



**Land Use & Economic  
Development Committee  
Agenda**

**Mukilteo City Hall - 11930 Cyrus Way**

**Tuesday, July 7, 2020**

**4:00pm**

**Meeting Via Microsoft Teams**

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**CALL TO ORDER - 4:00 PM**

**Meeting Objective:**

1. Economic Recovery (Possible Guest - Chamber CEO Kandace Barnes)
2. Proposed City of Mukilteo CARES Small Business Grant Program

**ADJOURNMENT - 5:30 PM**

**Next Meeting:** Tuesday, August 4, 2020 from 4:00 PM - 5:30 PM at Mukilteo City Hall

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- For accessibility information and for accommodation requests, please call the ADA Coordinator at (425) 263-8005 (or TRS (800) 833-6384 or dial 711), or visit <https://mukilteowa.gov/departments/executive/ada-program/>.



## City of Mukilteo Cares Act Grant Administration Proposal

Workforce Snohomish has laid the groundwork for an iteratively replicable competitive grant program for Small Businesses through its work with Snohomish County on the Snohomish County Small Business Relief, Recovery and Resiliency (R3) Program.

Workforce Snohomish proposes to use the foundation built through the Snohomish County R3 program to build out a customized program for the City of Mukilteo in order to disperse Cares Act grant funds to local Small Businesses in an efficient and equitable manner.

Through this proposal, Workforce Snohomish will work directly with the City of Mukilteo to:

- Create all Guidance and initial FAQ documentation for the website
- Create the application portal
- Help disseminate the program through social media
- Receive all applications and disperse to the rating committee as named by the City of Mukilteo
- Provide updates on applications and data as requested throughout the process
- Create a business Agreement for dispersal of funds.
- Create reporting processes for fund expenditures from all awarded businesses including end of program outcomes (in consultation with the City of Mukilteo)
- Monitor awarded businesses at random to ensure proper and allowable expenditures of funds.
- Create final program reporting based on Business reporting and outcomes for the City of Mukilteo

Workforce Snohomish is proposing this program for a flat fee of \$5,000. This includes all staff time, software, and all other associated costs.