You are invited to Fernley Convention & Tourism Authority Meeting
When: Jul 7, 2020 06:00 PM Pacific Time (US and Canada)
Topic: Convention & Tourism Authority Meeting
Please click the link below to join the webinar:

https://us02web.zoom.us/j/87389744734?pwd=RFDoLzdNVWRMaU52MkRFSUJQYVNTdz09

Password: 843274

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 346 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 873 8974 4734

Password: 843274

International numbers available: https://us02web.zoom.us/u/kdlLxHg0S

FCTA Meeting: July 7, 2020

Public Notice: Pursuant to Section 3 of the Declaration of Emergency Directive 006 the requirement contained in NRS 241.023 (1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate has been suspended until further notice. Also, suspended in Section 3 of the Directive 006, are the requirements contained in NRS 241.020(4)(a) that public notice agenda be posted at physical locations within the State of Nevada. To view the entire Declaration of Emergency Directive 006 please visit gov.nv.gov.

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, or remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

6:00 p.m. OPEN MEETING – PLEDGE OF ALLEGIANCE

Chairman's statement: “To avoid meeting disruptions, please place cell phones and beepers in the silent mode or turn them off during the meeting. All meetings are
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This notice and agenda is being posted before 9:00 a.m., 07/01/2020 in accordance with NRS 241.020 at the following locations: www.cityoffernley.org, https://notice.nv.gov, North Lyon County Fire Protection District at physical locations within the State of Nevada. To view the entire Agenda, please visit the City of Fernley website at www.cityoffernley.org and participate has been suspended until further notice. Also, items not specifically included on this agenda cannot be acted upon other than to place them on a future agenda. After completing and submitting a Public Comment card, the Chair will call upon you to come forward to the podium. Please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three (3) minutes and that repetition be avoided. The Chair may, at their discretion, hold the cards until the end of the meeting.

Online Public Comments can be submitted by phone prior to 4:00 pm the day of the meeting. Public Comments can also be submitted prior to, and during the meeting at CITYCLERK@CITYOFFERNLEY.ORG. All comments received prior to adjournment will be considered and read into record unless the Board has already taken action on the item. All comments received are public record and will be included as part of the permanent record.

1. ROLL CALL

2. Public Forum
   This is the first of two portions of the meeting devoted to the Public. The Public may comment on any matter that is not specifically included on the agenda as an action item. Items not specifically included on this agenda cannot be acted upon other than to place them on a future agenda. After completing and submitting a Public Comment card, the Chair will call upon you to come forward to the podium. Please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three (3) minutes and that repetition be avoided. The Chair may, at their discretion, hold the cards until the end of the meeting.

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3. Approval Of The Agenda

4. (Possible Action) Approval Of Minutes
   Documents:
   2020.06.11 FCTA MINUTES.PDF

5. Discussion And Possible Action To Establish Grant Application, The Grant Timeline, And Select Option For The Distribution Of Transient Lodging Funds And CARES Act Emergency Funding For Local Businesses Affected By The COVID-19 Pandemic For The Grant Period July 1 - December 31, 2020.
   Documents:
   2020.06.23 FCTA BOARD MTG STAFF REPORT BUSINESS GRANTS -1 - DH EDITS.PDF
   DRAFT CITY OF FERNLEY EMERGENCY GRANT 1 EDITED 3.PDF
   DRAFT FCTA LOCAL BUSINESS GRANT TIMELINE.PDF

6. Reports By Staff And Board Members.

7. Address Request(S) For Future Agenda Items

8. Public Forum
   This is the portion of the meeting devoted to the Public. The Public may comment on any matter that is not specifically included on the agenda as an action item. Items not specifically included on this agenda cannot be acted upon other than to place them on a future agenda. After completing and submitting a Public Comment card, the Chair will call upon you to come forward to the podium. Please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three (3) minutes and that repetition be avoided.

