Community First Fund's standard loan policy. Loan underwriting will be reviewed and approved by the Community First Fund lending team.
- 18. If I participated in the first round of the Emergency Relief Program, am I still eligible to apply for this second round?**
 - a. Yes, as long as your business still qualifies per the outlined eligibility requirements, your business is eligible to participate in the second round.
- 19. What about a business with an existing Community First Fund or ASSETS loan? Will they be eligible for this financing? Will their current debt service be on hold?**
 - a. Yes, those with existing loans/grants are also eligible for this relief.
- 20. Who will review loan applications?**
 - a. Loan applications are being reviewed by a trained team of diverse underwriters at Community First Fund. Spanish applications will be reviewed by bilingual reviewers.

NOTE:

Community First Fund and ASSETS created the COVID-19 Small Business Emergency Fund to provide relief in the fastest, fairest and most efficient way possible.

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Businesses across the city and nation have been severely impacted, but please understand that this program will not have the funding available to help every business in Lancaster.

This is an unprecedented challenge and we will continue doing everything possible to identify and advocate for additional resources through federal, state, and other sources.