



# MONROE CITY COUNCIL

## Agenda Bill No. 20-068

<b>SUBJECT:</b>	<b><i>Economic Development Advisory Board (EDAB) Economic Development Recommendations for City Small Business Stimulus</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/12/2020	Administration	Deborah Knight	Deborah Knight	New Business #2

**Discussion:** 05/12/2020

- Attachments:**
1. Federal Government Stimulus
  2. Working Washington Small Business Emergency Grant
  3. City of Monroe Economic Support Efforts
  4. J. Palmer Email Virtual Town Hall Meeting Invite
  5. Monroe Virtual Town Hall Presentation
  6. J. Palmer Email COVID19 Loans & Grants Update
  7. J. Palmer Email WWSBE Grant Applications Submitted

**REQUESTED ACTION:** Discuss the proposed City Small Business Stimulus Package as recommended by the Economic Development Advisory Board and provide direction to the Mayor and staff.

### POLICY CONSIDERATIONS

*On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, relating to the Open Public Meetings Act and Public Records Act; the proclamation restricted the ability of public agencies to take action to only those actions that are necessary and routine, or to respond to the COVID-19 outbreak and public health emergency. The proclamation was effective through April 23, 2020, subsequently extended through May 4, 2020 and subject to further extension.*

*One of the effects of the COVID-19 pandemic is a near-shut down of our economy and local business community. Supporting our local businesses, and providing focused resources and assistance to facilitate economic vitality in the COVID-19 recovery phase, is a vital function in response to the outbreak.*

### DESCRIPTION/BACKGROUND

Since the outbreak of the COVID-19 pandemic, government agencies at all levels (federal, state and local) have responded with legislation to provide relief and assistance to individuals and businesses.

Federal response measures have included the Coronavirus Aid, Relief and Economic Security (C.A.R.E.S.) Act signed into law on March 27, 2020. The law established four economic relief funding options including the Payment Protection Program (PPP), Economic Injury Disaster Loans (EIDL), and small business bridge loans and SBA debt relief. A second program was signed into law on April 24, 2020 to provide additional funds to the PPP and EIDL programs, and to dedicate funds to smaller lending institutions in order to reach small businesses not funded through the first program. Attachment 1 provides additional details on the Federal programs.

On April 7, 2020, Governor Inslee funded a \$5 million grant program from the Governor's Strategic Reserve Fund. The maximum grant amount was \$10,000. City staff and members of the City's Economic Development Advisory Board reviewed 149 applications from Monroe businesses. The review committee recommended funding six applications representing



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Monroe's diverse business sectors and locations throughout the city. The applications were forwarded to the Economic Alliance for further consideration. In response to the widespread interest in the program, the Governor dedicated an additional \$5 million, bringing to total amount available to \$10 million. Attachment 2 provides details on the grants and the award process.

Since the initial outbreak of COVID-19, the city has been actively supporting our local small business community. The city immediately created a new COVID-19 webpage with information for business and residents; the web page is updated frequently. New information has been shared daily on the city's Facebook page since the Governor's Stay Home/Stay Healthy order went into effect.

James Palmer, the city's Economic Development Specialist, has been in frequent contact with the Monroe business community via email and social media. Attachments 6 and 7 are emails Mr. Palmer sent to the business community on April 16 and April 29.

Mr. Palmer has kept himself and city staff informed of changing information related to the application process. He has worked closely with businesses, assisting them with completing state and federal applications. He has been the point person working with businesses and city staff to respond to questions about essential businesses.

Mr. Palmer researched, promoted and organized the city's first virtual Town Hall on Tuesday, April 14, 2020. Attachment 4 is the email invitation Mr. Palmer sent to the business community on April 10 announcing the Town Hall, and Attachment 5 is the presentation slides Mr. Palmer shared during the meeting. Mr. Palmer has scheduled a second Town Hall on Thursday, May 7 to provide information on the federal reauthorization of the PPP and EIDL programs.

A detailed list of city actions to support small businesses is available in attachment 3.

To further support Monroe's small business community, Mayor Thomas requested staff consider and make recommendations of a City Small Business Stimulus Package. In order to prepare recommendations that would directly support local businesses, staff sought the advice of the Economic Development Advisory Board (EDAB), which has been meeting weekly since April 9.

