



**NOTICE OF SPECIAL MEETING  
GRANDVIEW CITY COUNCIL COMMITTEE-OF-THE-WHOLE  
CORONAVIRUS RELIEF FUNDS FOR LOCAL GOVERNMENTS**

You are hereby notified, pursuant to RCW 42.30.080, that the **GRANDVIEW CITY COUNCIL** will conduct a special teleconference Committee-of-the-Whole meeting on **THURSDAY, AUGUST 6, 2020 at 6:00 p.m.**, with the following agenda:

1. Coronavirus Relief Funds for Local Governments (Pages 1-11)
2. Adjourn

**CITY OF GRANDVIEW**

Anita G. Palacios, MMC  
City Clerk

**NOTIFICATION:**  
Mayor and Council  
Cus Arteaga, City Administrator  
Department Directors  
News Media

Grandview City Council Committee-of-the-Whole Special Meeting  
Thursday, August 6, 2020 6:00 PM

Please join the meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/343519613>

You can also dial in using your phone.  
United States: +1 (408) 650-3123

Access Code: 343-519-613 #

Audio Pin: 1 #

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<https://global.gotomeeting.com/install/343519613>

	EXPENDED TO DATE	PROPOSAL ONE	PROPOSAL TWO	PROPOSAL THREE	COUNCIL DECISION
Current Expense Fund Balance as of 7/31/2020	\$	1,163,000.00	\$ 1,163,000.00	\$	1,163,000.00
Equipment Tools and Staff Costs	\$	18,000.00	\$ 35,000.00	\$	-
Ambulance Service Fees	\$	55,000.00	\$ 100,000.00	\$	-
4% Service Fee	\$	16,000.00	\$ 30,000.00	\$	-
Electronic Equipment & Electronic Upgrade	\$	10,000.00	\$ 15,000.00	\$	-
NaviRetail	\$	-	\$ 15,000.00	\$	-
Business Grants*	\$	70,000.00	\$ 141,000.00	\$	336,000.00
<b>TOTAL EXPENDITURES</b>	\$	<b>245,000.00</b>	<b>\$ 336,000.00</b>	<b>\$</b>	<b>336,000.00</b>
<b>ENDING FUND BALANCE</b>	\$	<b>918,000.00</b>	<b>\$ 827,000.00</b>	<b>\$</b>	<b>827,000.00</b>

\* In reviewing other agencies, such as Yakima County and City of Yakima, they've allocated 20% or less to Business Grants

Grant funding from Commerce is available for reimbursable costs ONLY incurred through March 1, 2020 - October 31, 2020



CARES ACT FUNDS FOR LOCAL GOVERNMENTS IN WASHINGTON STATE

# Coronavirus Relief Funds

## Coronavirus Relief Funds for Local Governments.

**Available Funding.** Governor Inslee released a portion of the state's Coronavirus Relief Funds (CRF) available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") to certain local governments.

**Eligible Funding.** CRF payments may be used for costs incurred by the local government in response to the COVID-19-related public health emergency during the period of March 1, 2020 thru October 31, 2020. Allowable expenditures include, but are not limited to:

- Medical and public health expenses.
- Payroll expenses for public safety, public health, health care, human services, & similar employees whose services are substantially dedicated to mitigating or responding to the emergency.
- Expenses of actions to facilitate compliance with public health measures.
- Expenses associated with the provision of economic support in connection with the emergency.
- Any other COVID-19-related expenses of government that satisfy the CRF's eligibility criteria.

Payments may NOT be used to cover costs accounted for in the local government budget most recently approved as of March 27, 2020; and may NOT be used to fill shortfalls in local government revenue to cover expenditures that would not otherwise qualify under the CARES Act.

