

EXHIBIT A

1. General program description and duration.

The goal is to provide economic relief to those Citizens of Centralia who can prove economic hardship as a direct result of the COVID-19 emergency, and to Centralia businesses, through the use of Centralia Cares Scrip of \$25 dollar denomination which can be redeemed only by participating businesses within the Centralia City Limits. This program will be in effect until September 30, 2020 or when the Centralia City Council cancels the program.

2. The Scrip.

- The City of Centralia will develop and print scrip with sequential issued serial numbers.
- The Denomination of all scrip issued will be \$25.
- The scrip will be inventoried and secured by the finance department of the city.
- The inventory will be maintained with proper segregation of duties between staff members.
- A log of issued scrip will be maintained with whom the scrip was issued, dated issued and if redeemed, date redeemed.
- The scrip will be published with a September 30, 2020 expiration date.
- Storage of scrip will be secured within the finance department vault.
- Scrip will have no cash value and shall not be valid without an authorizing signature.
- The authorizing signature will be appointed by the City Manager, with the authorization letter maintained by the city finance director.
- Each scrip must be signed by an authorizing signature prior to distribution.

3. Award

- Award of scrip will be based on eligibility as established by the city which includes two criteria:
 - Applicant must reside within the Centralia City Limits, **and**
 - Applicant must be enrolled in the City of Centralia senior discount program with the City of Centralia Utilities; **or**
 - Have income levels at or below one hundred fifty percent (150%) of the federal poverty level based on family size.

PERSONS IN HOUSEHOLD	1	2	3	4+
INCOME LESS THAN OR EQUAL TO 150% OF FEDERAL POVERTY GUIDELINES	\$1,595	\$2,155	\$2,715	\$3,275
SCRIP AMOUNT AWARDED	\$100	\$150	\$200	\$250

- Applications that have not been signed by the requestor, or which are not accompanied by substantiating documentation, are deemed incomplete and will not

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be accepted for consideration.

A. Approval. Upon receipt of a signed application that is accompanied by the required substantiating documents, finance department staff:

- i. will verify the requestor meets the Citizenship Requirement and, if so,
- ii. will verify the requestor income requirement or is enrolled in the senior discount program with the City of Centralia Utilities and, if so,
- iii. will document the approval of the application, or if not approved, will contact the applicant outlined the disapproval.

B. Amount. The amount awarded to any applicant shall be determined according to the schedule as shown on the application.

C. Limitations on Award. Because the duration of the COVID-19 is unknown, and therefore, the extent of the financial hardship resulting from the emergency cannot be predicted with certainty, and because the grant funds are limited, no grant recipient may receive more than \$250 in scrip. No more than one application per residence will be accepted.

D. All grants are processed on a “first-come, first-served” basis until the program is terminated or all grant funds have been expended. Award of a grant should not be construed as an obligation of the City to award future grants.

4. Issue. Upon verification of approval of the application scrip shall be issued:

A. Recording the issue of scrip, by serial number, on the inventory log kept for that purpose, and noting the applicant for which the scrip is drawn.

B. Obtaining the signature of the authorizing signature shall be affixed to the scrip awarded up to the maximum allowed based on the application not to exceed \$250.

C. The finance department shall keep all copies of approved applications of eligibility along with the Inventory Log and make both available for inspection in accordance with the Public Records Act (42.56 RCW).

5. Redemption.

A. Scrip may be redeemed by any business within the Centralia City Limits who has agreed to participate with the terms of the Grant Program. Agreement is indicated by the submission of a signed Centralia CARES Scrip program participation agreement.

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B. Scrip may be used to purchase anything sold by a participating business except:

- i. Alcoholic beverages of any kind.
- ii. Cannabis products of any kind.
- iii. Tobacco products of any kind.
- iv. Firearms or ammunition
- v. Personal services, unless those services are provided by a licensed or certified:
 - Auto Repair Facility or Technician;
 - Barber;
 - Child Care Facility or Provider;
 - Contractor;
 - Cosmetician;
 - Accountant, Architect, Doctor, Engineer, Lawyer, Surveyor; or
 - Information Technology Service Provider

C. Grant recipients are responsible for the payment of any taxes or fees that apply to any transaction for which scrip is to be redeemed, whether the transaction involves the use of scrip alone, or in conjunction with cash, check, or credit card.

D. Change. The scrip has no cash value. No scrip may be exchanged solely for cash. When scrip is tendered for payment, businesses may not issue change, whether by cash, check, or the extension of credit, in an amount that exceeds \$0.99.

E. Business will verify that the scrip serial number is on the master list of approved serial numbers which will be provided to enrolled businesses.

F. Participating merchants may submit a COVID-19 Recovery Grant Reimbursement Request twice each month corresponding with the City's Accounts Payable cycle. Requests for reimbursement are due on the first and third Wednesday of each month. The City shall remit payment by issuing a Voucher and Check corresponding to each reimbursement request for the amount of scrip returned to the City at the close of each Accounts Payable cycle.

G. The finance department staff shall mark scrip as redeemed with the word "REDEEMED" on the reverse of each scrip actually redeemed and shall indicate the scrip was redeemed by entering a "Y" in the redemption column of the inventory log.

H. Upon termination of this program, for whatever reason, the finance department

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staff shall inventory the unissued scrip and preserve them for future use or other disposition that the City Council or city manager may direct.

I. Duration. The City will honor scrip until October 15, 2020, the final date that participating businesses may seek reimbursement.

6. Recordkeeping. The City's Public Records Officer shall maintain all records created in furtherance of this program according to the most recent Retention Schedule published by the Office of the State Archivist and shall make such records available in accordance with the Public Records Act (42.56 RCW).