In its weekly meetings, EDAB members have discussed economic impacts to small businesses and how to support businesses impacted by COVID-19. The Board considered measures the mayor and city council could take in addition to measures implemented by the state and federal governments. Several initiatives were discussed by the EDAB at its April 9 and April 16 meetings. The following four initiatives were recommended by the EDAB at its April 23, 2020:

### Economic Development Advisory Board recommendations

#### 1. Staff gift cards

Each Full Time Equivalent (FTE) city employees would be given \$100 to spend at Monroe small businesses. This program will be reimbursement-based, with employees spending money in local small businesses and submitting receipts to the city. Expenses eligible for reimbursement would be for purchases made and money spent at businesses located within the city limits of Monroe and would still be subject to public funds limitations. Employees may also elect to have their \$100 donated to a local 501(c)(3) non-profit agency. Implementation of this initiative would incur a cost to the city of \$12,000, based on 120 FTE employees.



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### 2. Utility late fee waiver

The City has currently enacted a city-wide waiver per [Emergency Executive Order No. 20-003](#), ratified by the Council on April 28, 2020. Approval of this proposal would extend the existing waiver through December 31, 2020.

In discussions with Finance Director Hasart, implementation of this program would minimize the chance of errors and ease administration of the program if applied city-wide to both commercial and residential accounts due to following factors:

- a. Multiple buildings in Monroe have both residential and commercial units, and often have one meter for the whole building. While residents in such mixed-use buildings pay at the commercial rate, narrowed application of this proposal would benefit some residents and not others.
- b. Similar to mixed-use buildings, several fully commercial buildings also have one meter, with the property owner as the utility customer and individual tenants remitting their portion of the utility bill to the property owner. In such circumstances, the city would be unable to ensure that the economic benefit of this policy is passed down from property owner tenant. The city would also be unable to verify which tenants paid their landlord on-time, and which paid late.

An additional consideration of this proposal is that, per [RCW 35.21.300](#), the city cannot initiate a utility shutoff without providing notice to the customer that the account is delinquent. Such notice is provided through the assessment of a late fee. For the city to maintain the ability to enact a shutoff after December 31, 2020, Council would need to amend by resolution the 2020 utility fee schedule to establish a late fee of \$0.00.

Implementation of this initiative to all accounts city-wide would incur a cost of approximately \$56,000. This figure is based on an average of \$7,000 of delinquent account fees assessed per month for eight months if this proposal is enacted through December 31, 2020. The late fee waiver has already been in effect for two months (March and April) with an estimated impact of \$14,000 already incurred.

### 3. Waiver of mandatory solid waste disposal service for commercial accounts

The City has currently enacted such a waiver per [Emergency Executive Order No. 20-006](#), ratified by the Council on April 28, 2020. Approval of this proposal would extend the existing waiver through December 31, 2020.

The City's contracted solid waste disposal company, Republic Services, has agreed to this policy through the duration of the Stay Home/Stay Healthy Order. Extension of this waiver through a date beyond the lifting of that Order would require a negotiated amendment to the city's solid waste disposal service contract. The cost to the city of implementation of this policy would be determined through such negotiation.

### 4. Proclamation urging Governor to enact a moratorium on commercial evictions.

Mayor Thomas would issue a proclamation urging Governor Inslee to enact a moratorium on commercial evictions. There would be no fiscal implications to the city of issuing such a proclamation.



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### **FISCAL IMPACTS**

Fiscal Impacts of each of the above initiatives are discussed within their individual descriptions.

### **TIME CONSTRAINTS**

As soon as possible. The primary goal of the proposed initiatives is to support businesses through the current economic shutdown. A further program may be needed to assist businesses to reopen after COVID-19 restrictions are lifted.

While there is no statutory time constraints to enacting a City Stimulus Package, the sooner it is approved, the more beneficial it will be to local businesses, and the less overall need in a potential second program.

