

Town Council:

Bob Bloxom  
Ray Burger  
Thelma Gillespie  
Catherine Krause  
Joy Marino  
Maphis Oswald



Mayor: Fletcher Fosque  
Town Manager: Matt Spuck

15 North Street  
Onancock, VA 23417

757-787-3363  
[www.Onancock.com](http://www.Onancock.com)

January 13, 2020

Dear Onancock Business,

The Town of Onancock honors and values every one of the businesses and non-profit organizations that choose to call Onancock its home. This last year has shaken many of us to our very core and Town leadership continues to strive to support our businesses to survive the pandemic and thrive when normalcy returns.

Onancock applied for and received a grant from the Virginia Department of Health and Community Development (DHCD) for \$450,000 to help Onancock businesses pay for rent or mortgage payments and certain retooling costs incurred because of COVID-19. Each qualifying business can receive up to \$15,000.

The application and the program design are attached. We strongly encourage every Onancock business to apply for these funds. There is no payback requirement if you are awarded the grant. This is not a loan; it is a gift to qualifying businesses.

The Town of Onancock has partnered with the Onancock Main Street to administer this grant. We have created a Project Management Team (PMT) made up of two people from each organization and one community member:

Matt Spuck, Town of Onancock, Town Manager, Grant Manager [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com)  
Lisa Fiege, Town of Onancock, Office Manager, [lfiege@Onancock.com](mailto:lfiege@Onancock.com)  
Jenny Gehman, Onancock Main Street, Program Manager, [gehman.jenny@gmail.com](mailto:gehman.jenny@gmail.com)  
Carol Tunstall, Onancock Main Street, Board Member, [carol.tunstall@gmail.com](mailto:carol.tunstall@gmail.com)  
Zorylu Diaz-Bonilla, Onancock Community Representative, [lungaboni@gmail.com](mailto:lungaboni@gmail.com)

The application for the grant and the requirements may seem daunting, but we are here to help you. To be clear, we want to give away every penny of this grant to Onancock businesses and we are here to help you. Each of the members of the PMT have one business assigned to them and you may hear from him or her.

If you have a question, ask. We will make every effort to communicate with every business, but please talk with business owners of every kind. We want to give away every penny!

Warm regards,

A handwritten signature in black ink, appearing to read "Matt Spuck", written in a cursive style.

Matt Spuck  
Town Manager

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Date: \_\_\_\_\_

**Contact Information for Person Preparing this Application:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Business Information:**

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Date Incorporated: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Town of Onancock Business License #: \_\_\_\_\_

(Non-profit organizations are not required to have a town business license. If you are claiming this exemption, please provide proof of 501(c)(3) status)

Website: \_\_\_\_\_

Do you own or rent your place of business (circle one):      OWN      RENT

What date did you first open in Onancock?  
\_\_\_\_\_

Is your business currently fully operational? \_\_\_\_\_

Is your business in receivership or bankruptcy? \_\_\_\_\_

What industry is your business: (Circle one or declare "other")

Service/Lifestyle      Retail      Restaurant/Hospitality      Healthcare/Wellness

Professional Services      Other: \_\_\_\_\_

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**Employee Information:**

Current Number of Paid Full-Time Employees: \_\_\_\_\_

Current Number of Paid Part-Time Employees: \_\_\_\_\_ Average # of Hours: \_\_\_\_\_

Number of employees released due to the COVID-19 pandemic:  
Full-Time \_\_\_\_\_ Part-Time: \_\_\_\_\_

Please provide a brief narrative about your staffing throughout the State of Emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COVID-19 Funding Sources:**

Have you applied for any other COVID related funding? YES NO

Please indicate which ones:	Received:	Amount:
• PPP	YES/NO	_____
• SBA	YES/NO	_____
• RebuildVA	YES/NO	_____
• Main Street	YES/NO	_____
• Onancock Small Business Grant 1	YES/NO	_____
• Onancock Small Business Grant 2	YES/NO	_____
• Onancock New Business Grant	YES/NO	_____

Please provide a description of the how the funds were used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Please attach a copy of funds received and receipts for how the funds were used)

Are there any other sources of revenue your business is currently receiving? YES NO

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If you answered "YES" to the prior question, you must disclose the source of revenue here: \_\_\_\_\_

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**Priority Consideration:**

Are you a SWaM business (Small, Woman- and Minority-Owned Business)?

(Circle one)            YES            NO

If you are SWaM certified, please provide your certification.

Was your business closed for any reason besides COVID-19 during the following period, March 12, 2020 – December 30, 2020: (Circle one)            YES            NO

If "YES", for which dates and for what reason? Explain: \_\_\_\_\_

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Amount of Funding Requested: \$ \_\_\_\_\_

Provide a history and description of the business as well as a narrative of how your business has been impacted by recent economic concerns caused by COVID-19 and how this grant will positively impact your business, helping you to continue to serve the population and keep staff employed. (Additional commentary can be noted as an attachment to this application):

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**Attachments:**

The following documents are required for the application and must be submitted along with this application.