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ADJOURNMENT

This notice and agenda is being posted before 9:00 a.m., 07/01/2020 in accordance with NRS 241.020 at the following locations: www.cityoffernley.org, https://notice.nv.gov, North Lyon County Fire Protection District 195 E Main Street, Senior Citizen’s Center at 1170 W. Newlands Drive, Fernley Swimming Pool at 300 Cottonwood Lane, Fernley Post Office at 315 E Main Street, and Fernley City Hall at 595 Silver Lace Blvd. To obtain supporting material for this agenda please visit the City of Fernley website at www.cityoffernley.org or contact Kim Swanson, City Clerk, inside City Hall at 595 Silver Lace Blvd, Fernley, NV 89408, email cityclerk@cityoffernley.org or call (775) 784-9830. Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify Fernley City Hall, at least 24 hours in advance at (775) 784-9830 or email cityclerk@cityoffernley.org
Meeting Minutes of the
Fernley Convention and Tourism Authority

June 11, 2020

Chairwoman Fran McKay called the meeting to order at 6:00 pm at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

1. Roll Call
Present: Board Member Ray Lacy, Board Member Stan Lau, Board Member Albert Torres, Chairwoman Fran McKay, Board Member Shellie Severa, City Manager Daphne Hooper, Administrative Specialist III Trish Conner, Administrative Specialist II April Homme, Deputy City Clerk Brenda Gosser.

2. Public Forum
There was none.

3. Approval Of The Agenda
Motion: MOVE TO APPROVE THE AGENDA., Action: Approve, Moved by Board Member Ray Lacy, Seconded by Board Member Shellie Severa. Vote: Motion carried by unanimous roll call vote (summary: Yes = 5). Yes: Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

4. (Possible Action) Approval of Minutes
Motion: MOVE TO APPROVE THE MINUTES., Action: Approve, Moved by Board Member Ray Lacy, Seconded by Board Member Shellie. Vote: Motion carried by unanimous roll call vote (summary: Yes = 5). Yes: Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.
5. FY 2019/2020 Budget Update, Revenues Received To Date and Expenses To Date

City Manager Daphne Hooper gave an update of the budget for grant cycle Round 1, stating that in the budget there are $44,000 for grants plus additional $22,000 for potential grants. Ms. Hooper explained how the funds are collected and allocated.

6. Review, Discussion, and Possible Action on grant application requests submitted for FY 20/21 Round One, July-December Grant Cycle:

City Manager Daphne Hooper explained the process from posting of the grant availability, application process, flow of today’s meeting and move to award the grant funds.

   a. Fernley Community Foundation

      Cody Wagner, Chair of the Fernley Community Foundation presented this item, stating that the funds being applied for would cover PR efforts such as advertising, promotion, and print services for the December grand opening of the Fernley Senior Center. Board Member Ray Lacy and Board Member Albert Torres asked for clarification on the funds that Lyon County have provided to the Foundation. Chairwoman Fran McKay stated that in the past the band has been funded by other means and asked if it can be funded by FCTA funds. City Manager Hooper covered allowable uses of FCTA funds. Chairwoman McKay asked if overnight stays are expected by event attendees.

   b. Wreaths Across America 2020

      Bret Palmer President of Northern Nevada Veterans Coalition presented this item. Sharon Serenko was available for questions. Board Member Albert Torres asked about using reusable wreaths and how the live wreaths get disposed of. Board Member Ray Lacy asked about advertisement. Mr. Palmer answered questions.

   c. Battle Born Rangers 2

      Johnny Lang [on the phone] due to present this item stated that the organization decided to cancel the September Roop County Days event
earlier in the day, due to COVID 19. Mr. Lang withdrew the organization’s application from this grant cycle round.

d. **Fern 45 Grant Applications 2020**

Koreena Warkentin and Donnia Herrera [on the phone] presented this item using attached presentation. Board Member Ray Lacy asked how many rooms fill up during the event. Ms. Warkentin and Ms. Herrera answered questions.

City Manager Hooper instructed the board on the voting process.

Break from 6:56 pm to 7:00 pm.

City Manager Hooper summarize the proposed award averages.

Board Member Lacy and Board Member Torres spoke about the use of FCTA funds for advertising.

Chairwoman McKay stated she would like to change her award total for Wreaths Across America.

