

Exhibit A

COVID-19 Business Assistance Grant Criteria and Procedures

Purpose

To assist small businesses located within the City of Fircrest, the City of Fircrest is committing up to \$120,000 in CARES Act Grant Funds to provide financial support to businesses impacted by COVID-19 restrictions. The following are the criteria for financial support:

Criteria for Financial Support:

- All financial support provided under this program is for costs incurred related to the COVID-19 pandemic between March 1, 2020, and October 1, 2020. Applicants will not be eligible for grant funds unless they indicate on the application that they understand eligible costs for which grant funds may be used.
- Essential businesses per Governor Inslee's proclamation 20-25 establishing the initial Stay Home, Stay Healthy order are not eligible for grant funds.
- The business must be a current Fircrest business and have had a Fircrest business license and a physical location in the City of Fircrest on or before March 1, 2020. The business must also have been in business for one year from the date of the grant application.
- The business has less than 25 Full-Time Equivalent employees.
- Grants cannot be made to businesses owned or partially owned, by managers, officers, directors, or public officials associated with the City of Fircrest.
- The business must have experienced a loss of income due to the COVID-19 pandemic.
- The business must be able to demonstrate with financial statements or tax returns that they were profitable prior to the disruption caused by the COVID-19 pandemic.
- Based on the information submitted on the Business Assistance Grant Application, grants will not exceed \$5,000.
- Priority will be given to businesses not eligible for Federal or State programs providing equal or greater economic relief.
- Applicants are strictly forbidden to use these grants funds for business expenses for which they have already received or may receive other State or Federal grant funds.

ELIGIBLE Costs/Expenses:

- Payment of rent or required monthly loan payments
- Payment of Utility Costs
- Costs incurred during a reopening process, including the additional business interruption that happens when a small business must limit their accessibility to the public, and for displaying and/or communicating state-based requirements for public access.
- Operating costs for the purchase of items meant to protect the public and employees, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures in order to reopen a business.

INELIGIBLE Costs/Expenses:

- Any expense not related to the impacts of COVID-19.
- Any expense that would not be considered an eligible business expense by IRS rules.
- Political contributions
- Bonuses to owners or employees
- Wages to any member of the owner's family who is not a bona fide employee.
- Charitable contributions
- Gifts or parties
- Draw or salary to the owner that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.
- Pay down or pay off debt by more than required in the underlying debt instrument.

Process

- The business owner fills out the Fircrest Business Assistance Grant Program application before application due date of August 31, 2020.
- After the due date, the City of Fircrest application review team will review all applications to ensure eligibility and make award decisions.
- Awardees will be notified by September 11, 2020, of their grant award and amount.
- Checks for grant awards will be presented to the City Council for voucher approval by the September 22 Regular City Council meeting. Checks will go out Wednesday, September 23, 2020.