

Administering Agency: Nevada County – County Executive Office

Grant Award Allocation No. _____

Description: Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program

GRANT AWARD RECIPIENT AGREEMENT

THIS AGREEMENT is made at Nevada City, California, as of September 22, 2020 by and between the County of Nevada, ("County"), and Town of Truckee ("Grant Recipient"), who agree as follows:

1. **Use of Funds:** Grant award recipient agrees to use the Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program funds (“CRF Funds”) provided to cover those costs identified in the submitted Application received from this Entity which is attached hereto and incorporated herein. Eligible uses of award funds include costs of business interruption caused by required closures due to the COVID-19 public health emergency and any necessary expenditures incurred due to the COVID-19 public health emergency during the period that begins on March 1, 2020, and ends on December 30, 2020 and in accordance with federal guidance, as specified here: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Grant Recipient agrees to comply with the all CRF Fund expenditure requirements, and shall reimburse County any grant funding provided under this Agreement that was determined by federal, state or local audit to be unauthorized expenditures under the CRF Funds program.

In addition, Grant Recipient shall maintain strict adherence to all orders and guidance pertaining to the COVID-19 pandemic issued by the Governor of California, the State Public Health Officer, County Public Health Officer, and/or the Nevada County Director of Environmental Health. Failure to comply with this Section shall constitute a Material Breach of this Agreement and a basis upon which County may immediately terminate this Agreement without notice. In amplification of Section 7 (“Hold Harmless and Indemnification Agreement”), Grant Recipient’s material breach herein shall entitle County to any/all damages, including the amounts of judgments, reimbursements, penalties, interest, court costs, legal fees, and all other expenses incurred by County resulting therefrom.

2. **Grant Fund Allocation** County shall allocate CRF Funds designated specific to the coronavirus relief efforts the time and in the amount set forth in herein. The allocation specified in herein shall be the only payment made to Entity for Coronavirus relief effort pursuant to this Agreement. **The amount of the CRF Funding shall not exceed Four Hundred Thousand Dollars (\$400,000).**
3. **Term** This Agreement shall commence on September 22, 2020. All grant funds provided by this Agreement shall be expended before December 30, 2020 and reported on per the requirements stated in Section 10. **Agreement Termination Date** of: January 31, 2021.
4. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
5. **Electronic Signatures** The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

6. **Time for Performance** Time is of the essence. Failure of Grant Recipient to expend any allocated funding prior to December 30, 2020 shall constitute a return of unspent funds to the County as of the termination date. Grant Recipient shall devote such time to the Coronavirus relief effort pursuant to this Agreement. Grant Recipients unauthorized expenditure of CRF Funds shall constitute a material breach of this Agreement, and in addition to any other remedy available at law, shall serve as a basis upon which the County may elect to immediately suspend CRF Fund payments, or terminate this Agreement, or both without notice.
7. **Hold Harmless and Indemnification Agreement** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Agreement and the expenditures of the CRF funding. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Agreement. These Hold Harmless and Indemnification provisions shall survive the termination of this Agreement.
8. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
9. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
10. **Reporting Requirements:** Each grant award recipient of CRF Funds shall report COVID-19 related "costs incurred" during the "covered period" (the period beginning on March 1, 2020 and ending on December 30, 2020). Each grant award recipient shall report data according to these requirements.
- 10.1 County-required Reporting**
A "mid-term" report will be due October 31, 2020, and a final report will be due by January 31, 2021.
- Data required to be reported includes, but is not limited to, the following:
1. the total amount of CRF Fund payments received from County;
 2. the amount of CRF Funds received that were expended or obligated for each project or activity;
 3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;
 - b. a description of the project or activity;

- c. detailed information on any loans issued; contracts and grants awarded; transfers made to other entities; and direct payments made by the recipient that are greater than \$50,000.

10.2 **Records of Support**

Records to support compliance may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of CRF Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using CRF Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using CRF Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of CRF Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after grant award is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of CRF Fund payments from prime recipients.

11. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Contractor agrees that no such person will be employed in the performance of this agreement unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.
12. **Entirety of Agreement** This Agreement contains the entire agreement of County and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
13. **Alteration** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
14. **Governing Law and Venue** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Agreement shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.

15. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
16. **Subrecipient** To the extent applicable Grant Recipient is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
17. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF NEVADA:

Nevada County
County Executive Office
Attn: Caleb Dardick
Address
950 Maidu Ave.
Nevada City, CA 95959

Phone: (530) 470-2649
Email: Caleb.dardick@co.nevada.ca.us

AWARD RECIPIENT

Town of Truckee

Attn: Dan Wilkins
Address
10183 Truckee Airport Road
Truckee, CA 96161-3306

Phone: (530) 582-770
Email: truckee@townoftruckee.com

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Honorable Heidi Hall, Chair, of the Board of Supervisors

By: _____

Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

Approved as to From:

By: _____

GRANT RECIPIENT: Town of Truckee

By: _____ Date: _____

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: _____ Secretary_____

****If Contractor is a corporation, this agreement must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Application received in response to
RFA No. 130794
Coronavirus Relief Fund (CRF)
“Economic & Community Resiliency Grants”
Program

Town Council

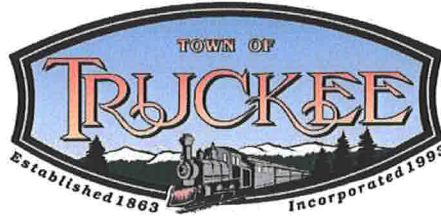
David Polivy, Mayor

Anna Klovstad, Vice Mayor

Jessica Abrams, Council Member

David Tirman, Council Member

Tony Commendatore, Council Member



Department Heads

Dan Wilkins, Acting Town Manager

Andy Morris, Town Attorney

Randall Billingsley, Acting Chief of Police

Kim Szczurek, Administrative Services Director

Judy Price, Communications Director/Town Clerk

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

August 20, 2020

Dear Selection Committee-

The Town of Truckee is submitting this letter of application for the Coronavirus Relief Fund (CRF) Economic & Community Resiliency Grants Program in response to RFA No. 130794 and Addendum 1. The proposed "Truckee Winter Wonderland" project was collaboratively developed by the Town of Truckee in partnership with Truckee Downtown Merchants Association, Truckee Chamber of Commerce, Sierra Business Council, and Tahoe Truckee Community Foundation, with input from over two dozen local business owners.

This project is a necessary response to the COVID-19 public health emergency because it will allow us to adapt the Historic Downtown Truckee experience and business operations to accommodate public health requirements in Truckee's winter climate. Keeping Historic Downtown Truckee from "going dark" this winter is essential in order to avoid permanent business closures and the long-term deleterious impact of vacant storefronts within eastern Nevada County's economic and cultural core district. Historic Downtown Truckee's impact extends well beyond its boundaries, supporting economic activity throughout the region by making Truckee an attractive place to live, work, and visit. Therefore, maintaining the vibrancy of our Historic Downtown is vital to the economic health of eastern Nevada County.

The requested \$400,000 in grant funds will be used to design, install, and operate the Truckee Winter Wonderland infrastructure through December 30, 2020. The Town of Truckee and its partners intend to support continuation of this project through the remainder of the winter, after the grant expenditure deadline. In this way, the project will help sustain downtown businesses through the critical winter season to maintain a thriving Historic Downtown Truckee.

We appreciate the opportunity to apply for the Economic & Community Resiliency Grants program on behalf of Historic Downtown Truckee. If there is any additional information we can provide, please direct questions to Hilary Hobbs, Management Analyst at (530)-582-2914 or [hhobbs@townoftruckee.com](mailto:hobbs@townoftruckee.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Wilkins".

Dan Wilkins

Acting Town Manager

TAB A: Entity Description

- a. Provide a brief description of your entity including mission, goals, and history in Nevada County.**

THE TOWN OF TRUCKEE

Incorporated in 1993, the Town of Truckee is a Charter City with wide-reaching responsibilities for governing the Truckee community, including public works, policing, community development, economic development, and partnerships.

Mission Statement- The Truckee Way

Since incorporation, the Town of Truckee staff and decision-makers have embraced a set of partnership-oriented operating principles known colloquially as “The Truckee Way.” These principles include:

We will treat everyone, and their point of view, with respect, courtesy, and fairness. We will approach issues with creativity and innovation. We will conduct ourselves, and the Town’s business, according to the highest ethical standards. We will encourage the free exchange of ideas and information by open and honest communication.

