

Monday, May 3, 2021

College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
5:00 PM

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#987 6422 8084

Zoom Attendee Link: <https://zoom.us/j/98764228084>

1. Opening Items

Subject :	1.01 Information Only - Not Agenda Item - Discussion Protocol for Virtual Meetings
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Virtual Meeting Discussion Protocol:

- After staff presentation of an item, the Chair will request comments from each Member
- After each member has had an opportunity, the Chair will then speak if so desired and Members will use the raise hand feature to notify the Chair of their desire to speak again. However, they will not enter the conversation without first being recognized by the Chair. This should allow for a thorough discussion with everyone having opportunity to express their views while maintaining order.

File Attachments

[Virtual_Meeting_Raise_Your_Hand.pdf \(50 KB\)](#)

Subject :	1.02 Choose someone to chair meeting.
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	1. Opening Items
Access :	Public
Type :	Discussion
Subject :	1.03 Call To Order
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	1. Opening Items
Access :	Public
Type :	Procedural

Subject :	1.04 Roll Call
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Voting Members

Position 1 - Jennifer Fuchs - term expires 12/31/2022

Position 2 - Kelli Leen - term expires 12/31/2024- Vice Chair

Position 3 - Doug Case - term expires 12/31/2022

Position 4 - Christopher Murray-term expires 12/31/2024

Position 5 - Jeff Lambert - term ends 12/31/2022- Chair

Position 6 - Bruce Morehead - term ends 12/31/2024

Ex-Officio - Kyle Tarbet- WW Valley Chamber of Commerce Representative

Advisory Members

Mike Rizzitiello-City Administrator

Brian Carleton-Finance Director

Lisa Neissl- City Clerk

2. Consent Agenda

Subject :	2.01 Approve Agenda for May 3, 2021
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee

review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject : 2.02 Approve Minutes from April 5, 2021

Meeting : May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting

Category : 2. Consent Agenda

Access : Public

Type : Action (Consent), Minutes

Minutes : [View Minutes](#) for Apr 5, 2021 - College Place Economic Development, Tourism, and E

File Attachments

[2021-04-05_EDTEC_Draft_Minutes.BoardDocs@ LT Plus.pdf \(910 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject : 2.03 Excuse Absence of Members Lambert and Leen

Meeting : May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting

Category : 2. Consent Agenda

Access : Public

Type : Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject : 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing items for approval of the Commission by a single motion. Typically the items listed under the consent agenda are the minutes from previous meetings and the agenda for the current meeting. Documentation concerning these items has been provided to all Commission Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission Member.

Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Action Agenda

Subject :	3.01 Economic Development Week Proclamation Language
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	3. Action Agenda
Access :	Public
Type :	Action
Recommended Action :	Motion to approve language for Economic Development week proclamation

Public Content

Language for the Economic Development week proclamation on May 9th through 15th by Mayor Hernandez.

File Attachments

[PROCLAMATION_Proposed_Language.pdf \(68 KB\)](#)

Subject :	3.02 Community Development Block Grant 2021 Application - Downtown Parking Lot Location Assessment and Planning Study
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	3. Action Agenda
Access :	Public
Type :	Action
Recommended Action :	Motion to approve letter of support for the CDBG Grant Application for a Downtown Parking Lot Location

Public Content

Historical Perspective:

The Downtown College Avenue area lacks a shared parking lot. This causes developments as they occur to provide parking site by site. This leads to increased development costs.

Information for Consideration:

The State of Washington has released a call for projects for its Community Development Block Grant (CDBG) program. This program is competitive. Two census block groups qualify for CDBG funding. The block groups are primarily around the College Avenue corridor from Rose Street down to 13th Street. The qualifier is for at least 51% of the population in a given census block group to be low-moderate income. The accompanying maps show sidewalk gaps in the two census block groups. The purpose of this project is to conduct a location assessment and a planning study for development of a shared municipal-owned parking facility Downtown. If constructed, this would allow the City to relax parking requirements for the business establishments anchoring our Downtown College Avenue Small Business District. Estimated cost is \$35,000.

File Attachments

[GRANTMANAGEMENT_COMMUNITYDEVELOPMENT_2021_DOWNTOWNPARKINGLOTMAP.pdf \(4.455 KB\)](#)

[Letter_of_Support_CDBG_Parking_Lot_Planning_Grant.pdf \(145 KB\)](#)

Subject :	3.03 Letter of Support for Washington State Traffic Commission Grant - Rapid Flashing Beacons and Safety Provisions
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	3. Action Agenda
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Letter of Support which indicates support for the grant application for the Washington State Traffic Commission School Zone Safety Account for Rapid Flashing Beacons and Safety Provisions at Crosswalks located in front of the College Place Post Office and Whitman Dr. & Academy Way.

Public Content

Historical Perspective:

The City obtained this grant two years ago to do a inventory of sidewalk gaps as well as preliminary engineering for the following sidewalk segments: SW 2nd (Academy to Davis), NW B (Evans to College), SW 6th (Davis to College), and SW 8th (Bade to Birch).

Information for Consideration:

This grant application would request \$286,889 construction cost from the Washington State Traffic Safety Commission with a \$71,722 local match for engineering and construction engineering. This would include the installation of rapid flashing beacons and safety provisions at the crosswalk located in front of the College Place Post Office (500 S. College Ave) as well as the intersection of Whitman Drive & Academy Way adjacent to the Rogers Adventist School/Walla Walla Valley Academy. This would take place in the FY 2022 budget if this grant was awarded. The College Place City Council approved a Resolution of Support during its April 27th, 2021 City Council meeting.