### Agency Contact

Tony Hanson  
Deputy Assistant Director  
Local Government Division  
[tony.hanson@commerce.wa.gov](mailto:tony.hanson@commerce.wa.gov)  
Phone: (360) 725-3005

For a list of local governments and their award amounts, and additional information visit: [Coronavirus Relief Funds](#)

CORONAVIRUS RELIEF FUNDS FOR  
LOCAL GOVERNMENTS

**Coronavirus Relief Funds (CRF) for Local Governments  
thru CARES Act  
Washington State Funding Distribution**

County	Jurisdiction	2019 Population Estimate	PerCap Amount in Dollars
Whitman	St. John	505	\$25,000
Whitman	Tekoa	770	\$25,000
Whitman	Uniontown	355	\$25,000
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Yakima	Yakima County	255,950	\$14,077,250
Yakima	Grandview	11,200	\$336,000
Yakima	Granger	4,075	\$122,250
Yakima	Harrah	675	\$25,000
Yakima	Mabton	2,320	\$69,600
Yakima	Moxee	4,135	\$124,050
Yakima	Naches	990	\$29,700
Yakima	Selah	7,965	\$238,950
Yakima	Sunnyside	17,070	\$512,100
Yakima	Tieton	1,305	\$39,150
Yakima	Toppenish	9,105	\$273,150
Yakima	Union Gap	6,275	\$188,250
Yakima	Wapato	5,055	\$151,650
Yakima	Yakima	94,440	\$2,833,200
Yakima	Zillah	3,185	\$95,550
.	.	.	.
<b>State</b>	<b>State Total</b>	<b>7,546,410</b>	<b>\$296,541,670</b>
State	Unincorporated Population State Total	2,635,501	
State	Incorporated Population State Total	4,910,909	

## Proposal for administering CARES Act funding to small businesses within the City of Grandview, WA.

**Option 1: Provide financial support to Grandview Businesses that apply for the Yakima County CARES Act Grant program but are not selected for funding.**

The Yakima County CARES Act Grant program is open to all small businesses in Yakima County with 20 or fewer employees as of the date they complete the application. There is no “one-year-in-business” clause that other COVID-19 relief programs have. This allows businesses that started at the worst time possible to apply for funds. The County program provides reimbursement of up to \$10,000 for ONLY the following kinds of expenses: business rent/mortgage, business utilities, and business insurance incurred since March 27. No other expenses are eligible under this program.

Each city will receive its proportionate share of applications based on the percentage of businesses in those cities. Under this methodology, every community, no matter how small, receives at least 1 percent of the total awards. YCDA estimates it will have enough funds from Yakima County to award 200 applications. Of those 200, 8 will be businesses located in the City of Grandview as shown in the following table.

CITY	For every 100 businesses funded, this many come from each community:
Cowiche CDP, WA	1
Grandview City, WA	4
Granger City, WA	2
Harrah Town, WA	1
Mabton City, WA	1
Moxee City, WA	2
Naches Town, WA	1
Selah City, WA	5
Sunnyside City, WA	10
Tieton City, WA	1
Toppenish City, WA	4
Union Gap City, WA	8
Wapato City, WA	2
White Swan CDP, WA	1
Yakima City, WA	55
Zillah City, WA	2

The highest scoring applications from each city will be selected until that city has reached its share of the total applications. This way applications are ranked against businesses in their own community as opposed to businesses in other parts of the County. In other words, a restaurant in Grandview will be scored against other businesses in Grandview, as opposed to competing for ranking with businesses and restaurants in the City of Yakima.

Since the 8 highest ranked businesses in Grandview will be funded from the County program, the additional dollars set aside by the City Council will be used to fund the City of Grandview businesses ranked 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, and so on until the funds have been expended.

A complete description of the Yakima County CARES Act Grant program is included as Attachment A.

**Option 2: Reimburse Grandview businesses for their City water bill.**

The City of Grandview will review the business billing accounts for the water utilities for services incurred after March 27<sup>th</sup>. Each business will be reimbursed up to \$1,000 (or other amount that best fits the needs of busienses) for their City Water.

Funding will start with the business that has the smallest water bill and proceed to the next highest, and next highest, and so on. Since only water utility is being funded, many businesses will not have enough billing to receive the full \$1,000 reimbursement, but other businesses, such as restaurants may have more billing than \$1,000. If there are dollars left over after all the businesses have been reimbursed up to \$1,000, the remaining dollars can:

- Be distributed evenly to reimburse the businesses that had billing higher than \$1,000
- Be set aside to reimburse all businesses equally for their next month's water utility payment

The City may be in a better position to provide the administration for this program since it ahas all the needed documents to show reimbusement. YCDA can provide administration for this program if that is preferred and would work with the City to get a history of business water utility bills incurred after March 27<sup>th</sup> and the business addresses, and contact information.