City Manager Hooper suggested changing the average amounts instead of individual amounts.

Chairwoman McKay asked that the award amount for Wreaths Across America be increased.

**Motion:** MOVE TO RAISE THE AVERAGE AMOUNT FOR WREATHS ACROSS AMERICA TO $8,000.00, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Albert Torres.

Board Member Shellie Severa suggested that the board award equal amounts to all applicants; raising the amount to be awarded to Wreaths Across America to $8,800.00.
Amended Motion: MOVE TO AWARD EVERY APPLICANT AN EQUAL AMOUNT OF $8,800.00, Action: Approve, Moved by Board Member Stan Lau, Seconded by Board Member Albert Torres. Vote: Motion passed by unanimous roll call vote (summary: Yes = 5). Yes: Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

City Manager Hooper stated her office would be calling the applicants to move forward with the application process, and for applicants to contact her office if they have any questions.

7. Discussion and Possible Action to establish grant guidelines, amount, and procedures for the distribution of Transient Lodging Funds for local businesses affected by the COVID-19 pandemic for grant period July 1 - December 31, 2020.

City Manager Hooper explained that this item was intended as a discussion regarding the residual funds for this grant cycle and a possible action to award these funds to businesses that have been affected by COVID-19. She stated that after the awarded $26,400.00 to applicants of Round 1 Cycle, $39,600.00 remain. She explained that the City met with Mindy Elliot and bank officials to get feedback on the application process, project focus, and advertisement; to get the grant application modeled after the PPP program.

Board Member Torres explained that the guidelines and criteria for applicants would include that businesses had to shut doors and provided no curb side or delivery; that they were not home businesses; that they did not receive federal funding or credit company assistance; that they were in good standing on taxes, not behind on licenses or utilities; that they not be new business, but established ones opened for at least 12 months prior. He stated that one of the goals is to help educate businesses on programs that are available, and that the City is working with the Chamber of Commerce to achieve this. City Manager Hooper interjected that the parameters being set aim to make the biggest impact possible.

Chairwoman McKay spoke against using the first-come-first-serve basis and spoke in favor of awarding the most qualified.
Board Member Severa spoke in favor or awarding the funds based on a practical, no feelings approach.

Board Member Lacy spoke in favor of waiving business license fees to all businesses instead of awarding funds to specific businesses.

Board Member Severa spoke against placing any limitations on how the awarded funds should be spent.

Board Member Torres spoke against waiving business license fees.

**Motion:** MOVE TO AWARD FUNDS TO 30 APPLICANTS ON A FIRST COME FIRST SERVE BASIS, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Shellie Severa.

Chairwoman McKay spoke against awarding funds on a to first-come-first-serve basis.

Board Member Lacy spoke in favor of having a $500.00 award cap per applicant, so more applicants get awarded funds.

Board Member Torres asked for the board to move forward with a vote.

Chairwoman McKay asked if the motion was to award the full remaining funds and asked that the motion be clarified.

**Amended Motion:** MOVE TO USE THE FCTA $39,600.00 TO BE AWARDED EVENLY TO 30 APPLICANTS ON A FIRST COME FIRST SERVE BASIS, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Shellie Severa. **Vote:** Motion passed by unanimous roll call vote (summary: Yes = 4, No = 1). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Chairwoman Fran McKay, Board Member Shellie Severa. **No:** Board Member Ray Lacy.

**Motion:** MOVE TO APPROVE THE CRITERIA FOR AWARD TO INCLUDE BUSINESSES THAT HAD TO COMPLETELY SHUT DOORS, NOT OPEN TO ANY BUSINESS AT ALL; NO HOME BASED BUSINESSES; CANNOT HAVE RECEIVED
ANY FEDERAL, STATE OR CREDIT COMPANY ASSISTANCE; GOOD STANDING WITH THE CITY, SECRETARY OF STATE AND THE IRS; TO BE AWARDED ON A FIRST-COME-FIRST-SERVE BASIS; BUSINESS MUST HAVE BEEN OPEN AT LEAST TWELVE MONTHS PRIOR TO COVID SHUT DOWN ON 3/15/2020, Action: Approve, Moved by Board Member Albert Torres, Second by Board Member Stan Lau. Vote: Motion passed by unanimous roll call vote (summary: Yes = 5). Yes: Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

Chairwoman McKay and City Manager Hooper asked to have a meeting scheduled for the board to go over the specifics of this item to include information from the Chamber and bank officials.