### **ALTERNATIVES**

1. Do not approve the City Small Business Stimulus Package recommended by the Economic Development Advisory Board (EDAB) and direct the Mayor to develop and recommend an alternative package.
2. Partially approve the City Small Business Stimulus Package by approving one or more, but not all, of the EDAB's recommended initiatives.
3. Direct the Mayor to consider a community and economic relief program. Similar programs have been established or are being considered by other municipalities in Snohomish County to assist businesses and non-profits which provide assistance and services to infirm and low-income individuals. Such programs will provide grants either directly to local businesses, or to non-profit agencies which offer such services. Implementation of this Alternative would direct the Mayor to propose the structure of such a program and identify funding mechanisms.
4. Take no action and refer for future consideration.



## **Agenda Bill No. 20-068**

### **Attachment No. 1**

<b>SUBJECT:</b>	<b><i>Federal Government Stimulus</i></b>
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#### **DESCRIPTION/BACKGROUND**

In response to the COVID-19 pandemic, the federal government passed two bills to provide relief to small businesses. The two bills and the relief they offered are detailed below:

- Coronavirus Aid, Relief and Economic Security (C.A.R.E.S.) Act
  - Passed on March 26, 2020; signed into law March 27, 2020
  - Established four (4) economic relief funding options available to small businesses through the Small Business Administration (SBA):
    - Paycheck Protection Program (PPP): loan program designed for small businesses and non-profit agencies, as a direct incentive to keep employees on the payroll; loans become forgivable if employees kept on payroll through June 1 and funds used for payroll, rent, mortgage interest and/or utilities.
    - Economic Injury Disaster Loans (EIDL): loan advances of \$10,000, available to small businesses and non-profit agencies experiencing a COVID-19-related loss of revenue.
    - Small Business Bridge Loans: loans of up to \$25,000, available quickly, to small businesses with existing relationships with an SBA Express Lender.
    - SBA Debt Relief: automatic relief offered to businesses with current 7(a), 504 and microloans issued through the SBA, and all such future loans issued prior to September 27, 2020; relief issued in the form of payments on all principal, interest and associated fees on such loans for a period of six (6) months.
- Paycheck Protection Program and Healthcare Enhancement Act
  - Passed on April 23, 2020; signed into law April 24, 2020
  - Each of the above programs were depleted of initial allocations in a matter of weeks
  - Dedicated an additional \$370 billion to small business lending, including:
    - \$310 billion replenishment of the Paycheck Protection Program
      - \$250 billion through traditional lenders
      - \$30 billion dedicated to smaller lending institutions with assets of between \$10 million and \$50 million
      - \$30 billion dedicated to local lending institutions with assets under \$10 million
    - \$60 billion replenishment of the Economic Injury Disaster Loan program



## **Agenda Bill No. 20-068**

### **Attachment No. 2**

<b>SUBJECT:</b>	<b><i>Working Washington Small Business Emergency Grant</i></b>
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#### **DESCRIPTION/BACKGROUND**

In response to the COVID-19 pandemic, Governor Jay Inslee introduced the Working Washington Small Business Emergency Grant to provide relief to small businesses. The two bills and the relief they offered are detailed below:

- Working Washington Small Business Emergency Grant
  - Initial \$5 million fund announced on April 7, 2020, funded by the Governor's Strategic Reserve Fund.
  - Additional \$5 million announced on April 23, 2020, funded from passage of state's \$200 million emergency response legislation.
  - Maximum grant amount of \$10,000, available to businesses in operation for more than one year which employ no more than 10 employees, including the proprietor.
  - Grant funds administered at the County level by local economic development organizations.
  - Grant application scoring criteria established by Economic Alliance Snohomish County.



## Agenda Bill No. 20-068

### Attachment No. 3

<b>SUBJECT:</b>	<b><i>City of Monroe Economic Support Efforts</i></b>
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#### **DESCRIPTION/BACKGROUND**

Since the outbreak of COVID-19, the city has been actively supporting our local small business community. Support activities in which the city has engaged include:

