

**AMENDMENT NO. 2**  
**MUNICIPAL SERVICES CONTRACT WITH**  
**ECONOMIC DEVELOPMENT COUNCIL OF THURSTON COUNTY FOR**  
**EMERGENCY HOTLINE, REOPENING SERVICES, BUSINESS AND CHILD CARE GRANTS RELATED TO**  
**COVID-19**

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**THIS AMENDMENT** is effective as of the date of the last authorizing signature affixed hereto. The parties to this Amendment are the **CITY OF OLYMPIA**, a Washington municipal corporation (the “City”), and **ECONOMIC DEVELOPMENT COUNCIL** (the “Agency”).

**RECITALS**

1. **WHEREAS**, on April 3, 2020, the City and the Agency entered into a Municipal Services Contract (“Contract”); and
2. **WHEREAS**, the term of the Contract was to run until December 31, 2020, with compensation not to exceed Fifty Thousand and No/100 Dollars (\$50,000.00); and
3. **WHEREAS**, on June 29, 2020, the City and Agency executed Amendment No. 1 to the Contract to modify the term to October 31, 2020, modify compensation to \$170,000, modify indemnification language, add CFR Part 200, Subpart F language, and add Exhibit A-1; and
4. **WHEREAS**, on July 21, 2020, the Olympia City Council passed Resolution M-2153 authorizing the appropriation of \$1,000,000 of economic development reserves to support community economic recovery efforts; and
5. **WHEREAS**, the Contract also provided that, upon mutual agreement of the City and the Agency, the Contract may be modified in writing and signed by both parties; and
6. **WHEREAS**, the City and the Agency desire to amend the Contract to modify the compensation and scope of work;

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Section 1 of the Contract, Services, is hereby amended to read as follows:
  1. Services.  
The Agency shall perform such services and accomplish such tasks, including the furnishing of all personnel, materials and equipment necessary for full performance, as are identified and designated as Agency responsibilities throughout this Contract and as detailed in Exhibit ~~A-1~~A-2 attached hereto and made a part hereof.
2. Section 4 of the Contract, Compensation and Method of Payment, is hereby amended to read as follows:

4. Compensation and Method of Payment

Payments for services shall be made on a reimbursement basis unless otherwise permitted by law and approved in writing by the City. Final invoices, along with any required reports, must be submitted to the City **no later than October 31, 2020** to avoid loss of funding.

No payment shall be made for any services rendered by the Agency except for services identified and set forth in this Contract.

The City shall reimburse the Agency for the services performed under this Contract in an amount not to exceed ~~One Hundred Seventy Thousand dollars and zero cents (\$170,000)~~ Six Hundred Forty-Five Thousand dollars and zero cents (\$645,000) payable within thirty days of receipt of a properly completed invoice as set forth in this section.

The Agency shall submit to the City an itemized invoice executed in accordance with Exhibit B attached hereto and made a part hereof. A Separate invoice shall be submitted for small business grants and child care grants than for other services reimbursable under this Contract. Each invoice shall document which services detailed in Exhibit ~~A-1~~ A-2 were performed.

The Agency shall attach to the invoice copies of any invoices/statements and cancelled checks for goods or services purchased by the Agency and for which reimbursement under terms of this contract is being requested. If the invoice includes costs for staff time to provide the services, an itemization of staff hours shall be listed with the requested reimbursement being equal to the number of itemized hours multiplied by the hour rate for staff to provide the services listed in Exhibit ~~A-1~~ A-2.

The Agency shall provide other documentation as requested by the City.

- 3. All remaining provisions of the Municipal Services Contract dated April 3, 2020 as amended by Amendment No. 1 dated June 29, 2020, that are not here amended or supplemented shall remain as written in said Contract and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Agency have executed this **Amendment No. 2** of the Contract as of the date and year written below.

**CITY OF OLYMPIA**

**ECONOMIC DEVELOPMENT COUNCIL OF THURSTON COUNTY**

By: \_\_\_\_\_  
Steven J. Burney, City Manager

By: Michael Cade  
Michael Cade, Executive Director

Date of Signature: \_\_\_\_\_

Date of Signature: 08/04/2020

APPROVED AS TO FORM:

  
Annaliese Harksen, Deputy City Attorney

**EXHIBIT "A-2"  
SCOPE OF WORK**

Olympia Area COVID-19 Regional Response Program  
Business Technical Services Coordination