8. Reports by staff and board members
Board Member Torres reported that he finished his business degree and business management degree.

Board Member Severa reported that she retired.

Chairwoman McKay stated that she is impressed by voter participation this year.

9. Address Request(s) For Future Agenda Items
Chairwoman McKay requested a FCTA special meeting to be scheduled in July.

10. Public Forum
There was none.

There being no further business to come before it, the Fernley Convention and Tourism Authority meeting adjourned at 7:48 pm.

Approved by the Fernley Convention and Tourism Authority on July 7, 2020 by a vote of:
AYES: _____ NAYS: _____ ABSTENTIONS: _____ ABSENT: _____

______________________________
Chairwoman Fran McKay

______________________________
ATTEST:
What is the Fern 45 Off-Road Patriot Poker Run

To date we have donated over $54,500 to our event partners the Nevada Veterans Coalition (NVC). These funds were used to help the NVC fulfill their goal of providing wreaths for every person laid to rest at the Northern Nevada Veterans Memorial Cemetery.

- The Fern 45 Off Road Patriot Poker Run, a 45-mile, two lap, non-traditional off-road poker run, is a fundraiser held annually in November to benefit local veterans organizations.
- The event has grown immensely over the last five years, with people traveling from California, Idaho, Utah, Washington, Colorado, Ohio, Kansas and Texas.
- With the success of the event, the Fern 45 has set their vision on growth to include starting a scholarship fund for Veteran’s year-round so we can help those Veterans in need.
- The 6th annual event is scheduled for the weekend of November 6, 2020. The poker run will be held on Saturday, November 7, 2020 and will include activities Friday and Saturday nights for participants.
- The goal for 2020 would be to cover our expenses, expand participation to include more new visitors and donate $20,000.00 to NVC and $15,000.00 to veteran scholarships.
How it helps Fernley

- This year we will have representatives from several off-road groups (Best in the Desert, California Off-Road Vehicle Association, Mrann Series, Virginia City Grand Prix) and some from surrounding states attending our event.
- The event invites visitors to actively participate in veteran events throughout the year. Such as Wreaths Across America, Memorial Day & Missing Nevada.
- We have participants during our weekend event, who spend time at local restaurants and casinos generating revenue.
- We will be offering early preregistration a day early at a local sponsor casino this year in hopes participants will spend time in the casino.
- We will be working with a local hotel to offer a small discount to those participants who would like to stay the weekend.
- The Fern 45 uses local resources for merchandise, printing and food trucks as much as possible.
What we need

- One of our greatest expenses is including a meal with the price of registration, in 2019 the cost was $7800.00. We also had the addition of the BLM permit that was required starting last year.

- In 2019 the BLM permit was $2260.00. This year based on our estimate the fee could reach $4550.00 ($6.50 per person) they could charge.

- We are requesting assistance with one or both of these expenses.

- We would ask that the FCTA assist our event by providing funds to cover the majority of these two expenses.

- In exchange, the City of Fernley Convention and Tourism Authority will be displayed as a prominent sponsor of the event on all advertising, merchandise, and recognized at the event for their sponsorship.

- The total amount of sponsorship requested is $10,000.00.
How social media helps

- Social media advertisement through our website, Facebook and Instagram. We currently have about 975 followers on Facebook.

- Advertisement by past sponsors and current sponsors will generate tens of thousands of introductions to the event as well.

- We also have advertising thru off-road organizations like Best in the Desert, California Off-Road Vehicle Association, Mrann Series and Virginia City Grand Prix.
Conclusion

- A desire from a group of friends who simply wanted to buy the VA Coalition a computer has turned into a successful non-profit. Now, $54,500.00 and five years later, we are expanding with larger donations and a scholarship to assist veterans in need throughout the year.
AGENDA ITEM: Staff Report (For Possible Action): Discussion and Possible Action to establish the grant application, the grant timeline, and select option for the distribution of Transient Lodging Funds and CARES Act Emergency Fund for local businesses affected by the COVID-19 pandemic for grant period July 1 - December 31, 2020.