File Attachments

[GIS_WhitmanAcademyWayMap.pdf \(1.321 KB\)](#)

[EngineeringCost_CPPostOffice.pdf \(197 KB\)](#)

[EngineeringCost_WhitmanAcademyRFB.pdf \(194 KB\)](#)

[GIS_CPPostOfficeMap.pdf \(1.405 KB\)](#)

[Letter_of_Support_WTSC_School_Safety_Zone_Grant_Support_Rapid_Flashing_Beacon.pdf \(146 KB\)](#)

4. Reports

Subject :	4.01 Blue Zones Project, Walla Walla Valley
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

The Walla Walla Valley Blue Zone project is starting to wrap up the initial data investigation phase and is authoring the Blueprint document which specifies the existing baseline of the community. The Blue Zone team is also working on the final Built Environment investigation phase which directly impacts the City. They want to assist with ADA Transition Plan, Local Road Safety Plan, a Safe Routes to School demonstration project, and Downtown placemaking. Is a data point missing in any of these reports?

File Attachments

[Blueprint WWV Draft with SCLC Edits.pdf \(737 KB\)](#)

[Blueprint WWV Final Draft with Comments.pdf \(649 KB\)](#)

[WWV Built Environment Blueprint FINAL.pdf \(199 KB\)](#)

Subject :	4.02 State Department of Commerce Economic Recovery Dashboard
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

This dashboard is an aggregation of data the State Department of Commerce updates monthly. The County has suffered a 4% job loss compared to prior to the pandemic. While we aren't the worst performing county in the state, we aren't the best.

File Attachments

[Primary dashboard \(1\).pdf \(134 KB\)](#)

Subject :	4.03 SBA Restaurant Revitalization Fund
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

This program is paid for by the American Rescue Plan. Restaurants are eligible to receive funding for pandemic losses up to \$10 million per business. The application opens up on May 3rd, 2021. Restaurants that receive funds must use it for eligible activities by March 11th, 2023.

<https://www.sba.gov/funding-programs/loans/covid-19-relief-options/restaurant-revitalization-fund>

File Attachments

[Restaurant Revitalization Fund Program Guide as of 4.27.21-508.pdf \(374 KB\)](#)

[SBA Form 3172 RRF Application 4.20.21-508.pdf \(519 KB\)](#)

Subject :	4.04 Scale Up
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

The State Department of Commerce is offering an online business education program called Scaled Up - Rebuild Edition to help provide training to small businesses on:

- Organizing and creating business systems to get more done in less time.
- Strategies for increasing revenue.
- Strengthening your product and/or service.
- Creating your own competitive advantage in the marketplace.
- Designing a marketing strategy that increases sales leads.
- Understanding financial statements and key business drivers and metrics.

Website is here: <http://startup.choosewashingtonstate.com/programs/scaleup/>

File Attachments

[ScaleUp - Startup Washington.pdf \(167 KB\)](#)

Subject :	4.05 State Legislative Update - FY 2021
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The FY 2021 Legislative Session ended on Sunday, April 25th, 2021

Information for Consideration:

Many of the legislative bills that passed this session were tied to the pandemic, policing, and climate change. Some bills that impact things locally are as follows:

- Tax Increment Financing: HB 1189: This bill was passed by both legislative branches and finally allows for a TIF program which is an alternative way to fund infrastructure to spur development and business incentive programs in distressed areas. The bill has a striking amendment that puts a cap on two tif districts per City. The process to obtain a TIF will be competitive through the State. I attached some example maps of some boundary proposals. At a upcoming meeting we will have to decide expeditiously which boundaries we should petition for. Website for more information is here: <https://wacities.org/advocacy/news/advocacy-news/2021/04/09/tif-on-the-brink-of-becoming-law>

- Targeted Urban Area Property Tax Exemption: HB 1386 This bill allows a ten year local property tax exemption for all new industrial and manufacturing facilities that have family wage jobs. This bill opens the opportunity to establish a TUA to all cities. Before it was just for Pierce County. More information is available here: <https://wacities.org/advocacy/News/advocacy-news/2021/04/23/targeted-urban-area-property-tax-exemption-on-its-way-to-all-cities>

- Just Cause Eviction: HB 1236 passed which mandates a just cause for eviction. Website for more information here: <https://wacities.org/advocacy/news/advocacy-news/2021/04/23/just-cause-eviction-reform-passes-after-years-long-effort>

File Attachments

[HB 1386_TUA Living Wage Employment.pdf \(156 KB\)](#)

[EvictionReformBill.pdf \(185 KB\)](#)

[GIS_EconomicDevelopment_DowntownTIF.pdf \(4.201 KB\)](#)

[GIS_EconomicDevelopment_MeadowbrookTIFDistrict.pdf \(3.155 KB\)](#)

[HB 1189_TIF.pdf \(136 KB\)](#)

[Tax Increment Financing Infographic.png \(28 KB\)](#)

Subject :	4.06 Farmers Market & Community Events
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting

Category :	4. Reports
Access :	Public
Type :	Discussion, Information

Public Content

[Movies in the Park](#)

File Attachments

[CPFM_COVID plan 2021.version2.pdf \(854 KB\)](#)

[2021_APPLICATION.fillable.pdf \(305 KB\)](#)

[2021_cpfm_handbook.final.pdf \(1,499 KB\)](#)

Subject :	4.07 Development Tracker - May 2021
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	4. Reports
Access :	Public
Type :	Information

Administrative File Attachments

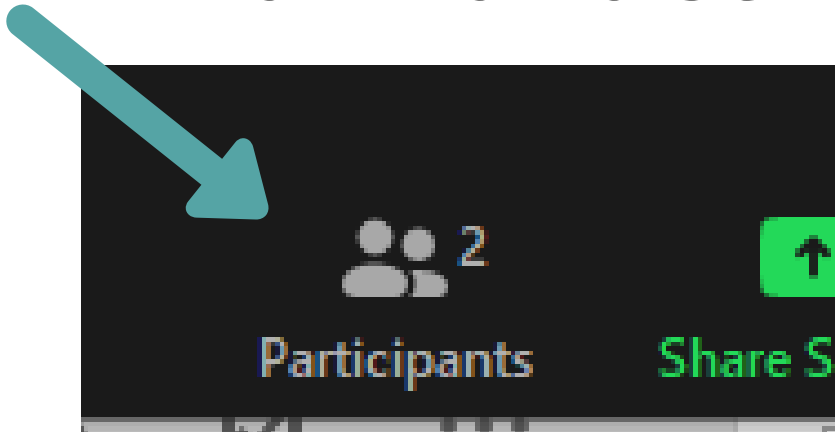
[DevelopmentTrackSheet_May2021.pdf \(450 KB\)](#)

5. Closing Items

Subject :	5.01 Adjourn
Meeting :	May 3, 2021 - College Place Economic Development, Tourism, and Events Commission- Electronic Meeting
Category :	5. Closing Items
Access :	Public
Type :	Procedural

Zoom Tutorial:

How To Raise Your Hand!