HISTORIC DOWNTOWN TRUCKEE

This application is focused specifically on Historic Downtown Truckee, which is the “heart and soul” of the community. The area currently known as or “historic downtown” has been a commercial and cultural hub for the region for over 150 years. Listed on the National Register of Historic Places and designated as a California Cultural District, Historic Downtown Truckee is a center of commerce and culture for visitors and residents alike. Our beautiful and vibrant downtown is comprised of 130 businesses, residential areas, and 220 historic buildings.

- b. Provide the name(s) of the principal responsible for the entities’ organizational operations.**

The principal responsible for the Town of Truckee is Dan Wilkins, Acting Town Manager. Dan’s permanent position with the Town is Public Works Director and Town Engineer. See attached biography.

- c. Describe how many employees or jobs your entity provides opportunities for.**

The Town of Truckee has 130 employees. Historic Downtown Truckee’s businesses collectively provide over 1,500 jobs.

- d. Describe the community served by your entity.**

Historic Downtown Truckee serves the following entities and groups:

- Downtown Businesses: over 130 independent businesses comprised of over 1500 employees
- Truckee fulltime and part time residents
- Over 500,000 annual visitors-- who dine, shop, learn about Truckee history, enjoy Truckee’s public art and galleries, attend special events, utilize the transit center, and soak in the authentic Truckee ambiance

- e. Describe how your entity plays a “vital and enduring role in the local community.”**

Historic Downtown Truckee is economically, socially, and culturally the “heart and soul” of our community. Downtown Truckee is known for its scenic and historic charm, as well as its independent shops, restaurants and galleries. Historic Downtown Truckee is a draw for locals and visitors alike and accounts for approximately 15% of Truckee’s jobs and 14.5% of Truckee’s sales tax revenue. A vibrant downtown adds to our community’s vitality by making Truckee an attractive place to live, work, and visit, thereby indirectly supporting economic activity throughout eastern Nevada County and the North Tahoe region.

Biography for Dan Wilkins

Dan Wilkins has 32 years of public and private sector employment experience in engineering and public administration. He has served as the Director of Public Works and Engineering for the Town of Truckee, California for the past 22 years and is currently serving as Acting Town Manager. Dan has significant experience in successfully working on boards and commissions, including 14 years as an elected director of the Tahoe City Public Utility District Board of Directors, 4 years as a director on the Tahoe Truckee Sanitation Agency, and 20 years as a board member on the Truckee/North Tahoe Transportation Management Agency. He has also served on multiple other local agency committees, and has an extensive experience working with local agencies and partners on collaborative projects.

Mr. Wilkins has overseen \$150 million of transportation related capital infrastructure development and construction including projects involving Caltrans, Union Pacific Railroad, the Federal Highway Administration, the California Public Utilities Commission, and multiple other local and regulatory agency partners. Dan has extensive experience in developing creative funding solutions to implement projects, and adhering to the requirements of a variety of complex regional, state, and federal funding sources.

As Director of Public Works Dan has worked closely with downtown businesses and Truckee Downtown Merchants Association to coordinate a range of complex projects including the Brickelltown Streetscape Project, Reimagine Bridge Street (currently in planning), The Railyard development, and Truckee's often-complex snow removal program. Most recently, this summer Dan worked with downtown businesses to nimbly plan for outdoor business operations within Town right-of-way in order to support safe business operations under COVID-19.

Dan holds a bachelor's degree in Civil Engineering, holds Civil and Traffic Engineering licenses in the State of California, and is a member of the American Society of Civil Engineers and the American Public Works Association.

TAB B: COVID-19 Impacts

a. Explain how the pandemic has impacted your operation.

i. Describe the direct impacts your entity has suffered from COVID.

The impacts from COVID have been different for each business. A survey conducted by Truckee Downtown Merchants Association indicated that 82% of historic downtown businesses closed storefront operations, and 70% experienced a year-over-year revenue loss greater than 75% between March and May. If business conditions did not improve, 54% indicated they were at risk of closing within five months. In August, despite an increase in summer visitation, the majority of businesses reported that revenues were still down 20-40%. Additionally, business expenses increased, due to implementation of safety protocols and the installation and operation of outdoor dining infrastructure.