Agenda Item Brief:
On June 11th the FCTA Board approved to use the Transient Lodging Funds to provide a one-time financial stimulus, dedicating a total of $39,600 to assist thirty (30) local businesses that have been negatively impacted by the pandemic. The board decided local businesses who are interested and meet the established guidelines for assistance must complete an application. Because of the limited funding, the financial stimulus is a first come, first serve grant process.

On July 1, 2020, City Council will consider a proposed CARES Act funding plan. The CARES Act funding plan provides $250,000 Small Business Grants. If approved by City Council, the FCTA Board will need to discuss the allocation and distribution of the additional funds.

Recommended Motion:
“I move to establish the grant application (specify any changes if needed) and the grant timeline (specify any changes if needed) for the distribution of Transient Lodging Funds and CARES Act Emergency Funding for local businesses affected by the COVID-19 pandemic for grant period July 1 - December 31, 2020 by utilizing Option ____ to distribute and allocate the funds.”
ALTERNATIVES:

Council may decide not to provide financial support to local businesses utilizing the TLT funds and CARES Act Emergency Funds or direct staff to develop a different grant application, timeline, and/or distribution and allocation plan than what has been presented.

BACKGROUND:

At the Council Meeting on May 6, 2020, a suggestion was submitted regarding using Transient Lodging Tax to assist local businesses in re-opening and moving forward to “get back on track.” The Fernley Chamber of Commerce and the City of Fernley have been sharing information with the public regarding financial assistance and resources for businesses struggling during this time.

On June 3, 2020 Council directed staff to move forward with identifying a strategy regarding financial assistance to local businesses utilizing Transient Lodging Funds to provide a one-time stimulus to assist businesses that have been negatively impacted by this pandemic.

On June 11th the FCTA Board approved to use the Transient Lodging Funds to provide a one-time stimulus in the amount of $1320.00 each (a total of $39,600) to assist thirty (30) local businesses that have been negatively impacted by the pandemic. The board decided local businesses who are interested in the financial stimulus must complete an application and because of the limited funding, the financial stimulus is a first come, first serve grant process.

On July 1st, 2020, City Council will consider a proposed CARES Act funding plan. The CARES Act funding plan includes $250,000 Small Business Grants. If approved by City Council, the FCTA Board will need to discuss the allocation and distribution of the additional funds.

Grant Criteria

The following local small business grant criteria was brought forward and approved by the FCTA Board:

1. The business must have shut down during the pandemic.
2. The business must be in good standing with the federal, state, and city business licensing and taxes.
3. Home-based business do not qualify for the grant.
4. Businesses who have received state or federal assistance do not qualify for the grant.
5. The business must have been open for at least twelve (12) months prior to the COVID-19 shutdown or date March 15, 2019.
6. The local small business grant will be awarded first come, first serve.
Grant Application

Please refer to the draft FCTA Local Small Business COVID-19 Grant Application. The grant application outlines the grant criteria established by the FCTA Board and asks the applicant criteria qualifying questions. The application will available on the City’s website as a fillable form. Grant applications will be accepted by email only, which will capture the day and time when it is submitted. Grant applications will only be accepted for a limited time: July 20-24th, 2020.

Grant Timeline

Please see the draft FCTA Local Small Business COVID-19 Grant timeline.

- Beginning the week of July 13-17th, staff and the Fernley Chamber of Commerce will advertise on the website and Facebook page.
- The City will accept grant applications via email July 20 – 24th, 2020.
- Submitted grant applications will be reviewed for eligibility July 27-31st, 2020.
- Awarded businesses will be notified August 3rd, 2020.
- The grant checks will be listed on the voucher report at the Council meeting on August 19th, 2020 for final approval.
- Grant checks will be mailed out August 21, 2020.