- Certificate of Incorporation
- Operational Profit and Loss Statements for 2019 & 2020 (by month)
- W-9 Form
- Itemized list of expenses you have paid and are claiming for reimbursement with these grant funds
- Copy of lease or mortgage statement, if applying for rent/mortgage assistance
- Copy of previous grant letters
- Additional commentary can be provided as an attachment to this application

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**WARNING:** Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willfully false statements or misrepresentations to any Department of Agency of the United States as to any matter within its jurisdiction.

Verification of any or all information contained in this application may be obtained from any source named herein.

All communications must be in writing and stamped received by the Onancock Town Hall staff or via email.

My signature below certifies that the information contained in this application is accurate and complete to the best of my knowledge. I hereby grant permission to project staff to verify any or all information contained in this application or any additional information that I may provide in support of this application. I understand that the information in this application will be held in strict confidence as required under the provisions of the Virginia Privacy Protection Act and will only be used to determine my eligibility for assistance under this grant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**For Office Use Only**

Date:

Time:

Employee:

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## Town of Onancock

### Program Design

Community Block Development Grant (CDBG)

COVID-19 Small Business Recovery Assistance

December 4, 2020

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**Program Purpose and Objective**

**Goals and Objectives**

The Town of Onancock was awarded the 2020 Virginia Community Development Block Grant (CDBG) to help Onancock small businesses open and operate safely in the COVID-19 environment. These funds originated from the Housing and Urban Development (HUD) 2020 CARES Act funding and meets HUD's objective for urgent need. These funds are distributed to Virginia's Department of Housing and Community Development (DHCD) to support localities like Onancock.

**Benefits:** 30 or more Onancock businesses

**Outcomes:** Preserve employment for low-to-moderate income individuals working in small businesses through the provision of Community Development Block Grant funds from DHCD.

**Products:** Business assistance grants to assist small businesses defray the cost of requirements in the reopening and operating process.

This list of specific project activities to be accomplished by the Onancock Small Business Recovery Assistance:

1. Non-construction modifications to businesses that facilitate physical distancing, safe opening and operating in the COVID-19 environment, and
2. Up to 6-months mortgage or rent relief

**Oversight and Staffing**

The Town of Onancock has formed a partnership with the Onancock Main Street Initiative to oversee and administer this program.

There are two professionals from each organization charged with administering this project:

The Town of Onancock Town Manager, Matt Spuck, serves as the Grant Manager. He is the leader of the Project Management Team (PMT). He is responsible for oversight of all aspects of the program including but limited to, compliance reporting and adherence to all DHCD requirements, grant distribution and application, progress reporting, public awareness and communication to town, community, and DHCD leadership. As Grant Manager, he will lead monthly management meetings. He has attended the DHCD training sessions.

The Town of Onancock Office Manager, Lisa Fiege, serves as the financial analyst and CAMS representative. She will serve on the PMT, she is responsible for maintaining all grant documents and applications securely and confidentially and submits all document through CAMS. She has attended the DHCD training sessions.

OMSI provides two professional resources, Jenny Gehman and Carol Tunstall, to serve on the PMT, application review, and have general responsibility for communicating the program widely among all Onancock businesses.



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In addition to these four professionals, there is one more community member to serve on the application review team. This person will, ideally, be bilingual, and own a business in Onancock but will not apply for this grant. This person serves in the role of Sparkplug.

**Project Areas and Boundaries**

This project is open to all businesses with current business licenses or qualifying non-profit organizations that operate within the Corporate Town Limits of Onancock, VA.

**Project Schedule**

The project begins when a formal contract is offered and endorsed by both DHCD and the Town of Onancock and continues for 365 days thereafter.

**Applicant Eligibility**

Applicants for the financial support offered through the CDBG funding must meet all the following criteria:

1. Applicants must have a current business license in the Town of Onancock. 501(C)(3) Non-profit organizations are not required to hold a business license in the Town of Onancock.
2. Applicants must have fewer than 20 Full-time-equivalent employees.
3. Expenditures must have been made after the Governor of Virginia's Declaration of Emergency on March 12, 2020. No construction activities will be eligible for reimbursement.

It is the responsibility of the applicant to provide all supporting documentation to the Project Management Team to determine eligibility.

**Applicants Not Eligible for Assistance**

Applicants shall be determined ineligible for assistance under the program for any of the reasons listed below. Including, but not limited to:

1. The primary address of the business is outside the corporate limits of the Town of Onancock.
2. The business employs more than 20 full-time-equivalent employees.
3. The applicant does not have a current business license as of December 15, 2020.
4. The business was not open to the public, as much as the guidelines of the Governor of Virginia allowed, for the entire period of the State of Emergency.
5. The business operates a Homestay operation (AirBnB, VRBO, for example).
6. Churches, private schools, or day care operations do not qualify for assistance under this program.
7. Expenditures requested for reimbursement occur outside the dates of the Governor of Virginia's Declaration of Emergency, which began on March 12, 2020.

