

Fairfax City ReConnected Grant Guidelines

Updated 7.23.20

Overview:

The Fairfax City Economic Development Authority (EDA) will be offering the Fairfax City ReConnected Grant (FCRG), in collaboration with the Fairfax City Economic Development Office (EDO), in order to provide essential financial support to small businesses impacted by COVID-19. Grant funds will reimburse businesses for their costs incurred by responding to and adapting their services during the Commonwealth's declaration of a State of Emergency. In accordance with Governor Northam's "Forward Virginia" plan and the Coronavirus Aid, Relief, and Economic Security (CARES) Act, grant monies can be used to cover eligible expenses incurred between March 12, 2020 and December 1, 2020.

The Fairfax City ReConnected Grant will distribute one million dollars of federal CARES Act funding as \$5,000 and \$10,000 grants to Fairfax City small businesses. Upon award, grant recipients will enter into a grant agreement with the Fairfax City EDA and will submit reimbursement requests to the FCRG Program Manager.

The purpose of the Fairfax City ReConnected Grant is to provide economic relief to Fairfax City businesses that were negatively impacted by COVID-19. Whether a business is accepted for the grant or not, we recommend exploring [these resources](#) for other information and funding during this time.

Application Process:

- At least 30% of the final grant allotment will be awarded to Small, Women-Owned, and Minority-Owned (SWaM) and Veteran-Owned businesses.
- Businesses that applied and were deemed eligible during Round 1 of the application process have been conditionally awarded a \$5,000 grant.
 - Awards of the \$10,000 grant will be evaluated for need and appropriateness by a committee.
- How do I receive the ReConnected \$10,000 grant?
 - During round 2 of the application process, applicants for both the \$5,000 and \$10,000 awards must provide a budget justification of eligible expenses. Businesses requesting \$10,000 will be required to provide additional information, which may include a narrative, detailing their previous and proposed response to COVID-19 and why their need is above and beyond that required of the \$5,000 level program.

Timeline:

Disclaimer: This schedule is subject to change. Changes, if necessary, will be communicated on our website and social media channels.

June 30 at 5 pm – July 15 at 5 pm: Application Round 1 – Qualification

Interested businesses self-certify grant eligibility and provide supporting financial documentation

July 21 – July 29: Application Round 2 – Planning

Eligible businesses submit a budget justification of eligible expenses

July 30 – August 7: Notification of grant awards and contracting process begins. During this process, the recipient and FCRG program manager will build the scope of eligible expenses for grant agreements.

August: Businesses begin submitting payment request forms

September/October: Mid-grant check-in

December 1: Final payment request forms due

Eligibility:

Eligible Applicants:

- Must be located in Fairfax City with 30 or fewer full and full-time equivalent employees across all locations as of March 1, 2020
- Have and maintain a valid Fairfax City Business, Professional and Occupational License (BPOL)
- Have no outstanding tax obligations to Fairfax City or the Commonwealth
- Must have been in operation before March 1, 2019 and remain in the City of Fairfax through December 30, 2020
- Must be able to prove the business' finances and/or operations were negatively impacted by COVID-19
 - Supporting examples and documentation include, but are not limited to, one or more of the following:
 - Detailed Profit and Loss statement for March, April, and May 2019 and 2020 or detailed bank statements for the period referenced
 - Showing an accurate timeline or graph that portrays revenue decline
 - Providing proof of customer/customer-expectation decline
 - Evidence supporting reduced profit margins as a result of increased operating costs or others
 - Restaurants must also provide a detailed summary of meal taxes paid for the period referenced

- Retail businesses must also provide a detailed summary of sales tax paid for the period referenced

Ineligible Applicants:

- Businesses that are permanently closed
- Non-profit organizations (excluding those that operate a for-profit component such as retail or food-services and employ at least 5 individuals)
- Businesses that are engaged, or have been engaged in, any illegal activities
- Nationally owned and operated corporate locations

Expenditures:

Businesses will only be reimbursed for expenses approved in the grant agreement. During the application process businesses will need to create a budget justification for the full amount of the grant they are requesting. Below is a non-exhaustive list of eligible expenses. Any questions regarding eligible expenses should be sent to ReConnectedGrants@fairfaxcityeda.org.

Eligible Expenditures:

- The purchase of new indoor, outdoor, or office furniture
 - Eligible expenses include, but are not limited to, the purchase of additional seating to account for outdoor dining
- The purchase of new equipment or furniture to assist with anticipated continued social distancing best practices
 - Eligible expenses include, but are not limited to, personal protective equipment (PPE) for employees and patrons and safety equipment such as plexiglass barriers
- The reconfiguration of work-place space in order to comply with reduced capacity/social distancing
- Increasing technological capacity to prepare for and implement social distancing requirements or normal business operations
 - Eligible expenses include, but are not limited to, equipment, supplies, and services related to technology to allow for virtual and socially distanced service delivery and/or work. Devices purchased must remain the property of the grant recipient and cannot be donated or given to clients. Contractor and labor costs associated with the upgrades (e.g., tech support contractors, installation, required training) are acceptable
- The additional cleaning of facilities or place of business
- Implementing COVID-19 related modifications to normal business operating models, if reasonably approved by the program manager during the scoping process
- Creating and implementing new marketing procedures or campaigns as a result of the COVID-19 crisis
- Retaining/supporting continued employment of employees

- Up to 30% of the full grant amount awarded may include salary and wages, benefits, hazard pay, overtime, and other fringe benefits and costs for employees who were employed prior to March 1, 2020.
- Telecommunications utilities

Ineligible Expenditures:

- Damages covered by insurance
- Reimbursement to donors for donated items or services
- Severance pay
- Workforce bonuses
- Legal settlements
- Rent and utilities other than telecommunications
- Construction, other than minor modifications necessary to meet public health safety recommendations

Payments:

Payments for grant recipients will begin on August 1st after the grant agreement has been signed and the recipient has submitted a payment request form with applicable documentation. More information will be made available regarding the payment request process after grant has been awarded.

Payment request forms for purchases from March 12, 2020 to the Effective Date of the grant agreement will need to be submitted 14 days after the Effective Date to the Fairfax City Economic Development Authority. Payment request forms for purchases from the Effective Date through December 1, 2020 will need to be submitted 30 days after purchase and prior to December 1, 2020.