Historic Downtown Truckee typically hosts over a dozen large events each year, including the summer-long Truckee Thursdays cultural event series. Cancellation of all events caused a loss in both event revenue and foot traffic.

ii. Describe the indirect impacts your entity has suffered from COVID.

Historic Downtown Truckee businesses benefit from both the synergy that exists between a healthy retail and restaurant mix and a high volume of “window shoppers” enjoying downtown’s ambiance. Even after reopening, downtown has experienced lower foot traffic, as retail activity became more transactional and shifted toward big box and online shopping. Looking forward to the winter of 2020-21, downtown businesses are concerned with the uncertainty regarding ski resort operations. If nearby resorts do not open, this will significantly reduce business volume in Truckee.

iii. If relevant, describe the impact COVID has had on your consortiums or partnership resources.

Truckee Downtown Merchants Association (TDMA) is the nonprofit organization of local businesses dedicated to the economic, social, cultural and environmental vitality of Historic Downtown. In a typical year, TDMA hosts the summer-long Truckee Thursdays event series, Art & Soul ArtWalk, and the bi-annual Truckee Follies fundraiser event. Due to the cancellation of these events, TDMA has lost over \$135,000 in revenue, limiting its ability to market downtown and contribute to downtown beautification projects, such as holiday lighting.

b. What specific impact(s) caused by the COVID-19 public health emergency does this proposal address?

This proposal specifically addresses the economic impact of COVID-19’s public health restrictions—including indoor dining restrictions—on Historic Downtown Truckee’s businesses. The overarching goal is to avoid the long-term deleterious impact of vacant storefronts, and to keep Historic Downtown vibrant as a destination for residents and visitors. We intend to do this by keeping historic downtown from “going dark” this winter, by creating a festive outdoor pedestrian and dining experience that will support business operations. Truckee’s tourism economy is highly seasonal, with peak seasons in both winter and summer. With the help of temporary outdoor dining tents, our downtown businesses have managed to adapt to make it through summer. However, the current setup is not adequate for Truckee’s challenging winter climate. The loss of the winter season—especially the peak period around Christmas and New Years—would be a devastating blow for our downtown. While this proposal will enhance the vibrancy of the whole downtown, it is particularly focused on restaurants, because of their critical role drawing customers to downtown. Restaurants have been hit particularly hard. The Town’s sales tax consultant estimates that restaurant and hotel sales tax revenue will be down 50% year-over-year in the third quarter of 2020, and 60% in the fourth quarter. This proposal aims to mitigate this impact. As our community’s economic and cultural hub, sustaining Historic Downtown will ultimately support all businesses and residents in Truckee.

c. How does this proposal address the impact(s) you have identified that were caused by COVID-19?

We propose to focus on enhancing the outdoor streetscape experience in Historic Downtown Truckee through the winter, to create a “Winter Wonderland” that will be a safe, festive destination to draw residents and businesses to our downtown. The plan will include winterizing covered outdoor spaces and installing heaters to allow restaurants to operate outdoor dining in inclement weather, coordinating Town snow removal to accommodate these structures, festive holiday lighting throughout downtown and in gateway areas leading into downtown, and the closure of parking spaces in certain areas to facilitate outdoor dining and socially distanced pedestrian activity.

TAB C: Economic Impact

a. Describe entity's history of, and the potential for, a large and ongoing economic impact and/or measurable multiplier effects such as tax revenue jobs created or retained, etc.

Historic Downtown Truckee is comprised of over 130 businesses providing over 1,500 jobs to the Truckee community. These businesses generate 14.5% of Truckee's sales tax, accounting for approximately \$670,000 in sales tax revenue in FY18/19. This proposal aims to support business operations to lessen the COVID impacts on business revenue, employee retention, and sales tax revenue.