To use the "Raise Hand" function of the meeting software:

Locate
"Participants" at
the bottom of the
meeting window.
Click on it.

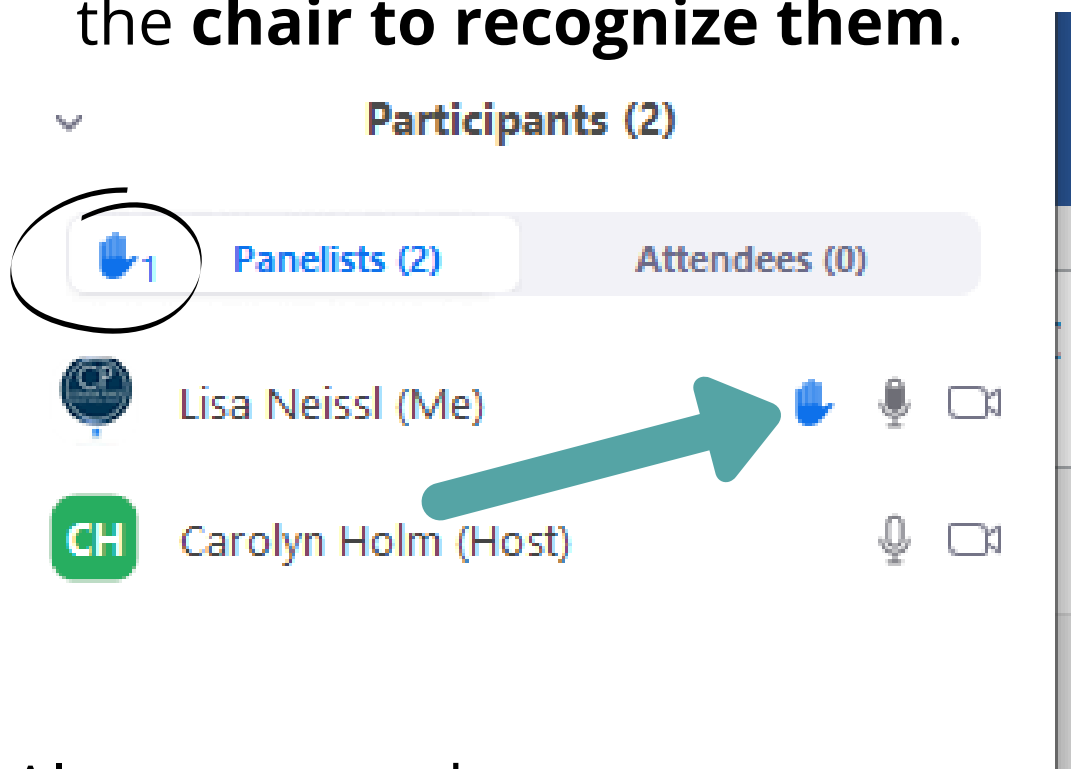
This will bring up a list of the participants. One tab for panelists and another for attendees.

On the bottom right is a button to **Raise Hand**



Zoom Tutorial: How To Raise Your Hand! (Cont.)

The participants tabs will show who and how many are raising their hands to allow the **chair to recognize them**.



Also note, you have easy access to mute/unmute and video settings here.



College Place Economic Development, Tourism, and Events Commission- Electronic Meeting (Monday, April 5, 2021)

Generated by Lisa Neissl on Monday, April 5, 2021

1. Opening Items

Procedural: 1.01 Call To Order

Chair Lambert called the meeting to order at 5:01 PM.

Information: 1.02 Roll Call

PRESENT:

	Jennifer Fuchs,
	Kelli Leen - Vice Chair,
Commission Members	Doug Case,
	Christopher Murray (arrived at 5:15 PM),
	Jeff Lambert - Chair,
	Bruce Morehead
Ex- Officio	Kyle Tarbet - Walla Walla Chamber of Commerce
Staff	City Administrator, Mike Rizzitiello
	Finance Director, Brian Carleton;
	City Clerk, Lisa Neissl;

MEMBERS EXCUSED:

MEMBERS ABSENT:

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for April 5th, 2021

Action (Consent), Minutes: 2.02 Approve Minutes from March 1st, 2021

Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing items for approval of the Commission by a single motion. Typically the items listed under the consent agenda are the minutes from previous meetings and the agenda for the current meeting. Documentation concerning these items has been provided to all Commission Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission Member.

Commissioner Leen made a motion to approve the consent agenda. Second by Commissioner Morehead and the motion passed 6-0.

3. Action Agenda

Action: 3.01 Bird Scooter Sharing in College Place -

Mr. Rizzitiello reported on the Bird Scooter Sharing concept for College Place.

Discussion ensued.

Commissioner Leen made a motion to recommend Bird Scooter Memorandum Of Understanding to City Council for approval. Second by Commissioner Morehead and the motion passed 6-0.

Action: 3.02 Draft Guiding Principles Document -

Mr. Rizzitiello introduced the draft guiding principles document.

Discussion ensued.

Commissioner Leen made a motion to support recommendation of this document to the Diversity & Inclusion Advisory Board and City Council. Second by Commissioner Fuchs and the motion passed 6-0.

4. Reports

Discussion, Information: 4.01 Blue Zones Report

Mr. Rizzitiello reported on the status of the Blue Zones Walla Walla Valley project.

Discussion, Information: 4.02 College Place Farmers and Artisan Market

Ms. Neissl reported on the status of the farmers market season for 2021.

