

Fairfax City ReConnected Grant Series 2 Guidelines

Updated 10.1.2020

Overview:

The Fairfax City Economic Development Authority (EDA) will be offering the Fairfax City ReConnected Grant (FCRG) Series 2, 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 30, 2020.

The Fairfax City ReConnected Grant Series 2 will distribute seven hundred thousand dollars of federal CARES Act funding as \$5,000 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.

Timeline:

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

October 5: **Series 2** application opens

November: **Series 2** grant administration – scoping

December 1: **Series 2** signed grant agreements due

January: **Series 2** grant administration – reimbursement processing

Eligibility:

Eligible Applicants:

- Must be located in Fairfax City with 50 or fewer full and full-time equivalent employees across all locations as of January 1, 2020. Additionally, nonprofit applicants must have a minimum of 1 full or full-time equivalent employee

- 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 January 1, 2020 and remain in the City of Fairfax through June 30, 2021
- Must be able to prove the business' finances and/or operations were negatively impacted by COVID-19

Ineligible Applicants:

- Businesses that are permanently closed
- Businesses that are engaged, or have been engaged in, any illegal activities
- Nationally owned and operated corporate locations
- **Businesses that have received previous FCRG Series 1 support**

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 Series 2 grant recipients will begin no later than January 2021 and after 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.