A thriving downtown is vital to a healthy economy in eastern Nevada County and the greater North Tahoe region, and the benefit of Historic Downtown Truckee extends far beyond its borders. As a locally-driven, art-filled main street with a focus on beautifying the historic district, our Historic Downtown adds to our community's vitality by making Truckee an attractive place to live, work, and visit, thereby catalyzing economic activity throughout the region. This economic activity drives Truckee's town-wide sales tax revenue (\$4.6 million in FY 18/19), transient occupancy tax (\$4.3 million), and property tax (\$11.4 million).

Visitors frequently report that they choose to stay in Truckee over other competing destinations because Truckee is "authentic" and "charming," an image that is driven by our Historic Downtown. As a key visitor destination within the region, our Historic Downtown contributes to tourism's significant economic impact throughout Truckee, including an estimated 1,170 tourism-related jobs and \$52.9 million annually in direct tourism earnings (2018).

Truckee Thursday is one example of Historic Downtown Truckee's role as a catalyst for significant economic impact. This eleven-week summer street festival is organized by Truckee Downtown Merchants Association in partnership with the Town of Truckee. The event attracts 55,000 visitors to Historic Downtown each summer. Truckee Thursdays has over 120 different vendors participating each week, including artists, non-profit organizations, food trucks and restaurants, and Truckee commercial businesses. Many of the commercial vendors have brick and mortar businesses that are located in areas with limited or non-existent foot traffic. With little to no budget for advertising, these businesses are able to leverage the event to gain exposure to over three thousand people a week. These efforts result in driving customers to their commercial locations. For many of the smaller artists, Truckee Thursdays provides an additional source of income. During some of the worst years of the recession, a number of vendors cited their participation in the event as the reason they were able to keep their family home. Additionally, it allows many people a platform in which they are able to "test" out their products and talents and gain experience and feedback. This is a vital step in going from a hobby to owning a business. This "incubator" effect is one that we are most proud of as a by-product of the event. At least three Town of Truckee commercial businesses began as Truckee Thursdays vendors, going on to open businesses and fill vacant commercial space. This is an amazing example of successful economic development.

b. Please explain how you document the impact. You may include links to annual reports or studies, etc.

- Town-wide tax data is sourced from the Town of Truckee FY2020-2021 Draft Operating Budget (pending adoption September 2020). Data is reported for FY2018-19, the most recent fiscal year for which budget actuals are available.
- Downtown-specific tax data was aggregated by sales tax consultant HdL Companies, using FY 2018-19 data.
- Statistics related to Tourism-related jobs and annual tourism earnings are sourced from the *Truckee, California Visitor Economic Impact Report, 2013-2018* by Dean Runyan and Associates (September 2019): <https://drive.google.com/drive/u/0/folders/1wZYzKViJ3LLoZEOKtCJ0F1fe381FE6H>

TAB D: Leveraging Partnerships and Resources

a. Describe your track record of leveraging additional partnerships and resources.

The Town of Truckee has an exemplary record of successfully accessing and leveraging grant and partnership resources, including receiving, implementing, and reporting on multiple state, federal and regional grants each year, ranging from \$10,000 to well over \$1,000,000. The Town administered over \$16 million in grant funds between FY 2014-15 and FY 2018-19.

Additionally, the Town has a long history partnering with community nonprofits and agencies to magnify our impact. Recent examples include collaboratively developing and operating the Town's shared Animal Services and Humane Society of Truckee Tahoe facility; participation in the regional Mountain Housing Council (made up of twenty-nine community partners to address the housing crisis); leading the Truckee Multiagency Site Planning Study collaborative planning process with four local special districts; and partnering with the Truckee Donner Land Trust and The Truckee River Watershed Council to advance trail and wetland restoration projects.

b. Describe how you will leverage additional funding that will contribute to recovery:

The Town of Truckee will pledge \$50,000 of General Fund economic development dollars, \$50,000 of non-grant CARES Act funding, and an estimated \$20,000 of in-kind services to administer this project.

Truckee Downtown Merchants Association (TDMA) will conduct a fundraising campaign with a goal of raising \$25,000 (\$8,000 raised as of August 20, 2020, prior to campaign launch). TDMA members and board members will also contribute volunteer hours to assist with downtown decorating. Dollars raised by TDMA and the Town's General Fund contribution will be used to support the extension of this program beyond the December 30 grant deadline. Downtown businesses utilizing the shared covered space program will provide match funding for the January-March period. Sierra Resiliency Fund low interest loans may be available to eligible businesses to support these costs. Businesses will also provide in-kind support by operating and maintaining these structures throughout the winter.

c. Describe how these funds will help you remain viable after 12/31/20?