**Option 3: Create a grant program tailored specially to the needs of Grandview.**

There are many ways to prioritize financial assistance for small businesses during this pandemic. Some examples that have been discussed include:

- Prioritize all the independent workers at hair and nail salons up to a fixed amount as they were the ones first closed by the governor's order.
- Prioritize businesses that have been closed by the governor's order
- Prioritize businesses that have been operating the longest in the community
- Prioritize businesses that have not received funds from any other sources

YCDA has already acquired the software to develop online applications that can be completed using only a smartphone. YCDA can work with the City to develop an application process that meets the city's unique needs.

## **ATTACHMENT A**

### **Proposal for administering CARES Act funding to assist small businesses within Yakima County**

**Create a grant program that will reimburse businesses up to \$10,000 for rent/mortgage, utilities, and business insurance that they have incurred since March 27.**

This application would be open to all small businesses in Yakima County with 20 or fewer employees as of the date they complete the application. There will be no “one-year-in-business clause” that other COVI-19 relief programs have. This will allow businesses that started at the worst time possible to apply for funds.

**Marketing goal - Every eligible business in the County is aware of the program, knows how to apply, and knows the process for ranking grants and the timeline for dollars being distributed.**

- Draft and distribute a press release from the Yakima County Commissioners announcing the program, the eligibility requirements, and how and when to apply. Spanish translation will be sent to Spanish media.
- Public service announcements and paid advertisements on English and Spanish television, radio, newspaper, and social media.
- Create a Yakima County branded one-page flier inviting business owners to apply – It will be English on one side and Spanish on the other. Application process will close seventeen days (17) from the date the letter is sent to provide time for the letter to arrive and for businesses to apply.
- Mail the flier to every address in the County.

**Application goal: Online application (English and Spanish) that takes less than 10 or less minutes to complete and collects the following information:**

- Name of Business
- Doing Business As
- Year Established
- UBI Number (Copy of Business License Uploaded with Application)
- Industry Sector
- Address
- City
- State
- Zipcode
- Phone
- Email
- Number of Employees Pre COVID-19
- Current Number of Employees
- Business Structure
- Likelihood of Permanently Closing
- Was the Business Closed by Governor’s Order
- Percentage of Income Lost Over Previous Year

- Amount of Other COVID-19 financial relief received
- Demographics – minority race/ethnicity, women owned, tribal owned, veteran owned
- Proof of Payment for Expenses to be reimbursed Uploaded with Application

**Ranking Applications: It is anticipated that we will get 2,000 to 3,000 applications.**

Doing a subjective review of each and every application will not be feasible in a timely manner with this many applications. The following process attempts to balance timeliness with a meaningful review of the applications.

1) Score applications and rank them by City based on the following. A maximum of 33 points is possible. A minimum of 1 point is possible.

- Business Closed by Governors Order: 10=closed, 5=partially open, 1=allowed to be open but had decrease in revenue
- Percentage of Income Lost Over Previous Year: 5=80% to 100%, 4=60% to 79%, 3=40% to 59%, 2=20% to 39%, 1=1% to 19%
- Will the economic hardships caused by COVID-19 likely put you out of business?: 5=Yes, 3=Maybe, 1=No
- Number of Employees lost due to COVID-19 as a number: 5=eight or more employees, 4=six or seven employees, 3=four or five employees, 2=two or three employees, 1=one employee
- Number of Employees lost due to COVID-19 as a percentage: 5=80% to 100%, 4=60% to 79%, 3=40% to 59%, 2=20% to 39%, 1=1% to 19%
- Amount of other COVID-19 financial relief received -5=more than \$10,000, -3=less than 10,000, 0= none
- Demographics: 3=two or more demographic criteria selected, 2=one demographic criteria selected, 1= no demographic criteria selected

2) Each city will receive its proportionate share of applications based on the percentage of businesses in those cities. Under this methodology, every community, no matter how small receives at least 1 percent of the total awards as shown in the following table.

