

University Place Business Relief Program

Business Eligibility Guidelines



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Criteria for All Applicants

All applicants must meet the following criteria for financial support:

- 1) The business must be physically located within City boundaries.
- 2) The business must have a City of University Place business license and meet one of the following two requirements:
 - a. The business has been continually licensed with the City of University Place since March 16, 2019 to the present; or
 - b. The business has:
 - i. established a business location in University Place between March 16, 2019 and March 16, 2020; and
 - ii. been both continually operating in the City of University Place and held a City of University Place business license since establishment through June 30, 2020; and
 - iii. five or more full-time equivalent employees (FTEs) whose primary workstation is within the City of University Place.
- 3) The business must have experienced a loss of 25% or more in revenue due directly to COVID-19 impacts (comparing March 1, 2019 – June 30, 2019 with March 1, 2020 – June 30, 2020);

OR

For those businesses that established a business location within the City of University Place after March 16, 2019, experienced a loss of 50% or more in revenue due directly to COVID-19 impacts (comparing January 1 - March 31, 2020 with April 1 - June 30, 2020 revenues).
- 4) The business must have twenty-five (25) or fewer full-time equivalent employees (FTEs) whose primary workstation is within the City of University Place. *(The number of FTEs is determined by calculating the sum of each employee's average number of hours paid per week, divided by 40, and rounding the total to the nearest tenth. The maximum for each employee is capped at 1.0.)*
- 5) The business is in good standing, current on all City taxes and fees due, current on all State and City regulatory requirements, and has no outstanding code violations. For the purposes of this requirement, the business is not disqualified if it has taken advantage of an extension of taxes and fees, or other regulatory requirements, if those obligations have been suspended or deferred by appropriate local or state directives.
- 6) Unless exempt, the business must have available for inspection a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as

protective as the requirements from the Washington State Department of Labor & Industries. If the State of Washington has issued guidance for the business's specific industry, the Safety Plan must also be compliant with any industry-specific guidance.

- 7) As a condition of receiving a grant, the business must commit to the following minimum requirements:
 - a. cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of COVID-19;
 - b. cooperate with the implementation of infection control measures, including but not limited to isolation and quarantine, and follow the cleaning guidelines set by the CDC to deep clean and sanitize;
 - c. comply with all public health authority orders and directives; and
 - d. comply with all Department of Labor & Industries interpretive guidance, regulations and rules, and Department of Labor & Industries-administered statutes.
- 8) Grants may be used to leverage funding from a public or private financing program.

Exclusions from the Program

Businesses meeting one or more of the following criteria are excluded from receiving grants under this program:

- 1) Businesses that have more than twenty-five (25) FTEs whose primary workplace is within the City of University Place; or
- 2) Businesses that qualified as an "essential business" and remained open to the public or worked under normal operating conditions from March 16, 2020 to June 30, 2020, unless the business can prove a loss of 25% revenue due to COVID impacts (comparing the time periods set forth under Item 3 under the heading "Criteria for all Applicants");
- 3) Governmental entities and nonprofits (other than nonprofits engaged in the provision of human services).
- 4) Grants cannot be made to businesses owned, partially owned, or with managers, officers, directors, or employees who are employees or public officials of the City of University Place.

Grant Guidelines

Tier 1 Businesses:

Businesses qualifying under Tier 1 will be eligible for grants ranging between \$1,000 to \$20,000.

Businesses meeting the following additional criteria shall be entitled to Tier 1 status:

- 1) Businesses that collect and remit sales tax to the State of Washington, with a minimum sales tax remission to the State of Washington in the amount of \$10,000 in 2019 or \$2,500 for first quarter (i.e., January 1 – March 31) 2020; and

- 2) Businesses that have a storefront and visible presence within any of the commercial areas within the City of University Place. *(For the purposes of this criteria, a business has a "storefront and visible presence within any of the commercial areas," of the City if the business is located in one of the following zones: Mixed use Office (MU-O); Neighborhood Commercial (NC); Mixed Use (MU); Town Center (TC); Community Commercial (CC); Mixed use Maritime (MU-M); and Light Industrial – Business Park (LI-BP).)*

The determination of the specific grant amount shall be as follows:

The minimum grant shall be \$1,000. An additional \$1,000 shall be awarded per FTE then-employed as of March 16, 2020. An additional \$1,000 shall be awarded for each year in excess of two years that the business has continuously held a City of University Place business. The maximum grant shall be \$20,000.

Tier 2 Businesses:

Businesses that do not meet the Tier 1 requirements are identified as Tier 2 businesses.

Businesses qualifying under Tier 2 will be eligible for grants ranging between \$1,000 to \$5,000.

The determination of the specific grant amount shall be as follows:

The minimum grant shall be \$1,000. An additional \$1,000 shall be awarded for each FTE then-employed as of March 16, 2020, excluding those with an ownership interest in the business.