These funds will activate Historic Downtown Truckee by providing safe, vibrant outdoor spaces that will enable the continuation of business activity through this winter. Grant funding will be utilized to winterize existing outdoor dining tents, to design and set up Historic Downtown Truckee as a "winter wonderland" in late October, and to operate this program through December 30. Leveraged funding will extend this program through March.

The long-term goals of this project is to maintain businesses' viability, preventing storefront vacancy and potential blight that could occur with wide-spread business closures if Historic Downtown Truckee "goes dark" for the winter. While this program will operate for a finite period, we believe that providing this extra support through this winter is essential for long-term business survival. Maintaining a vibrant downtown—with a healthy mix of retail and restaurants— is critical to maintaining Truckee's vibrancy as a community and destination.

d. Describe your efforts to access other public and/or private funding for your operation:

The Town of Truckee has been directly allocated \$200,369 in CARES Act funding and Nevada County has agreed to pass through an additional \$160,000 to the Truckee Police Department to support emergency operations. Each business in Historic Downtown Truckee has individually taken significant steps to weather the impacts of COVID-19, including the installation of outdoor dining tents, platforms, fencing, and shade structures. Most business have paid for the outdoor improvements directly but many have also have sought available funding. Collectively, businesses have received the following funding:

- PPP Loan over \$150k - 3 businesses
- PPP Loan under \$150k – 8 businesses
- EIDL Loans/ advances - 16 businesses
- Nevada County Relief Fund grants – 6 businesses
- Sierra Resilience Fund loans – 6 businesses

TAB E: Management Capacity and Measurable Outcomes

a. Describe your entity's capacity to manage, oversee, implement and report on the use of the funds.

The Town of Truckee has an annual budget of over \$60 million and 130 staff. Town staff plan and implement multi-million dollar projects annually, and are fully capable of managing, overseeing an implementing this project. The Town has a strong record at grant management, including successfully receiving, implementing, and reporting on multiple state and federal grants each year. Town management and finance staff are adept at managing budgets for complex projects utilizing multiple fund sources and adhering to reporting requirements for complex programs such as state and federal grants, FEMA and CDBG.

The Town of Truckee also has a strong track record of collaboration with the project partners— including downtown business owners, and Truckee Downtown Merchants Association—which will be essential for implementation. Examples of this partnership in the downtown area include collaborative planning for the annual Truckee Thursdays event series, coordinating a series of ten business sector-specific focus groups involving over 100 businesses—co-hosted by the Town, TDMA, and Chamber—to plan for modified business operations during COVID, and on-the-ground coordination with local businesses and TDMA to expand outdoor dining and business operations this summer due to COVID restrictions. The intent of this Project is to extend these collaborative efforts into the winter months.

b. Describe how you will measure and report outcomes.

a. Be specific about how you will collect data and report your use of funds.

Funds will be utilized for services to install downtown lighting, heating, decorations, pedestrian amenities, and to winterize outdoor dining structures to enhance the downtown. The direct purchase of goods and services will be managed through the Town of Truckee's purchasing policies and budget tracking system. These policies include written contracts or agreements for the purchase of services including scope of work and cost proposal, and itemized invoices, verified by the project manager prior to payment. For sub-grantees utilized in the performance of the grant, the Town of Truckee will require written agreements, itemized invoices for all supplies or services provided and proof of purchase for any equipment purchased or rented.

The project will be managed as a Capital Improvement Project within the Town's budget system to ensure clear accounting of all project expenditures. The Town of Truckee will retain all supporting records, as specified in section 2.2 of the Grant Award Agreement, and submit a mid-term report and final report to Nevada County, as specified in section 2.1 of the Agreement.

b. Be specific about how you will measure and report outcome data quarterly.

