

## **EXHIBIT A**

### **Eligibility Requirements:**

*Business Size* – businesses with 20 full-time equivalent (FTE) positions or fewer. One FTE totals 40 hours per week. This can be one employee or any combination of part-time employees whose weekly hours total 40 hours.

*Business Type* – only for-profit businesses are eligible to receive funds.

*Location* – the business must have a physical store front or office located within the jurisdictional boundaries of the City of Fairfield. The business must have been closed, or have operations severely limited, due to County Public Health orders. Home-based businesses and businesses that were not required to close during COVID-19 are not eligible for grant funding.

*Age* – the business must have been in operation since January 1, 2019 to be eligible for grant funds.

*Revenues* – businesses with gross revenues less than \$2 million per year are eligible. The business must demonstrate profitability prior to COVID-19 and demonstrate revenue losses of at least 20% due to COVID-19.

*Ownership* – only independently owned and operated businesses are eligible. Franchise businesses may be eligible if they 1) own two or fewer businesses; 2) their only location(s) are within Fairfield; and 3) they are not receiving any corporate support.

*Other Requirements* – all applicants must be in good business standing (current business license, no liens or judgements, have not filed for bankruptcy, etc.). Each applicant is only eligible for one grant under the program (i.e. owner of multiple businesses cannot apply multiple times for differing business entities).

*Funding Limits* – grant funds available in three categories: micro businesses with 5 or fewer FTEs are eligible for up to \$5,000; businesses with 6-10 FTEs are eligible for up to \$7,500; and businesses with 11-20 employees are eligible for up to \$10,000.

*Eligible Expenditures* – grant funds may be used to pay for lease payments, payroll, utilities, business supplies (including PPE), equipment purchases that expand operations, and investments in software or technology that allows for a shift to online operations. Other expenses may be eligible as reviewed on a case by case basis.

### **Application Process:**

All grants will be distributed under a lottery system.

Applications will be received during a two-week period, to be announced. Once the application period is complete, the lottery will be held. The application process is two steps:

1. An online application is submitted for consideration. This requires general business information such as responsible person(s), FTEs, and amount of funds requested. Applicants must certify that they have read and understand all eligibility requirements and will comply with all requests for information if selected under the lottery.
2. The lottery will randomize all applicants into a rank order position (i.e. position 1, 2, 3, 4, and so on). All applicants whose lottery position falls within the funding amount available will move to a pre-award phase for underwriting. Pre-award screens applicants to ensure compliance with all program requirements. Applicants shall supply all information needed, including financial information, identification of uses for funds, verification of good standing, and any other information needed to verify compliance with requirements. Applicants in compliance receive a grant agreement and funds will be distributed by the City.

Any applicants selected under the lottery that do not comply with program requirements will be removed from the process. The City will continue down the lottery ordered list until all funds are expended.

#### Grant Award Agreement

All businesses selected and found to meet program requirements are required to enter into a grant award agreement. The agreement requires funds be used for eligible expenses. Businesses must stay in operation for at least six (6) months after receiving funds. Any business found in violation of the grant award agreement will be required to repay the funds.