Discussion, Information: 4.03 Movies in the Park - 2021 Season Lineup

Ms. Neissl reported on the planned dates and lineup for the 2021 Movies in the Park.

Discussion, Information: 4.04 COVID-19 Update -

Mr. Rizzitiello gave a brief COVID-19 update.

Discussion, Information: 4.05 Legislative Update -

Mr. Rizzitiello provided an overview of the status of several bills the city staff are watching.

Information: 4.06 Development Tracker

Mr. Rizzitiello provided an update on several development projects throughout the city.

5. Closing Items

Procedural: 5.01 Adjourn

Commissioner Leen made a motion to adjourn the meeting at 5:47 PM. Second by Commissioner Fuchs and, with no objection, the meeting adjourned.

Approved:

Jeff Lambert- Chair

Attest:

Lisa Neissl – City Clerk

The foregoing minutes are the official record of the Economic Development, Tourism, and Events Commission meeting that occurred April 5, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.

PROCLAMATION

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

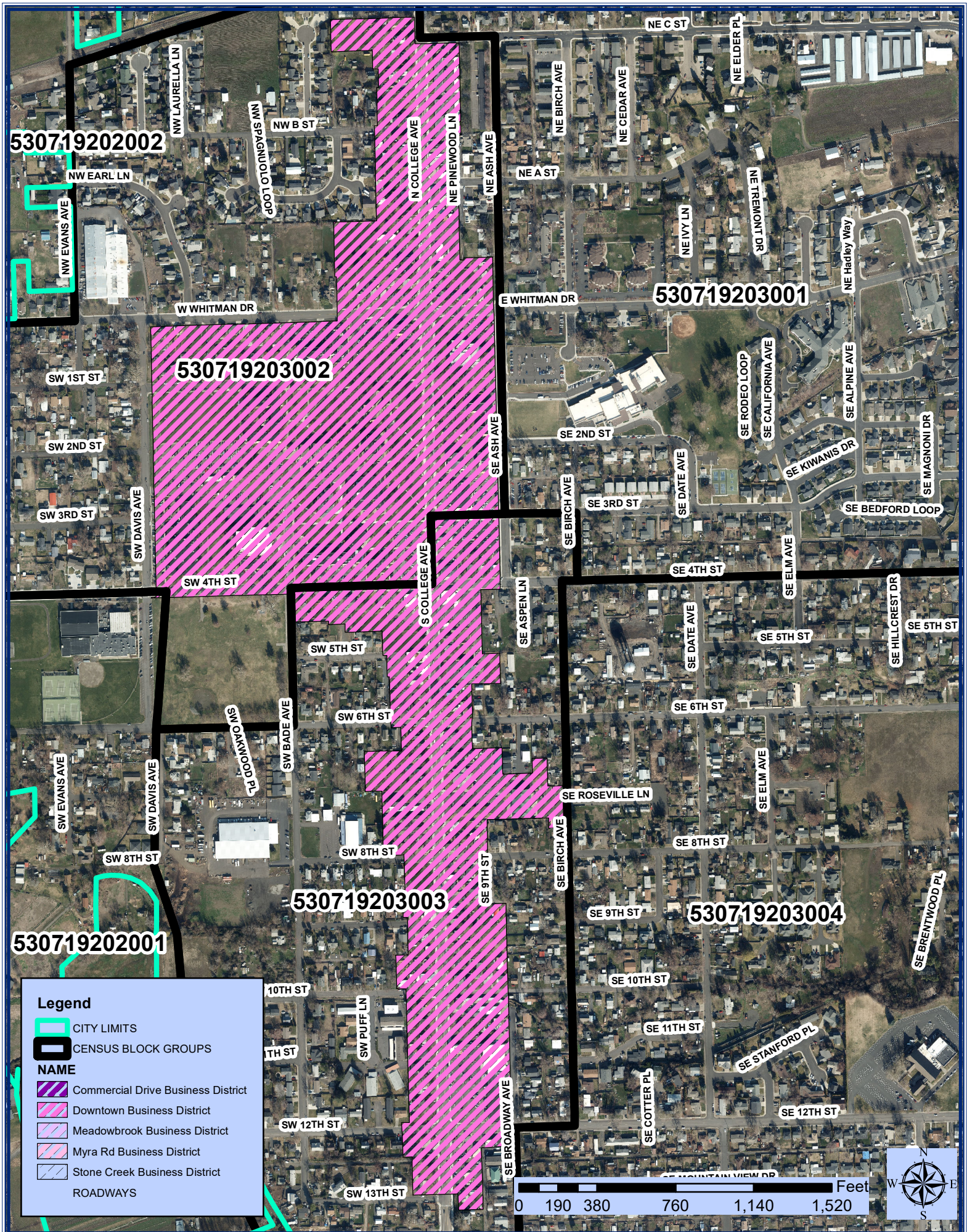
WHEREAS, economic developers value entrepreneurship and small business incubation to help establish the next generation of new businesses, which is a hallmark of the American economy; and

WHEREAS, the City of College Place acknowledges the power of partnerships and collaboration in achieving its goals in the community; and

NOW, THEREFORE, I, Norma L. Hernandez, Mayor of the City of College Place, Washington do hereby proclaim the week of May 9th through 15th, 2021 as

ECONOMIC DEVELOPMENT WEEK in the City of College Place

DOWNTOWN BUSINESS DISTRICT



City of College Place, Washington
LETTER OF SUPPORT

A LETTER OF SUPPORT BY THE ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING SUPPORTING A GRANT APPLICATION TO THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR A DOWNTOWN PARKING LOT SITE SELECTION & PLANNING STUDY

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the State CDBG office has issued a call for planning projects; and

Whereas, the creation of a shared Downtown College Avenue parking lot facility is key to lower the barriers of redevelopment along the College Avenue corridor; and

Whereas, the City Council of College Place passed a Resolution of Support during its April 27th, 2021 City Council meeting; and