The Town of Truckee will conduct quarterly surveys of all downtown businesses regarding the impact of the summer outdoor dining program and the Truckee Winter Wonderland program. Surveys will request year-over-year comparative data for the performance period, including percent change in revenue and number of employees, visitation levels, and qualitative feedback on the success of the summer outdoor dining and Winter Wonderland programs. To respect businesses' sensitivity with data sharing, individual responses will be anonymous and data will be aggregated by business sector. We anticipate that businesses' revenues and visitation levels will still be down year-over-year, and we do not have a clear baseline comparison for what these metrics would be during COVID without these mitigation programs. "Success" will mean that these metrics will not be down as drastically (i.e. <60%), that businesses report that the programs have helped drive revenue, and that the majority of businesses will remain open during the winter.

The Town of Truckee will track and report on the number of businesses that utilized the outdoor structures for business activity, and the percent of Historic Downtown Truckee businesses that remain open for business during the Winter Wonderland performance period.

TAB F: Community Benefit

a. Describe how your entity has made a significant community benefit in the past.

Historic Downtown Truckee supports and sustains a vibrant and visible downtown through community collaboration and unique events, ensuring a vital, art-filled and welcoming authentic downtown in the following ways:

Beautification and enhancement: The Town of Truckee works collaboratively with downtown businesses and TDMA to enhance and beautify Historic Downtown for the benefit of the community. Significant projects include the Brickelltown Streetscape (completed 2016), a streetscape forgivable loan program for businesses, sidewalk and parking construction in the new Railyard area, and current planning for streetscape enhancements on West River and Bridge Streets. TDMA leads many other beautification efforts, including cleaning sidewalks and holiday and year-round lighting, which it is not in a position to fund this year due to COVID budgetary impacts.

Hub for events: Historic Downtown Truckee is a hub for many of Truckee's signature events, including Truckee Thursdays. TDMA established this events series in 2008, in collaboration with the Town, as a signature cultural event to help revitalize historic downtown. Offering a stage with live music; food and beverages; and a wide variety of artisan vendors, as well as sidewalk sales and activities hosted by downtown merchants, it reacquaints attendees with all Historic Downtown has to offer year round. This vital annual event series has been an important economic development driver, supporting brick-and-mortar businesses, local artisans, micro start-up businesses, and local nonprofits. Other events that utilize the Historic Downtown to benefit the community include Truckee Marathon, Art & Soul ArtWalk, Haunted Historical tours, Wine Walk and Shop, MAP-Wild & Scenic Film Festival, Truckee Craw Thaw, the Halloween Parade and Trick-or-Treat, Downtown Holiday Festival and Bud Fish Tree Lighting Ceremony, and Festive Fridays.

Hub for art and culture: Listed on the National Register of Historic Places and designated as a California Cultural District, Historic Downtown is the hub of art and culture in Eastern Nevada County and the North Lake Tahoe region. These benefits include three historic museums, many galleries and events, a Historic Walking Tour, the Truckee Train Depot, California Welcome Center, and 220 historic structures.

b. Describe how your entity has made a significant community benefit in response to Covid19.

The Town of Truckee worked with TDMA and businesses to significantly relax outdoor business activity restrictions to facilitate safe business adaptation. The Town, TDMA and Truckee Chamber co-hosted a series of ten Business Round Table Discussions to support businesses with sector-specific planning for safe reopening. Retail shops and restaurants have changed business models to ensure safety and viability.

The Town, TDMA, Truckee Chamber, and Sierra Business Council have collaborated on a multitude of projects to ensure our business community is informed, educated, and supported. These include: ongoing outreach to keep businesses informed about changing state and county requirements and funding opportunities, establishing, administering, and contributing to the Sierra Resilience Fund loan program, contributing to the Nevada County Relief Fund, participating on county COVID-19 Recovery Advisory and Business Task Force Committees, organizing a volunteer-led "Mask Up" mask distribution program, and no cost distribution of PPE to businesses.

c. Describe how your proposal would benefit the community.

The proposal would create a "Winter Wonderland" downtown, including festive holiday lighting, enhanced pedestrian spaces, and covered outdoor dining and uncovered pedestrian activity areas suitable for our harsh weather conditions. Collectively, these steps are intended to keep our downtown from "going dark" this winter by enabling the safe continuation of restaurant and retail activity through the winter months, and transforming the downtown into an inviting, vibrant winter destination for residents and visitors. While the project's timeframe is limited, the goal is to help our downtown businesses to weather the challenging winter months to ensure the long-term health of Historic Downtown Truckee.