**Thurston EDC Scope of Services**

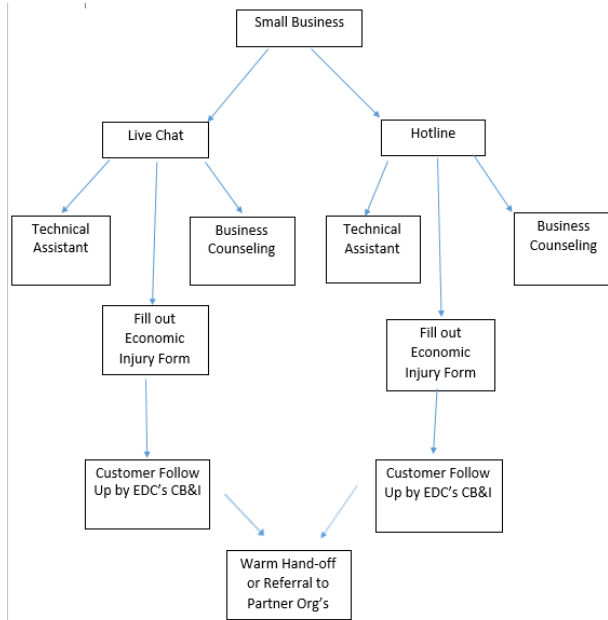
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**Task 1 – Business Hotline**

Thurston EDC will maintain and promote a single telephone hotline for Olympia based businesses seeking technical assistance or simply searching for information. The “hotline” could be the EDC’s existing intake number, or a new designated number that’s easy for people to remember. The EDC will track and report intake calls and related service outcomes.

**Task 2 – Expanded Emergency Business Technical Assistance**

The EDC will repurpose or add staff to handle the increase in business technical service requests. Through its Center for Business and Innovation, the EDC has access to qualified business councilors with expertise in a variety of technical area at all levels of government and private sector lending and support mechanisms. See draft flow chart:



**Task 3 – Training and Coordination**

If additional support staff is required, the EDC will train additional employees or providers to assist in identifying and connecting small businesses with government-funded resources that are specifically related to assisting in bridging the economic gap experienced by Regional businesses as a direct result of government mandated closure and recovery due to the public health emergency.

## **Business Counseling**

EDC will provide technical support and/or business counseling dependent on the immediate needs of the particular business. This support will be provided by experienced business counselors who will help small businesses with technical issues related to:

- SBA disaster loan requirements and application process.
- Applications and requirements for other lines of credit and grants.
- Information on employee retention and unemployment programs.

Additional business counseling will also be provided as requested for:

- Cash flow management
- Selling on online and through alternate channels
- Do it Yourself Marketing
- Renegotiating contracts
- Creating video and social media posts to retain clientele
- Business re-opening due to Government's phased re-opening approach

Small businesses who receive technical assistance and counseling will be required to complete an economic injury form to help the Thurston EDC and CB&I track economic impacts from Covid-19, which will be instrumental in presenting our recovery case to State and Federal officials once the recovery process begins. Additional follow up support linked to COVID-19 will be provided upon the small businesses request.

## **Task 4 – Weekly Business Briefing**

The EDC will convene weekly “State of the Business Community” conferences (virtual for now) to update local communities and partners on what topics are trending, how services are being delivered, what outcomes are occurring and where any gaps may exist that partners can help address. This will serve as the default progress report to all partners investing in this enhanced technical service package.

## **Business Grants**

Contract Amendment 2 **Business Grants** Scope of Work is for the purpose of providing business grants at \$1,500 each for Olympia businesses impacted by COVID-19.

### **Business Grants Budget:**

EDC Administration Fee:	\$37,500
Grant Allocations:	\$337,500

The Thurston EDC must structure programs receiving funds in such a manner to ensure that assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act.

Expenditures must meet a “TRUE TEST” with respect to the following 5 statements to be considered eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is necessary.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded through another budget line item, allotment, or allocation as of March 27.
5. The expense wouldn't exist without COVID-19 or would be for a substantially different purpose.

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Thurston EDC will administer a microbusiness grant program to Olympia small businesses who meet CFR eligibility. The grants will expedite the safe and successful reopening for local for-profit small and microbusinesses impacted by COVID-19. Small business grantees must be in an SBA-eligible line of business.

### **Eligible expenses include:** (one-time costs associated with the following)

- Purchase of personal protective equipment or supplies
- Facility cleaning or other preparedness measures
- Re-purchasing lost or destroyed inventory
- Technical assistance required to develop reopening plans or secure approval
- Other approved COVID-related recovery and reopening expenditures

### **Ineligible expenses include:**

- Owner or employee wages
- Anything else not associated with reopening, resuming, or expanding a business that existed prior to March 1, 2020.
- Any other expense that has been reimbursed by another federal or state funding source.

**Child Care Grants**

Contract Amendment 2 **Child Care Grants** Scope of Work is for the purpose of providing support to Olympia childcare providers attempting to reopen or remain open under Governor Inslee’s Safe Start program. While there is insufficient funding to mitigate the full economic damaged caused by the COVID-19 pandemic, small grants may provide some support as providers open and learn to operate under considerably different circumstances and requirements.