1. Active and ongoing communication
  - a. Economic Development Specialist James Palmer has proactively engaged the business community to notify business owners of the above governmental support actions.
  - b. Examples of James's communication activities are attached.
2. Collaboration with business associations
  - a. James Palmer and City Administrator Deborah Knight have actively engaged and collaborated with the Monroe Chamber of Commerce and the Downtown Monroe Association to communicate and share important information with business owners.
3. Assisting businesses with grant applications
  - a. Since the roll-out of the federal and state grant programs, James Palmer has advised business owners with technical expertise in support of their applications for funding assistance.
4. Responding to questions about essential businesses
  - a. As part of the Stay Home/Stay Healthy Order, Governor Inslee ordered all businesses not classified as "essential" to temporarily cease or modify operations.
  - b. Since the enactment of the Order, staff have received and responded to calls seeking clarification of a particular business or industry's "essential" status.
  - c. Staff have also received and responded to complaints of non-"essential" businesses maintaining standard operations. In responding to such complaints, staff have educated business owners on the "essential" classifications and sought to establish which "essential" exemption the business claims in order to remain in operation.
5. Weekly EDAB meetings
  - a. Since the beginning of April, the city's Economic Development Advisory Board (EDAB) has meet weekly to offer expertise on economic recovery. The elements of the proposed City Small Business Stimulus Package were vetted and recommended by the EDAB.
6. Town Hall Meetings
  - a. Mayor Thomas and James Palmer facilitated a virtual Town Hall meeting on Tuesday, April 14 to share details of the above government support programs and answer questions related to the funds and the "essential" business definitions.
  - b. A second virtual Town Hall is scheduled for Thursday, May 7. This meeting will review the federal reauthorization of the PPP and EIDL programs, and provide updates on state unemployment benefit processing and Governor Inslee's pathway to reopening the economy.
7. Working Washington Small Business Emergency Grant Review
  - a. Economic Alliance Snohomish County (EASC) requested each city review applications from its local business community and provide a prioritized listing of applications.
  - b. Deborah Knight, James Palmer and Management Analyst Rich Huebner from the city staff, as well as EDAB members Sally King and Liz Nugent, scored applications based on the EASC's established criteria, and Mr. Palmer provided the prioritized list to EASC for its referral to the state.
8. Resources on City website
  - a. At the start of the COVID-19 outbreak, the city established a [COVID-19 Resource and Information](#) page on [monroewa.gov](http://monroewa.gov).



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### **Attachment No. 3**

- b. Included in this new section is a [Resources for Businesses](#) page, updated regularly, with descriptions and links to business resources such as the above grant and loan programs, details on the definition of “essential” businesses, and the waiver of mandatory solid waste disposal services for local businesses.
9. Social Media Updates
  - a. Staff has posted regular updates to both the [City of Monroe](#) and [Mayor Geoffrey Thomas](#)'s Facebook pages with details addressing COVID-19. Posts have included both regular best practice updates and announcements of resources available to businesses.
10. City-produced videos
  - a. As the COVID-19 outbreak and Stay Home/Stay Healthy Order have progressed, city staff have produced a series of videos that have been shared on social media.
  - b. The videos have highlighted and thanked the essential businesses and first responders who continue to support the Monroe community and encouraged businesses and residents to implement social distancing in their ongoing public activities.

**From:** [James Palmer](#)  
**To:** [James Palmer](#)  
**Cc:** [Deborah Knight](#); [Ben Swanson](#); [Becky Hasart](#); [Rich Huebner](#); [Gina Pfister](#)  
**Subject:** Monroe Business Virtual Town Hall Meeting  
**Date:** Friday, April 10, 2020 6:15:48 PM  
**Attachments:** [Zoom-Meeting \(1\).ics](#)

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Dear Monroe Businesses and Citizens,

On Tuesday, April 14th at 6:00PM we will hold a virtual Town Hall to discuss the impact of COVID-19 on Monroe's Business Community and the efforts to provide relief to those businesses. We will cover the various assistance programs in the form of loans, grants, forgiveness programs and others from Federal, State and local agencies. The Town Hall will be opened by Mayor Thomas and then we will provide an overview of the various programs that have been established to aid businesses. This will be followed by a question and answer period. If you have questions about any of the financial assistance programs, we ask that you send your questions to <[JPalmer@MonroeWA.gov](mailto:JPalmer@MonroeWA.gov)> prior to the meeting. We will answer those first and then take any live questions during the remaining time left. Please find below the details to log into Zoom online, or if you simply wish to call in on your cell without video, use any one of the numbers listed under "Dial by your location."

City of Monroe is inviting you to a scheduled Zoom meeting.