CARES Act Funding

On July 1, 2020, City Council will consider a proposed CARES Act funding plan. The CARES Act funding plan budgeted $250,000 for Small Business Grants. The $250,000 is in addition to the $39,600 from the Transient Lodging Fund approved by the FCTA Board. If approved by City Council, the FCTA Board will need to discuss and decide the allocation and distribution of the additional funds.

Number of Potential Qualifying Local Small Business

Staff downloaded the list of all businesses who are currently licensed with the City of Fernley and filtered out businesses that are home-based, businesses that are not local, and the businesses the State of Nevada considered essential during the COVID-19 shutdown. This resulted with about 120 potential local small businesses that would qualify for the grant. Please keep in mind, not all essential businesses were able to stay open during the shut-down, not all non-essential businesses closed, and not all qualifying businesses will apply for the grant; therefore, the number of qualifying local small businesses is a rough estimate.

Proposals

The FCTA funding and CARES Act Funding total $289,600. The FCTA Board should consider this initiative is temporary in nature and focused on maximizing economic vitality over the long run, which would also benefit the City of Fernley. If businesses remain closed, there is a fiscal impact to the City’s revenue including the loss of business license fees and continued unemployment. Below are four options for Council consideration:

- Option A: Award 30-Local Small Business Grants - The Board could decide to keep the number of awards at thirty which would then increase the award amount to $9653.33 each.
- Option B: Award 50-Local Small Business Grants - The Board could decide to increase the number of awards to fifty. Each awardee would be granted $5792.00.
- Option C: Award 50-Local Small Business Grants with two different allocation amounts utilizing:
  - Issue 30-Local Small Business Grants each $6000 to the first 30 qualified applicants.
  - Issue 20-Local Small Business Grants each $5480 to the next 20 qualified applicants.
- Option D: Award 50-Local Small Business Grants with the following allocation and distribution utilizing two grant phases:
Phase I: 30-Local Small Business Grants each $6000.
Phase II: 20-Local Small Business Grants each $5480.

Staff recommends Option C if the Board believes the City will get an overwhelming amount of qualified grant application submissions in one round.

Staff recommends Option D if the Board believes the City will receive a limited amount of qualified grant application submissions.

PRIOR COUNCIL AND FCTA BOARD ACTION:
June 11, 2020, FCTA Board motioned to establish grant guidelines, amount, and procedures for the distribution of TLT fund to local businesses affected by the COVID-19 pandemic for grant period July 1 – December 31, 2020. Motion Passed

June 3, 2020, City Council motioned to adopt Resolution 20-010 granting the FCTA Board the authority to spend TLT funds for local businesses and to determine grant guidelines on how to distribute the funds. Motion Passed

May 20, 2020, City Council motioned to direct staff to move forward in developing a resolution and an application criteria for FCTA funding distribution for July 1, 2020 – December 31, 2020 to local businesses. Motion Passed

LEGAL IMPLICATIONS:
The City must ensure proper documentation for compliance with the CARES Act, as defined in the Coronavirus Relief Fund.

FINANCIAL IMPLICATIONS:
For FY 2020-2021, the budgeted amounts for Round 1 Grants (July – December) is $44,000, with an additional $22,000 for other potential grants. $39,600 has been set aside by the FCTA Board for this grant.

ATTACHMENTS:
1. Draft Local Business Grant Stimulus Application
2. Draft Local Business Grant Stimulus Timeline
The FCTA Board and the City of Fernley Council created the FCTA Local Small Business COVID-19 Grant Program utilizing Transient Lodging funds and CARES Act funds to assist local small businesses that have been negatively impacted by the COVID-19 pandemic.

Business funding qualifications: to qualify for the grant the business must have been shut down during the COVID-19 pandemic; be in good standing with federal, state, and city business licensing and business taxes; must have been open at least 12-months prior to the COVID-19 shutdown or date, March 15, 2019; have not received state or federal COVID-19 related financial assistance; and must not be a home-based business. Note this is a first come, first serve grant process and no further funding will be available.