CITY	For every 100 businesses funded, this many come from each community:
Cowiche CDP, WA	1
Grandview City, WA	4
Granger City, WA	2
Harrah Town, WA	1
Mabton City, WA	1
Moxee City, WA	2
Naches Town, WA	1
Selah City, WA	5
Sunnyside City, WA	10
Tieton City, WA	1
Toppenish City, WA	4
Union Gap City, WA	8

Wapato City, WA	2
White Swan CDP, WA	1
Yakima City, WA	55
Zillah City, WA	2

The highest scoring applications from each city will be selected until that city has reached its share of the total applications. This way applications are ranked against businesses in their own community as opposed to businesses in other parts of the County. In other words a restaurant in Zillah will be scored against other businesses in Zillah, as opposed to competing for ranking with businesses and restaurants in the City of Yakima.

Special attention will be given to ensure that the businesses awarded are representative of the demographic characteristics of the business that applied and the demographic characteristics of the County in general.

**AWARDING GRANTS: The following documentation is required from all businesses that will receive funds:**

- Business License (proof of business)
- Invoices and/or receipts for eligible expense to be reimbursed (proof that dollars are being used to assist with business related expenses)
- A signed contract stating it is their intention to use the money to assist them with re-opening their business. They will also agree to report the operating status of their business at the end of 2020 and the number of employees they have at that time (proof that they plan to re-open). This contract will also include self-certification of:
  - Loss of business revenue
  - Number of employees as of the date the business applied

1) Once documentation has been received, YCDA will submit to Yakima County a spreadsheet that lists each business, its address, names of owners, and dollar amount of expenses to be reimbursed. For the first submission, YCDA will include the documentation for all the businesses. For following submissions, YCDA will not submit the documentation but will retain it within YCDA so it is available for audit or spot checks.

2) Once the County has reviewed the spreadsheet it will release the total amount of funds to be reimbursed for that batch to YCDA.

3) YCDA will distribute to each business its portion of those funds.

4) Repeat steps 1-3 until all funds are dispersed.

**RECORDKEEPING: YCDA will keep all documents, paper and/or electronic, for the term that the County deems necessary**

YCDA will report to the County the number of businesses assisted, the industry sector the businesses are in, the number of jobs supported, and the demographic makeup of the business owners. At the end of 2020 YCDA will report the operating status and number of employees at the businesses that received funds.

**YAKIMA COUNTY CARES ACT GRANT ASSISTANCE AGREEMENT BETWEEN  
YAKIMA COUNTY DEVELOPMENT ASSOCIATION AND Name of Business**

THIS Agreement, entered this ## day of Month, 2020 is between the Yakima County Development Association, a not-for-profit organization registered in Washington State, hereinafter called "YCDA"; and XXX located at principal place of business, hereinafter called "Business."

WHEREAS,

- Yakima County and YCDA prioritize the use of CARES Act funds to mitigate adverse impacts to small businesses as a result of the COVID-19 pandemic;

WHEREAS,

- The YCDA is a CARES Act subrecipient for purposes of providing COVID-19 small business assistance;

WHEREAS,

- The Business has twenty or fewer employees as of the date of the application, and is licensed to conduct business in Washington State ;

WHEREAS,

- The assistance allows the Business to maintain an economic presence in Yakima County, Washington, prevent economic hardship due to the COVID-19 pandemic and emergency closures, and promote economic stabilization;

WHEREAS,

- The assistance promotes the Business' compliance with Yakima County public health guidelines;

WHEREAS,

- The Business can document this CARES Act assistance will not result in a duplication of benefits, and the Business has not received (or would not receive, by acting reasonably) other source financial assistance for the same costs where the total amount received would exceed the total need; and

WHEREAS,

- The Business has provided invoices or proof of payment of; eligible business rent/mortgage, business utilities, and/or business insurance

WHEREAS,

- YCDA has reviewed the invoices and determined the business is eligible for CARES Act assistance in the amount of \$\_\_\_\_\_.