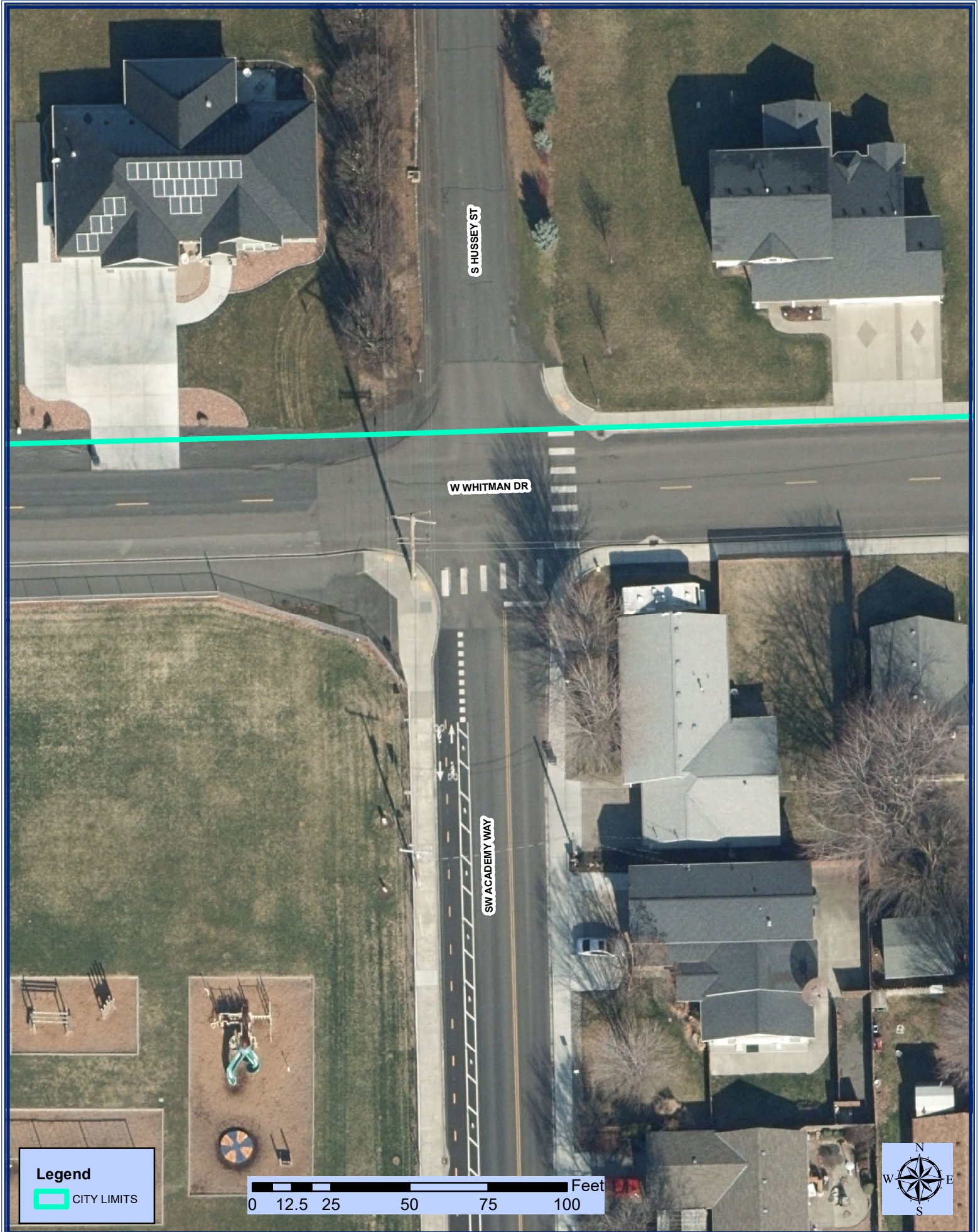
Now therefore, it is hereby approved by the ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION of the City of College Place, Washington, as follows:

1. Provide a Letter of Support for a grant application to the State CDBG Program for the Downtown Parking Lot Site Selection & Planning Study.

Approved by the Economic Development, Tourism, and Events Commission of the City of College Place, Washington, this 3rd day of May, 2021.

Jeff Lambert, Chair

Whitman Drive & Academy Way Crosswalk





ENGINEER'S OPINION OF PROBABLE COST

4/6/2021

PROJECT DESCRIPTION: 6 foot Sidewalk, Curb and Gutter

Crosswalk in front of 500 S. College Avenue – Post Office

CLIENT: City of College Place

J-U-B PROJ. NO.: 30-20-075 - Funding

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
PREPARATION					
1	MOBILIZATION (10% OF CONSTRUCTION COST)	1	L.S.	\$ 10,000.00	\$ 10,000
2	REEMOVING PAINT LINES	80	SF	\$ 2.50	\$ 200
TRAFFIC					
3	PLASTIC CROSSWALK LINE	80	SF	\$ 7.00	\$ 560
4	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 4,000.00	\$ 4,000
5	ITS-RAPID FLASH BEACON SYSTEM	1.0	LS	\$ 95,000.00	\$ 95,000
SUBTOTAL CONSTRUCTION COST					\$ 109,760
SALES TAX @ 0%					0
CONTINGENCY @ 30%					\$ 32,928
CONSTRUCTION TOTAL					\$ 142,688
PRELIMINARY ENGINEERING @ 15%					\$ 21,403
CONSTRUCTION ENGINEERING @ 10%					\$ 14,269
TOTAL PROJECT ESTIMATED COST					\$ 178,360