Topic: City of Monroe Business Town Hall  
 Time: Apr 14, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/469580643?pwd=djV3SkdEOys4cysxVDBlTkdzT2gyZz09>

Meeting ID: 469 580 643  
 Password: 021595  
 One tap mobile  
 +13462487799,,469580643# US (Houston)  
 +14086380968,,469580643# US (San Jose)

Dial by your location  
 +1 346 248 7799 US (Houston)  
 +1 408 638 0968 US (San Jose)  
 +1 669 900 6833 US (San Jose)  
 +1 301 715 8592 US  
 +1 312 626 6799 US (Chicago)  
 +1 646 876 9923 US (New York)  
 +1 253 215 8782 US

Meeting ID: 469 580 643

Find your local number: <https://zoom.us/u/asls2AcjR>

**James Palmer**  
***Economic Development Specialist***

Main:360-794-7400

Cell: 360-631-0050  
www.monroewa.gov



# MONROE VIRTUAL TOWN HALL

Monroe Businesses  
Stabilizing, Relief and Recovery

- Government When You Need It
  - Accurate and Timely Communication With Businesses
  - Coordination with County, State and Federal Agencies
  - Working with Economic Development Advisory Board on a Monroe Based “Stimulus”
- The Guiding Principles of Relief and Recovery
  - Economic Development Strategy Remains the Foundation of Monroe’s Path Forward



## MAYOR’S MESSAGE

Mayor Geoffrey Thomas



- Essential Businesses During the Shutdown
- Economic Development Infrastructure – Understanding where the money is coming from.
  - Federal – Treasury, SBA, US Dept. of Commerce
  - State – Governor’s Office, WA Dept. of Commerce
  - County – Employment Security, Economic Alliance of Snohomish County
  - City – Mayor
- Eligibility



# ECONOMIC DEVELOPMENT

James Palmer  
Economic Development Specialist  
For City of Monroe

- Federal
  - Businesses
    - SBA
      - Paycheck Protection Program (PPP)
      - Economic Injury Disaster Loan (EIDL)
      - SBA Express Bridge Loans
      - SBA Debt Relief
    - IRS
      - Tax deferments
      - Changes in tax liabilities for IRA deductions



WASHINGTON

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## ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

Federal Program –  
Businesses

FOR MORE INFORMATION ON BUSINESS ISSUES RELATED TO COVID-19 GO TO: [HTTPS://WWW.MONROEWA.GOV/936/RESOURCES-FOR-BUSINESSES](https://www.monroewa.gov/936/resources-for-businesses)

New Business #2

AB20-068

## The following entities affected by Coronavirus (COVID-19) may be eligible for SBA Loans:

- Any small business concern that meets SBA's size standards (either the industry based sized standard or the alternative size standard)
- Any business, 501(c)(3) non-profit organization, 501(c)(19) veterans organization, or Tribal business concern (sec. 31(b)(2)(C) of the Small Business Act) with the greater of:
  - 500 employees, or
  - That meets the SBA industry size standard if more than 500
- Any business with a NAICS Code that begins with 72 (Accommodations and Food Services) that has more than one physical location and employs less than 500 per location
- Sole proprietors, independent contractors, and self-employed persons



## ECONOMIC DEVELOPMENT FINANCIAL AID PROGRAMS.

Federal Program –  
SBA Eligibility

- Individuals and Employees
  - IRS
    - Basic Income Payment
    - Extended and Enhanced Unemployment (See State)



## ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

Federal Program –  
Individuals and Workers

- Governor's Office/Washington State Dept. of Commerce, implemented by EASC
  - SRF Working Washington Grants
- Dept. of Revenue
  - Tax deferments



## ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

State Program –  
Businesses

## SRF Working Washington Grants

- After city review, EASC reviews and then sends to Commerce for final approval.
- There are no updates to applicants. If they succeed, they will be notified 2-4 weeks out.
- After approval by Commerce, an applicant will sign a contract with EASC.
- Grants are a reimbursement. If a company is approved for \$6K, they need to submit one invoice to EASC that is supported with vendor invoices etc. for \$6K in expenses.
- Invoice is submitted to Commerce who reimburses EASC, who then cuts the company a check.
- From the time the invoice is submitted to Commerce the process may take up to one week.



## ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

State Program –  
Businesses

- Individuals and Employees
  - Employment Security Dept.
    - Extended and Enhanced Unemployment



## ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

State Program –  
Individuals and Employees

- **Small Business < 500 Employees**
    - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
  - **Small Business <10 Employees**
    - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
    - WA State SRF Working Washington Grant (State)
  - **Sole Proprietorship**
    - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
    - WA State SRF Working Washington Grant (State)
    - Paid Family Sick Leave\* – (Federal)
    - Enhanced Unemployment for Sole Proprietors - Pandemic unemployment assistance program (State)
  - **Independent Contractor**
    - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
    - WA State SRF Working Washington Grant (State)
    - Paid Family Sick Leave\* – (Federal)
    - Enhanced Unemployment for Sole Proprietors - Pandemic unemployment assistance program (State)
- \*New rules allow “sick leave” tax deduction for the sole proprietor for 2020 taxes. You can reduce your estimated 2020 quarterly tax payments by the dollar amount of your leave taken.



# ECONOMIC DEVELOPMENT

## FINANCIAL AID PROGRAMS.

Eligibility –  
By Type of Business

- Questions?



# ECONOMIC DEVELOPMENT

James Palmer  
Questions

Question:

Since we don't have employees (we just have a building and lease out rooms) is there any funding to help us with bills as many of our renters have had to close down during this time?

Answer:

- For SBA Federal relief, businesses and nonprofit organizations with fewer than 500 workers are eligible for aid, including sole proprietorships, independent contractors and freelancers.
- The SRF Working Washington Grant also is available to businesses with <10 employees including sole proprietorships.
- Extended and Enhanced Unemployment benefits are now available to sole proprietorships and independent contractors.
- Federal enhancement of Family Leave lets sole proprietors claim up to 10 days of loss work due to COVID-19



# ECONOMIC DEVELOPMENT

James Palmer  
Questions

Question:

How much of the SBA's PPP loan is a grant?

Answer:

Businesses can have their loans forgiven in full if they maintain their full-time equivalent head count (based on a 40-hour workweek) and wages for eight weeks after the loan is disburse. Not more than 25 percent of the forgiven amount may be used for non-payroll costs, like rent.



# ECONOMIC DEVELOPMENT

James Palmer  
Questions

### Question:

I am a self-employed with 2 employees. We have been impacted through this crisis. Is there any help out there for us. I was told that self-employed business were not eligible.

### Answer:

- Businesses and nonprofit organizations with fewer than 500 workers are eligible for Federal SBA aid, including sole proprietorships, independent contractors and freelancers.
- Expansion of the criteria for a variety of programs, including unemployment insurance and paid family sick leave has been expanded to include sole proprietors, contractors, gig workers and others not usually eligible for benefits.
- The State SRF Working Washington Grant is also available to businesses with <10 including sole proprietors, but application closed on April 10<sup>th</sup>.



# ECONOMIC DEVELOPMENT

James Palmer  
Questions

### Question:

- how and when do we know if our SRF Emergency Grant application has been approved?
- how are funds received? direct deposit, all at once, installments?
- after the funds are received and used how do we know if its going to count as a loan or grant?
- who do we submit invoices to show what the expenses were used for and have it count as a grant instead of a loan?
- is there any sort of direction with the applications if your business is actually better suited for a different grant than the one you applied for--can it be re-directed or can you receive a recommendation to apply for something different to still receive funds

### Answer:

You will be contacted by the EASC within 3 weeks from the application; Either direct deposit or a physical check; all are grants; No, Which loans/grants you apply to is your responsibility



# ECONOMIC DEVELOPMENT

James Palmer  
Questions

- Next Steps
- Closing Comments



# ECONOMIC DEVELOPMENT

James Palmer  
Economic Development Specialist  
For City of Monroe

**From:** [James Palmer](#)  
**To:** [James Palmer](#)  
**Cc:** [Deborah Knight](#); [Rich Huebner](#); [director@choosemonroe.com](mailto:director@choosemonroe.com); [downtownmonroeassociation@gmail.com](mailto:downtownmonroeassociation@gmail.com)  
**Subject:** COVID-19 Business Loans/Grants Update  
**Date:** Thursday, April 16, 2020 1:54:06 PM

