If I have a question regarding the application, who should I contact?

TRIDEC is administering the grants. Please email your questions regarding applications to WRCares@tridec.org and they will respond.

What are the eligibility criteria for the grant?

The business must:
- Be physically located in the city limits of West Richland.
- Be owned by a US citizen or permanent resident alien.
- Have been in operation for one year or longer.
- Use the grant to maintain or create jobs.
- Be for profit or non-profit.
- Submit a business license.
- Have had to close or reduce capacity to operate based on the Governor's orders surrounding the COVID-19 pandemic.
- Have lost revenue due to COVID-19.

What expenses are eligible?

These funds are only to be used for the following business operation costs incurred on or after March 27, 2020. In addition, the expense must be necessary; connected to; and would not exist without; the COVID-19 pandemic.
- Rent and Mortgage
- Personal Protection Equipment (PPE) Supplies
- Insurance
- Utility Bills
- Consulting Expenses
- Marketing Expenses
- Training
- Expenses incurred to accommodate business changes due to COVID-19

What are the ineligible expenses?

- Payroll & Benefits, i.e., medical/dental insurance, 401K contributions etc.
- Travel
- Bills for taxes including County property tax and State Excise, B&O or Sales tax
- Federal or State Expenses – including professional licenses and driver's licenses
- Capital Expenses – car/truck/boat - vehicle payments
- Land Acquisition – this pertains to new land acquisition
- Construction Cost
- Office Equipment – desks, chairs
- Purchase/Lease of Equipment-this includes computers, laptops, tablets, monitors, printers, multi-function copier/printers, computer related software (unless they are supplies used as part of your business service (resale items), i.e. selling computers, selling software etc.)
- Software as a Service (SaaS): these are usually cloud based software applications that many medical, dental, chiropractors, and massage therapists use, in addition to beauty salons and

tattoo businesses. They often include scheduling applications (online), billing applications, and Customer Service Relationship (CSR) management products as well. They are considered software and are not an eligible expense.

- Alcohol – not eligible for hosted events etc., like a business meeting expense, during travel, at dinners, as gifts, or for a retirement party. It is however eligible for a business that either uses alcohol as part of a manufacturing process or sells it as a retail item the way a winery, brewery, restaurant, bar, or pub would sell to customers.
- Hosting Expenses
- Meals – business meetings.
- Lodging
- Transportation
- Lobbying or political influence
- Possibly other costs not directly related to the operations of business

How many awards will be available?

It is anticipated that 85 or more applications will be received for this grant program. There are enough funds for approximately 50 to 60 grant awards.

When does the application close?

- To have an application considered for funding, it must be submitted by 11:59 PM on Wednesday, September 16, 2020.
- The West Richland CARES Act Community Support Grant closes on Wednesday, September 16, 2020. This is the final deadline to apply for funding. There will be no additional funding rounds.

How will the money be disbursed?

There is $300,000 in total funds allocated for this grant program. Grantees will be selected from a pool of eligible businesses using a ranking system.

Grantees will receive notification upon selection. Prior to funds being delivered, grantees must sign an agreement with the City of West Richland outlining the terms of funding. Funds will be delivered as quickly as possible to the awarded businesses.

In the event that an awarded business is not able to meet the terms of the signed agreement, is determined to not meet the eligibility criteria, or is not able to provide the required documentation, another company will be selected from the pool of applicants.