ENGINEER'S OPINION OF PROBABLE COST

4/6/2021

PROJECT DESCRIPTION: 6 foot Sidewalk, Curb and Gutter

Crosswalks at intersection of Whitman Drive & Academy Way

CLIENT: City of College Place

J-U-B PROJ. NO.: 30-20-075 - Funding

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
PREPARATION					
1	MOBILIZATION (10% OF CONSTRUCTION COST)	1	L.S.	\$ 10,100.00	\$ 10,100
2	REMOVING PAINT LINES	192	SF	\$ 2.50	\$ 480
TRAFFIC					
3	PLASTIC CROSSWALK LINE	192	SF	\$ 7.00	\$ 1,344
4	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 4,000.00	\$ 4,000
5	ITS-RAPID FLASH BEACON SYSTEM	1	L.S.	\$ 95,000.00	\$ 95,000
SUBTOTAL CONSTRUCTION COST					\$ 110,924
SALES TAX @ 0%					0
CONTINGENCY @ 30%					\$ 33,277
CONSTRUCTION TOTAL					\$ 144,201
PRELIMINARY ENGINEERING @ 15%					\$ 21,630
CONSTRUCTION ENGINEERING @ 10%					\$ 14,420
TOTAL PROJECT ESTIMATED COST					\$ 180,252

College Place Post Office Crosswalk



Legend

CITY LIMITS

0 15 30 60 90 120 Feet



City of College Place, Washington
LETTER OF SUPPORT

A LETTER OF SUPPORT BY THE ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING SUPPORTING A GRANT APPLICATION TO THE WASHINGTON TRAFFIC SAFETY COMMISSION SCHOOL ZONE SAFETY PROJECTS FOR RAPID FLASHING BEACONS AND SAFETY PROVISIONS AROUND KEY INTERSECTIONS NEAR SCHOOLS.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the State has issued a call for projects to increase school zone safety through the Washington State Traffic Safety Commission due on May 7th, 2021; and

Whereas, the addition of Rapid Flashing Beacons and safety provisions at is an allowable expense for this grant program; and

Whereas, the City Council of College Place passed a Resolution of Support during its April 27th, 2021 City Council meeting; and

Now therefore, it is hereby approved by the ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION of the City of College Place, Washington, as follows:

1. Provide a Letter of Support for a grant application to the Washington State Traffic Safety Commission for rapid flashing beacons and safety provisions at the crosswalk at 500 S. College Avenue and at the Whitman Drive & Academy Way intersection.

Approved by the Economic Development, Tourism, and Events Commission of the City of College Place, Washington, this 3rd day of May, 2021.

Jeff Lambert, Chair

COVER PAGE

Walla Walla Valley Blueprint

Blue Zones Project Walla Walla Valley

Date

Cover Photo, Logos – BZP, Sponsor

Commented [MD1]: Hello Steering and Leadership Committee Members! Thank you fro taking time to review our Blueprint! We know that the formating is not perfect right now, however it will go to a copy writer for all of the beautification work once we fine tune our Goals, Strategies, and Objectives during the Blueprint Workshop.

Enjoy!

Contents



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Land Acknowledgement

Our Blue Zones Project work takes place in a landscape that encompasses the traditional territories of the Cayuse, Umatilla and Walla Walla Peoples, who have stewarded the land and waterways --in what we now call the Walla Walla Valley-- throughout generations and for thousands of years.

We honor and respect the enduring relationship that exists between these Peoples and the land- and hope that through our collective efforts to cultivate a more healthy, just and resilient Walla Walla Valley, that we may think and act according to their example.

ABOUT BLUE ZONES PROJECT

Across the globe lie blue zones areas—places where people reach age 100 at an astonishing rate. People in places like Sardinia, Italy; Okinawa, Japan; and Loma Linda, California, are living vibrant, active lives well into their hundreds—and with a lower rate of chronic disease. National Geographic explorer Dan Buettner documented findings of this eight-year longevity study in his New York Times best-selling book *The Blue Zones—Lessons for Living Longer From the People Who’ve Lived the Longest*. He identified nine shared traits—dubbed the Power 9®—of these longevity hot spots.

Leveraging these secrets discovered in blue zones around the world, Blue Zones Project® delivers proven tools and resources to transform communities across the U.S., helping generations of people live longer, healthier, happier lives by making changes to their environments, policy, and social networks so healthy choices become the easiest to make.

You see, people spend 80 percent of their time in the same places, and those environments dictate how easy it is to make healthy choices, or how difficult. By using the Power 9 to improve where we live, work, learn, and play, we make it easier to get up and move, eat healthy, make new friends, find a reason for being—and live longer, better.

THE POWER 9

EXECUTIVE SUMMARY

Blue Zones Project® came to the Walla Walla Valley in October 2020 at the invitation of Adventist Health to support their vision to make the Walla Walla Valley an even healthier, happier, and more vibrant place to live. Sharecare and Adventist Health share a commitment to improving the well-being of the Walla Walla Valley, thereby lowering healthcare costs, increasing productivity, and improving the economy and quality of life for all residents.

From December 2020 through March 2021, the Blue Zones Project team assessed the valley's readiness to undertake this community-wide initiative. The Blue Zones Project team conducted a comprehensive analysis of the current state of well-being and met with local leaders and stakeholders across all sectors to learn about the strengths, challenges, and opportunities for improving well-being in the valley. The team's findings are summarized in the Blue Zones Project Discovery Report (available upon request to Blue Zones Project team). The findings in that report were coupled with expert-led discovery meetings in the policy areas of built environment, tobacco, and food policy to inform this Blueprint for Blue Zones Project implementation in the Walla Walla Valley.

Blue Zones Project Community Leadership

Blue Zones Project's success is dependent on the leadership of community influencers across all of the sectors Blue Zones Project engages, including community planners and decision makers, schools, worksites, restaurants, grocery stores, faith-based organizations, civic and non-profit groups, and media. The committee structure for Blue Zones Project Walla Walla Valley is below:

LEADERSHIP and COMMITTEE GRAPHIC

A Blue Zones Project Walla Walla Valley steering committee was formed in December 2020. The individuals on this committee as well as committee co-chairs collectively informed the creation of this Blueprint, drawing upon Blue Zones Project's Discovery Phase findings

In March 2021, sector committees—comprised of community members focused on each of the sector areas of schools, worksites, community policy, restaurants & grocery stores, faith-based organizations, and individual engagement—will create an implementation plan for achieving the strategies outlined in this Blueprint. These sector committees—led by committee co-chairs who together compose the leadership team—will play an important role in improving community well-being by engaging organizations and individuals, advocating for policy change, and increasing community awareness and engagement.