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Dear Monroe Business Owner,

***SBA HALTS LOAN FUNDING:***

The Small Business Administration announced today that they have exhausted the \$300+Billion funding provided in the C.A.R.E.S. Act and have ceased taking applications for all loans including the Paycheck Protection Program (PPP) and Economic Injury Disaster Loans (EIDL). Additional funding programs are being debated in the House and Senate and Congress is expected to hammer out a deal in the coming days so stay tuned. As has been mentioned before, the PPP can only be applied for through an SBA approved lending institution and borrowers who wish to apply are directed to their lending institution. I have read some banks are continuing to take applications, but only to fill a queue so if and when new funding is announced, they will be ready to start processing new loans and send up to SBA immediately. So check with your bank to see what their procedures are for taking new applications for PPP loans. The EIDLs are applied for directly on the SBA website which is no longer taking applications until new funding is appropriated. Keep checking back to the SBA website for the latest information on if and when they will start accepting new applications.

***WORKING WASHINGTON SMALL BUSINESS EMERGENCY GRANT APPLICATIONS CLOSED:***

The Working Washington Small Business Emergency Grant administered through the WA Dept. of Commerce and Economic Alliance of Snohomish County (EASC) closed the application process on Friday, April 10th at noon. EASC received 2,298 application of which 145 will be forwarded to Commerce for a final cut. Monroe Businesses submitted 149 applications. The process for EASC to review and score these applications before sending up to Commerce will likely go to the end of April and be submitted to Commerce sometime early May. Awards could be expected to be announced by June.

***NEW \$5000 GRANT FOR SMALL BUSINESS ANNOUNCED BY US CHAMBER OF COMMERCE:***

The US Chamber of Commerce announced today a fund to provide grants to US small businesses in "economically vulnerable communities" (The entire 98272 zip code qualifies) who are impacted by the COVID-19 shut down. These grants will be on a "rolling basis" meaning a first come first serve basis while funds are available. To qualify you must:

- Employ between 3 and 20 people
- Be located in an economically vulnerable community
- Have been harmed financially by the COVID-19 pandemic

The grant application opens April 20th so go to [Save Small Business Fund](#) for more information

and to apply on April 20th.

As always, if you have questions, please don't hesitate to contact me directly.

James Palmer  
***Economic Development Specialist***

Main:360-794-7400  
Cell: 360-631-0050  
[www.monroewa.gov](http://www.monroewa.gov)

**From:** [James Palmer](#)  
**To:** [Allan Dye \(allankdye@gmail.com\)](#); [Bridgette Tuttle - Planning Commission \(bridgettetuttle0420@gmail.com\)](#); [Ciera Graham \(cgraham@everettcc.edu\)](#); [Downtown Monroe Association \(downtownmonroeassociation@gmail.com\)](#); [EDAB \(genesishvacr@gmail.com\)](#); [Elizabeth Nugent \(liz.nugent@skyvalleybusinesssolutionsinc.com\)](#); [Janelle Drews \(director@choosemonroe.com\)](#); [Katy Woods \(kwoods@coastalbank.com\)](#); [Megan Wirsching \(MWirsching@evergreenhealthmonroe.com\)](#); [Sally King](#)  
**Cc:** [Becky Hasart](#); [Ben Swanson](#); [Deborah Knight](#); [Rich Huebner](#)  
**Subject:** WWSBEG Grant Applications Submitted to Commerce  
**Date:** Wednesday, April 29, 2020 11:56:50 AM  
**Attachments:** [WWSBEG Application Process for Monroe Applicants.pdf](#)

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Dear EDAB Members,

I wanted to update you on the Working Washington Small Business Emergency Grant (WWSBEG) applications which were submitted to Commerce this week. Please find the attached summary outlining the grant application process, the application review process, the submission to EASC and subsequently Commerce and the estimated time for awards from Commerce. If you have any questions about the WWSBEG please contact me directly. Thanks.

James Palmer  
***Economic Development Specialist***

Main: 360-794-7400  
Cell: 360-631-0050  
[www.monroewa.gov](http://www.monroewa.gov)