NOW, THEREFORE, it is agreed between the Parties hereto that:

**I. Statement of Work**

YCDA shall provide CARES Act assistance to the Business in the amount of \$\_\_\_\_\_ to mitigate the adverse effects to its business as a result of the COVID-19 pandemic, whether caused directly or indirectly by the state of emergency declared on February 29, 2020 by the Governor of Washington, or public safety measures initiated related thereto.

**Description of Assistance:** The CARTES Act assistance shall be used by the Business solely for eligible Business costs identified as:

- Business rent or mortgage expenses paid/due on or after March 27, 2020;
- Business utility expenses paid/due on or after March 27, 2020;
- Business insurance expenses paid/due on or after March 27, 2020.

**Performance Period:** Enter applicable incur cost date from box depending on source of CARES Act funds to completion date.

## **II. Method of Payment and Documentation of Expenses:**

The Business shall provide proof of payment of eligible expenses/invoices for items detailed in the aforementioned approved statement of work. Supporting documentation includes but is not limited to images of canceled checks/bank statements, copies of invoices or receipts for rent/mortgage, utilities, and or insurance.

YCDA will provide payment by check not to exceed \$ [redacted] for the eligible documented expenses.

## **III. Record Maintenance and Reporting**

The Business shall maintain complete records relating to the CARES Act assistance for # (#) years, commencing on the date of this signed Agreement. The Business shall provide YCDA with such reports and information as YCDA may reasonably request in order to allow YCDA to comply with all applicable requirements of the granting authority. Records will remain confidential, used only to meet federal, state, and County requirements, and withheld as applicable from disclosure.

The Business shall provide an update on the economic impact of the CARES Act assistance by December 31, 2020 to include: The operating status of the company, open or closed; The number of employees working at that time; and a brief description of how the grant funding impacted the Company

## **IV. Subrogation and Duplication of Benefits**

In consideration of Business' receipt of CARES Act assistance by this Agreement, Business hereby assigns to YCDA all future rights to reimbursement and all payments received from any grant, subsidized loan, insurance policies of any type, or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or other program, to the extent of proceeds paid to Business under this Agreement determined in the sole discretion of YCDA to be a duplication of benefits.

Upon receiving any duplication of benefit proceeds, Business agrees to immediately notify YCDA. If some or all of the proceeds are determined to be a duplication of benefit, the portion that is a duplication of benefit shall be repaid to YCDA forthwith.

## **V. Severability**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **VI. Waiver**

YCDA's failure to act with respect to a breach by the Business does not waive its right to act with respect to subsequent or similar breaches. The failure of YCDA to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

## **VII. Event of Default**

If the Business fails to comply with all the requirements set forth herein, said failure to comply shall be deemed an event of default as described below and the Business shall immediately repay the CARES Act

assistance in full. An event of default shall arise under this Agreement upon the occurrence of any one or more of the following:

- The Business assigns this Agreement and assistance thereof to another party, unless authorized through a signed amendment by all Parties.
- Any representation or warranty made herein or in any report, certificate, financial statement or other instrument furnished in connection with this Agreement proves to be false in any material respect.
- The Business uses CARES Act assistance for illegal activities, or for prohibited activities including political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.
- The Business fails to pay and keep current all local taxes, state and federal income taxes and such other taxes as may be owed, notwithstanding any grace period allowed by state and federal governments.

**VIII. Amendment**

A formal amendment to this Agreement shall be required in the event there is an approved material change to the proposed use of funds and Statement of Work. A formal amendment shall be required in the event there is an approved change to the performance period. No amendment shall be binding unless in writing and signed by both parties.

**IX. Entire Agreement**

This agreement constitutes the entire agreement between YCDA and the Business for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between YCDA and the Business with respect to this Agreement.

**X. Governing Law**

This Agreement shall be governed by, interpreted, applied and enforced in accordance with the laws of the Washington State.

**XI. Electronic Signatures**

This Agreement and related documents entered into in connection with this Agreement are signed when a party's signature is delivered by facsimile, e-mail, or other electronic medium. These signatures must be treated in all respects as having the same force and effect as original signatures.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**(Name of Business)**

***Yakima County Development Association***

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date