TAB G: Budget and Financials (maximum of 1 page plus Budget Template- Attachment C)

- a. **Submit Attachment C with this section-** See attached
- b. **What is your total funding request for this grant?:** The total funding request is \$400,000.
- c. **What is the timeframe for this program?**
 - *Mid-August to Mid-September:* Additional outreach to Downtown businesses to plan winterization modifications for outdoor dining infrastructure. Finalize plans for lighting and Outdoor Dining Sub-Grant Program. Develop template agreements for program administration that will comply with Grant requirements.
 - *Mid-September to Mid-October:* Town and businesses execute agreements
 - *Mid-October to early November:* Winterization modifications, install lighting and pedestrian enhancements
 - *October 31:* Deliver mid-way report to Nevada County
 - *Early November- December 30:* Downtown Winter Wonderland infrastructure to remain up and operated by downtown businesses, using grant funding
 - *December 1:* Business submittal deadline for all invoices and documentation for sub-grant program
 - *December 31- March:* Downtown Winter Wonderland operated by downtown businesses using non-grant funding
 - *January:* Business survey to measure program impact; compile documentation; deliver final report to County
- d. **Describe specifically how the CARES funding will be used.**
 - i. **Provide an itemized funding request and brief funding narrative for March 1, 2020 and July 31, 2020.**

Item	Narrative	Expense
Outdoor dining infrastructure-summer grant program	The town will provide an Outdoor Dining Sub-Grant Program to restaurants town-wide to offset the cost of outdoor dining infrastructure incurred during summer 2020. The goals of this program are to spread economic benefit to businesses and neighborhoods throughout Truckee. To assist with business cash flow and simplify the collection of required documentation, the program will reimburse eligible businesses for outdoor dining infrastructure expenses incurred between May-July, with the intent that businesses will reinvest in continuing outdoor dining this winter. Grant funding is expected to support 12 restaurants. The Town will contribute an additional \$50,000 match funding.	\$60,000

ii. Provide an itemized funding request and brief funding narrative for August 1 to December 31, 2020.

Item	Narrative	Expense
Holiday Lighting	TDMA does not have funds to install holiday lighting this year, due to COVID impacts. Grant funds will be used for the Town to light up all of downtown, including expanded lighting in downtown gateway areas to create a dramatic, festive, and inviting ambiance.	\$73,000
Downtown outdoor dining winterization	Outdoor dining structures are already installed throughout downtown, with most structures will be shared between 2 neighboring restaurants. The Town will work directly with each business and their tent contractor to plan modifications to winterize these structures, including addressing snow load, drainage, heat, and lighting. Grant funds will sub-granted to restaurants to implement modifications and to rent infrastructure for November- December. Program will support up to 15 downtown businesses.	\$150,000
Safety barriers	Town will install "K-rail" safety barriers around infrastructure to accommodate snow plow operations	\$70,000
Pedestrian platforms	1 40' x 16' and 1 48'x16' uncovered platforms will be installed to convert parking spaces into pedestrian areas with seating to expand space for safe social distancing. These areas will accommodate popup retail activity and could include safe outdoor heaters or a fire pit.	\$36,500
Business coordination	The Town will contract with TDMA to assist with business coordination in planning, facilitating shared use of structures between neighboring businesses, and operation of pedestrian platforms. Cost is projected at 100 hours planning + 20 hours per week for 10 weeks of operation.	\$10,500

Attachment C: Budget Notes:

- (1) The Town budgets on an annual, not monthly basis and operates on a July 1- June 30 fiscal year. The revenue and expense figures provided for the 10-month period of 2019 are calculated as 1/3 of FY18-19 budget and 1/2 of FY19-20 budget. Figures for the 10-month period of 2020 are calculated as 1/3 of FY19-20 budget and 1/2 of FY20-21 *draft* budget (pending adoption in September).
- (2) The Town is applying for this grant on behalf of Historic Downtown Truckee. The services described in this proposal are beyond the scope of typical Town operations and would not typically be paid for out of a Town budget.
- (3) Revenue and Expense figures provided reflect the Town of Truckee's General Fund only.