**Child Care Grants Budget:**

EDC Administration Fee: \$10,000  
Child Care Grant Allocations: \$90,000

**ELIGIBLE RECIPIENTS**

Eligible entities must have a physical location in Olympia and supply a childcare license number.

Businesses owned by an employee, manager, officer, or elected official of any of the participating jurisdictions, or the Thurston Economic Development Council are ineligible.

Business must be SBA-eligible recipients. Operations that are NOT SBA-eligible include:

- Consumer and marketing cooperatives
- Dealers of rare coins and stamps
- Gambling
- Government-owned organizations
- Illegal firms
- Lending firms and loan packaging firms
- Multi-sales distribution
- **Nonprofits**
- Pyramid or multi-level marketing schemes
- Real estate investment firms
- Religious institutions
- Speculation-based businesses

**ELIGIBLE AMOUNT**

Grant amounts will be issued based on provider size, ranging from \$760 to \$15,200 as shown below. These are one-time funds.

<b>Licensed capacity</b>	<b>Amount of Grant</b>
● 6 to 8	\$760
● 9 to 10	\$950
● 11 to 12	\$1,140
● 17 to 40	\$3,800
● 41 to 60	\$5,700
● 61 to 80	\$7,600
● 81 to 100	\$9,500
● 101 to 120	\$11,400
● 121 to140	\$13,300
● 141 to 160	\$15,200

## CHILD CARE GRANTS CONTINUED:

### ELIGIBLE EXPENSES

- Rent or mortgage support
- Location cleaning
- Safety supplies
- Supply purchases
- Physical site reconfiguration
- Business licensing or other related reconfiguration fees or expenses
- Employee assistance (e.g. transportation, gear)
- Other (other uses may be considered if compelling)

\*Funding may NOT be used for expenses that have been or will be reimbursed by other federal funding programs (e.g. Economic Disaster Injury Loan or Payroll Protection Program)

### INELIGIBLE EXPENSES

- Owner or employee wages
- Anything not associated with reopening or adapting a business that existed prior to March 1, 2020

### REPORTING REQUIREMENTS

None. But please be sure to let us know about any success stories so we can start sharing some good news with our broader community.

### APPLICATION TIMELINE

Applications received and reviewed on a rolling basis from inception until funding has been exhausted. Successful recipients will be notified by email or telephone as soon as possible.

### APPEAL PROCESS

The following table outlines the appeal process under different scenarios where an Olympia business has been selected for a funding award.

<b>Reason for Rejection</b>	<b>Appeal Process or Remedy</b>
<ul style="list-style-type: none"><li>• Declined due to business being of an ineligible type for SBA funding</li></ul>	Applicant may seek reconsideration by providing proof that business is engaged in an eligible type of business. Reconsideration to be made by EDC.
<ul style="list-style-type: none"><li>• Declined due to incomplete submission of necessary documents</li></ul>	Applicant can seek reconsideration by providing required complete documents. If documents are not available, applicant may work with EDC to determine if alternative documents are available. Reconsideration to be made by EDC.
<ul style="list-style-type: none"><li>• Declined due to EDC's evaluation the grant request does not meet the grant criteria</li></ul>	Applicant may seek reconsideration by the EDC by providing proof that business does meet the grant criteria.
<ul style="list-style-type: none"><li>• Declined due to lack of available grant funding</li></ul>	Applicant will be placed on a wait list pending the arrival of additional recovery funding (not guaranteed).

**CHILD CARE GRANTS CONTINUED:**

**Thurston Strong Childcare Grant Application**

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- Name of business: \_\_\_\_
- Email: \_\_\_\_
- Telephone: \_\_\_\_
- Physical Address: \_\_\_\_
- Childcare license #: \_\_\_\_
  
- Type of provider:
  - Daycare center
  - In-home provider
  
- Licensed capacity:
  - 6 to 8
  - 9 to 10
  - 11 to 12
  - 17 to 40
  - 41 to 60
  - 61 to 80
  - 81 to 100
  - 101 to 120
  - 121 to 140
  - 141 to 160
  
- Proposed use of grant funding: (must select one or more)
  - Rent or mortgage support
  - Location cleaning
  - Safety supplies
  - Inventory purchases
  - Physical site reconfiguration
  
  - Business licensing or other related reconfiguration fees or expenses
  - Employee assistance (e.g. transportation, gear)
  - Other (other uses may be considered if compelling): \_\_\_\_\_
  
- Please certify that your grant funds will be used to mitigate impacts to offset costs incurred as a result of the COVID-19 pandemic and your associated business recovery efforts. Thank you!
  - Click here to certify.

**Please note, it may take 2-4 weeks to process grant applications.**

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Term of Service: Through October 31, 2020, unless extended per written agreement by both parties.

Total Contract not to exceed \$645,000 including all labor and expenses.