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**Prioritization of Applicants**

Applicants will be taken on a first-come-first-served basis. An application is considered submitted when all supporting documentation is provided and approved by the Project Management Team and it is properly submitted to DHCD. The Project Management Team will notify applicants in writing if the application is approved or rejected. A copy of the written appeal process will be included with letters of rejection.

**Application Process**

Applications will be publicly available and widely disseminated; at a minimum these applications will be made available as documents on the Town website and social media pages and in hard copy format in the Town Hall. All materials must be delivered to Lisa Fiege in the Town of Onancock Town Hall. Matt Spuck, Town Manager, may receive documents in her absence. Documents will be stamped for the date received. No other person(s) may receive applications or documents and all documents must be stamped to signify the date received. The Project Management Team will meet weekly (or as often as necessary) to review completed applications on a timely basis and communicate with the applicant the status or requests for additional information.

Information requirements will, at a minimum include:

- Monthly Profit and Loss Statements from 2019 and 2020 to demonstrate COVID-19 impact
- Current business license, if applicable
- Dun and Bradstreet – Data Universal Numbering System (DUNS) Number

**Business Assistance Available**

The maximum amount distributed by the Town of Onancock through this CDBG funding is \$450,000. Onancock will demonstrate commitment to all businesses with its communication efforts, with additional effort to those small, Woman- and Minority-Owned businesses.

The maximum benefit to any individual business is \$15,000 to reopen and conduct business safely in the COVID-19 environment.

1. Retooling and technology activities:
  - a. Space and technology upgrades to reopen and conduct business safely;
  - b. Sanitization;
  - c. Job training specifically related to protecting employees and customers.
    - i. Retooling and technology activities will be disbursed on a reimbursement basis once the business submits documentation of expenditures via invoices and proof of payment.
2. Rent/mortgage relief:
  - a. Up to six-months of support may be made for a single business for the period subsequent to the Governor of Virginia's Declared Emergency.

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- i. For rent reimbursement, the applicant must supply an up-to-date written lease agreement in its entirety including signatures from both parties.
- ii. For mortgage reimbursement, the applicant must supply a current mortgage statement. Principal and interest are the only eligible expenses. Taxes and insurance do not apply.
- iii. Home-based businesses must provide a copy of a business license. A maximum of 25% of the total rent/mortgage may qualify.

There can be absolutely no duplication of benefit with other any other type of assistance received. All other programs will be considered which include but are not limited to PPP, RebuildVA, local CARES Act grants, etc.

**Payment**

Once the Project Management Team approves the application and endorses that all supporting documentation is in order, The Town of Onancock will submit the application for reimbursement to DHCD. When that approval is given to the Town, the Town of Onancock will distribute a check to the applicant within fourteen (14) calendar days. Reimbursement from CDGB funds will be sent directly to The Town of Onancock.

**Conflict of Interest**

No funds can be awarded to any person, or his/her immediate family, who has or had any decision-making power in this project. This includes elected and appointed officials of the Town of Onancock, Town employees, or Project Management Team members or the immediate family members thereof.

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**Complaint and Appeal Process**

During the course of the program, applicants may disagree with the decision made by the Project Management Team. The Town's Grievance Officer is Matt Spuck (Grant Manager). He can be reached at: 757-787-3363 weekdays from 9:00 am to 4:00 pm.

1. A request for appeal must be made to the Grant Manager within 30-days of the notice of rejection. No appeal will be entertained within 30-days of the end of the contract with DHCD.
2. The Grant Manager will notify the DHCD Liaison of the request for appeal.
3. The Grant Manager will assemble two current members of the Onancock Town Council to review the application and supporting documents with the Grant Manager.
4. After this 3-member group (herein after called Review Board) reviews the materials, the applicant will have the opportunity to present the reasoning s/he feels the decision should be overturned.
5. Should the applicant require support to compile or prepare for the Review Board, the Grant Manager will arrange for independent support.
6. All involved parties will be copied on all correspondence, including DHCD, to the degree they require/request.
7. Decisions of the Review Board will be informed by DHCD, but the decision of the Review Board is final.

**Revisions to the Program Design**

This Program Design is an official contract document. All revisions must be reviewed and approved by DHCD. The Town Manager is authorized to make minor changes and refinements. If a major alteration is deemed necessary to better achieve the intent of the program, the Town Manager must present the proposed changes to DHCD for approval prior to initiating any of the major changes.

This document was prepared by Town Manager, Matt Spuck      Date 12/4/2020