Blue Zones Project Walla Walla Valley Steering Committee and Leadership Team Members:

Steering Committee

- Susan Blackburn, CEO, Providence St. Mary's Healthcare
- Alex Bryan, Chief Mission Officer, Adventist Health
- Elizabeth Chamberlain, Deputy City Manager, City of Walla Walla
- Susie Colombo, Community Advocate/Baker Boyer Bank
- Tim Copland, Executive Director, Blue Mountain Land Trust
- Kathy Covey, CEO, Blue Mountain Community Council
- Roger Esparza, Relator, Latino Engagement

Commented [MD2]: @Briana Fountain are we talking about the Discovery and Planning phase? Or the original Site Visit?

Commented [BF3R2]: Let's leave it as is.

Commented [MD4]: @Briana Fountain do you have this? Or is it the Committee Placemat?

Commented [BF5R4]: The design team will add this graphic into the document.

Commented [MD6]: Question for Briana - we will use the Blueprint to create an implementation plan with the committees?

Commented [BF7R6]: Correct!

Commented [RT8]: @Meghan DeBolt I entered all of the committee members that we have so far.

Commented [MD9]: Kathy decided to step down as she is retiring.

- Danielle Garbe Reser, Community Advocate
- Mike Fredrickson, Appraiser/Commissioner, Port of Walla Walla
- Noah Leavitt, Community Advocate
- David Lopez, Director, Center for Humanitarian Engagement, Walla Walla University
- Mike Rizzitiello, Administrator, City of College Place
- Wade Smith, Superintendent, Walla Walla Public Schools
- Heather Schermann, Councilmember, City of College Place
- Norman Thiel, Executive Director, Sonbridge Community Center
- Amanda Trejo-Perez, Neighborhood Organizer, Commitment to Community

Leadership Committee

Built Environment

- Andrea Weckmueller-Behringer, Executive Director, Walla Walla Valley Metropolitan Planning Organization
- Seth Walker, Deputy Engineer, Walla Walla County

Food Policy

- Vicki Zanes, Owner, Andy's Market
- Erendira Cruz, Executive Director, Sustainable Living Center

Tobacco Policy

- Krista Timm, Behavioral Health Program Specialist, Walla Walla County

Worksites

- Kyle Tabert, CEO, Walla Walla Valley Chamber of Commerce
- Pam Taylor, Human Resources Director, City of Walla Walla

Schools

- Maria Garcia, Principal, Sharpstein Elementary
- Robert Aguilar, Principal, College Place High School

Grocery Stores & Restaurants (TBD)

Faith-Based & Community Organizations (TBD)

Engagement

- Jonathan Simons, Assistant Director, Center for Humanitarian Engagement, Walla Walla University
- Amanda Trejo-Perez, Neighborhood Organizer, Commitment to Community
- Delia Gutierrez, Neighborhood Organizer, Commitment to Community

Commitment to Health Equity Diversity and Inclusion

Blue Zones Project Walla Walla Valley is committed to ensuring that all people have a fair and just opportunity to live a long and healthy life. Through the design and implementation of our efforts, we seek to increase individual, organizational, and community well-being through community-driven policy, systems, and environmental change that advances health equity. We believe in doing this through embodying the following values:

- **Humility** | Listen and learn from everyone's unique history with respect for what has come before.
- **Collaboration** | Acknowledge our interdependence, share knowledge, and identify common goals.
- **Inclusivity** | Engage everyone with fairness and respect, regardless of their income, education, ethnic background, race, culture, age, sexual orientation, abilities, faith or any other characteristics.
- **Empowerment** | Center individuals and organizations to lead and advocate for their own well-being.
- **Sustainability** | Create long-lasting impact by aligning with the good work already happening in our local community to produce measurable outcomes.

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In our pursuit of health equity, diversity, and inclusion, we recognize that there are groups in our community who have been historically marginalized and therefore are more vulnerable including: Black, Indigenous, and People of Color (BIPOC) communities; women; sexual minorities; and poor and economically disadvantaged communities.

Equity is not equality, therefore, to begin addressing some of the root causes of health inequity persistent in these communities, we seek to do the following:

1. Thoughtfully diversify our Steering & Leadership committee membership and BZPWWV staff to best represent the rich cultures and broad range of demographics in Walla Walla and College Place.
2. Commit to ongoing training for our Steering & Leadership committee members and BZPWWV staff to grow and further educate themselves on health, equity, diversity and inclusion.
3. Develop strategies to collect optional baseline demographic data from all program participants to gain a better understanding of who we are reaching and how to strategically focus our efforts for the benefit of those most in need.
4. Through strong community partnerships, advance policy work that seeks to address the root causes of health inequities.
5. Engage in an ongoing process of open dialog, learning and accountability around these commitments, understanding that the path forward will be challenging, inspiring, bumpy, imperfect, non-linear, and growth-filled.

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As Blue Zones Project Walla Walla Valley, we commit to support systemic change that embraces differences based on religion, race, national origin, gender identity, sexual orientation, age, physical ability, and economic resources. Together we can build a more healthy and just Walla Walla Valley.

CERTIFICATION CRITERIA

To become a Blue Zones Community®, Walla Walla Valley will implement well-being improvement strategies in thirteen pillar areas focused on people, places, and policy. Achieving these targets will allow the community to reach a tipping point so that positive environmental changes become ingrained in the community and the healthy choice becomes the easy choice for all residents.

	Pillar	Goal	COMMUNITY Targets
1	Built Environment		For each community (Walla Walla and College Place): adopt three local policies or plans, complete three capacity building initiatives, and complete three demonstration projects, inclusive of one marquee project.
2	Food Policy		For each community (Walla Walla and College Place): adopt at least three local policies, plans or sustainable programs, two capacity building initiatives and one food marquee project.
3	Tobacco Policy		For each community (Walla Walla and College Place): adopt at least two local policies and one capacity building initiative.
4A	Schools		At least 50 percent (#) of public schools become Blue Zones Project Approved™.
4B	Walking School Bus/Safe Routes to School		At least 25 percent (#) of participating elementary schools implement one of the following: • Walking School Bus • Complete a new Safe Routes to School program (Four safe routes to school per participating school) • Bus-to-Walk Program
5	Restaurants		At least 10 percent (#) of all restaurants become Blue Zones Project Approved.
6	Grocery Stores		At least 25 percent (#) of grocery stores become Blue Zones Project Approved.