Applications will be accepted by email only at xxxxxx@cityoffernley.org. Grant applications will only be accepted the week of July 20-24, 2020. Incomplete applications may not be considered. Please email grant questions to xxxxxx@cityoffernley.org.

<table>
<thead>
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<th>Company Name:</th>
<th>Year of Establishment:</th>
<th>In Operation for at Least 1 Year?</th>
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<td>Address:</td>
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<tr>
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<tr>
<td>Name:</td>
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<td>□ Minority-owned □ Tribal-owned</td>
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<td>Industry Sector:</td>
<td>□ Retail □ Restaurant/Food Business □ Hospitality □ Manufacturing □ Other: ___________________________</td>
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<tr>
<td>Has your business been affected by emergency public health protections in place and/or mandatory closure by executive order due to COVID-19?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Amount of Emergency Grant Money Being Requested:</td>
<td>$ __________________________</td>
<td>Minimum award $###.##</td>
</tr>
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**COMPANY BACKGROUND**

<table>
<thead>
<tr>
<th>Total Number of Full-time Employees Including Yourself as of 01/2020:</th>
<th>Number of Workers Laid Off Due to COVID-19:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Business Structure:</td>
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</table>

**Company Description:**

Describe the company and its products/services.

**Economic Impact:**

Describe the effect of the public health crisis on the business and how allocated funds can help the business. Why funding is critical to this business?
When did the impact start?  
Start Date: ___/___/___

Please estimate your revenue impact comparing Q1 2019 to Q1 2020: ________________________________

Additional comments about revenue impact:

Likelihood of Permanently Closing the Business?  
☐ High  ☐ Medium  ☐ Low

Business Closed Due to Governor’s Directive at anytime?  
☐ Yes  ☐ No

Number of potential jobs lost  __________________________

Will this grant help retain jobs? If so, how many?  __________________________

Has the company received any state, federal, or other funding? If yes, please provide details.

EXPLANATION OF USE OF FUNDS

Explain how funds will be used to help the business. This information can help the City ensure that the expenses proposed are eligible for reimbursement. Applications without a list of proposed expenses will be considered incomplete. Include outstanding invoices, if possible. Allowable Expenses: Funding can be used towards traditional SRF expenses, such as consulting, marketing, and training. In addition, this emergency grant can be used towards operational expenses, such as rent, supplies/inventory, utility bills, etc. Operating expenses are eligible for reimbursement. Should you have questions please contact the City Manager’s office at XXX@cityofmerryn.org if an expense is not on this list. Unallowable Expenses: Payroll cannot be reimbursed via this grant program. Please direct all payroll needs to Employment Security Department. The following expenses are not eligible: capitalized equipment, travel, office equipment, and computer software.

EMPLOYMENT INFORMATION

Average Salary: __________________________

Benefits Paid:  
☐ Yes  ☐ No

Is the applicant’s State & Business License Current?  
☐ Yes  ☐ No  ☐ Not Sure

List the measures the company is already taking or trying to take to support employees during the pandemic?

ADDITIONAL INFORMATION

Currently, is the company facing any pending litigation or legal action?

Has the company had any state compliance/regulatory issues within Nevada or another state you are or have done business in?

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. Please sign and date below if you’ve met the CARES Act requirements.

Printed Name/Title: ____________________________  Signature: ____________________________  Date: __________________

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# DRAFT FCTA LOCAL BUSINESS GRANT TIMELINE

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**July 7, 2020**
6:00 pm FCTA Mtg - finalize application, timeline and PR plan.

**July 8-10, 2020**
Staff to follow direction from FCTA Board, set up PR and outreach.

**July 13-17, 2020**
Advertise FCTA Local Business Grant

**July 20-24, 2020**
8:00 am - 5:00 pm Grant Application Open/Accepting Applications

**July 27-30, 2020**
Review applications for eligibility, first 30 qualifying application is awarded the grant.

**August 3, 2020**
Notify grant awardees, mail out award letters.

**August 4, 2020**
Submit grant check requests.

**August 19, 2020**
5:00 pm Council Meeting - Council approval of Grant Awards on Consent Agenda.

**August 21, 2020**
Grant checks mailed out. End of Project.