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7	Worksites		At least 10 of the 20 largest employers become Blue Zones Project Approved.
9-12	Engagement – Individual, Pledges, Moai® Participation, Purpose, Volunteering		At least 15 percent of the population 15 years or older (#) participates in one of the following: • Receives the Blue Zones Story and signs a Personal Pledge • Participates in a Moai • Attends a Purpose Workshop • Volunteers through Blue Zones Project
13	Public Awareness/ Media		Achieve one of the following: • 10 media stories in the highest exposure channels (TV, print, and/or radio) throughout the duration of the Project • Signed partnership agreement for Public Service Announcements throughout the duration of the project

Measures of Success

Attaining optimal well-being means that our physical, emotional, and social health is thriving. Blue Zones Project is committed to measurably improving the well-being of Walla Walla Valley residents and utilizes rigorous metrics to inform strategies and track progress throughout the life of the project. These include certification criteria targets, well-being-data, community-wide metrics, sector-level progress and outcome metrics, and organization-level metrics to ensure that the work to transform community well-being is occurring and the anticipated outcomes are achieved.

Blue Zones Project Walla Walla Valley is utilizing the RealAge™ Test to collect community well-being data. The RealAge Test is an on-line survey that allows respondents to learn their “real age” based on questions related to their overall well-being. The RealAge test is a scientifically-based assessment that has been taken by more than 45 million people over the past 20 years. The test gathers information on health conditions, health behaviors, biometrics, emotional health, healthcare history, and more to identify an individual’s mortality risk and to provide custom insights to the individual about what actions they can take to live healthier and longer.

We deployed the RealAge Test survey to Walla Walla Valley residents on February 1 to establish a well-being baseline before Blue Zones Project Walla Walla Valley implementation begins. We will survey the community in subsequent years to track progress over time. The results will be shared with the Blue Zones Project Walla Walla Valley committee members and sponsors once they are compiled. The table below highlights the key WBI metrics that the Project tracks as they are most related to Blue Zones Project people, places, and policy strategies.

Commented [MD11]: @Katherine DePoncy do you remeber the date?

Commented [KD12R11]: @Meghan DeBolt I think we can say Feb. 1

Well-Being Index – Measures Most Impacted by Blue Zones Project
Overall
Life evaluation (% Thriving)
Purpose Well-Being Score
You like what you do every day. (% Agree)
You learn or do something interesting every day. (% Agree)
Social Well-Being Score
Your friends and family give you positive energy every day. (% Agree)
Someone in your life always encourages you to be healthy. (% Agree)
Community Well-Being Score
The city or area where you live is a perfect place for you. (% Agree)
In the last 12 months, you have received recognition for helping to improve the city or area where you live. (% Agree)
Physical Well-Being Score
% with high blood pressure
% with high cholesterol
In the last seven days, you have felt active and productive every day. (% Agree)
% Who smoke
% who exercised for 30+ minutes 3+ days in last week
% who had 5+ servings of fruits and vegetables 4+ days in last week
% Obese
% Normal Weight

Community-Wide Measures

The steering committee and leadership team identified the following additional measures that will be tracked to demonstrate community-wide economic impact and well-being improvement.

Selected Measure	Status	Source

Commented [MD13]: For this section we will use this document: BZP Measurement Overview 2020 Updated

Sector-Level Progress and Outcome Measures

This Blueprint contains progress and outcome metrics for each sector. Progress metrics track progress on the strategies outlined for that sector while outcome metrics track well-being or organizational changes occurring in that sector.

Organization-Level Measures

Each organization that participates in Blue Zones Project will identify metrics to track within their organization to measure changes in well-being that occur as they implement Blue Zones Project best practices.

COMMUNITY BLUEPRINT

Our Purpose: To lead a community well-being transformation initiative where the healthy choice becomes the easy choice through permanent changes in environment, policy, and social networks.

Our Results:

- Improved health and well-being with lower associated healthcare costs
- Improved economic and social vitality
- Increased public awareness about health and well-being

POLICY

Walla Walla Valley Policy Certification Criteria

Built Environment	Tobacco	Food
• Select, design, secure funding for two demonstration projects and a marquee project (each community could do a similar demo project like a pop up traffic circle/parklet so there is efficiencies/synergy). • Adopt/update, at minimum, three local policies or plans (i.e. could select synergistic policies or plans to work on like CS Policy adopted in each city or Pedestrian Plan that includes both WW and CP) • Implement three capacity building initiatives (both communities can be part of one initiative)	• Adopt at minimum two local policies • Implement one capacity building initiative (can include more than one community in an initiative)	• Implement one food marquee project • Adopt at minimum three local policies, plans or sustainable programs • Implement two capacity building initiatives (can include more than one community in an initiative)

Important Definitions

Food Marquee Project – A way to move policy into practice by creating lasting changes to a community’s food environment that fosters healthy eating and minimizes access to unhealthy food. A marquee project should reflect the power and potential of community collaboration to dictate the design of the community’s future food system and to chart a healthy future for all.

Built Environment Marquee Project – A way to move policy into practice by creating lasting change to the built environment that encourages active transportation and living. The marquee project should

apply several best practices for creating vibrant, livable communities and inspire people to collectively reimagine public spaces.

Policy/Plan – A rule or plan of action adopted by government or an organization to guide decisions and achieve outcomes.

Capacity Building Initiative – A non-infrastructure project that focuses on education and encouragement activities intended to change community behaviors, attitudes and social norms.

BUILT ENVIRONMENT

In the works - To be added at a later date

FOOD

Goal: Create an environment in the Walla Walla Valley where healthy foods and beverages are embraced and universally accessible.

Food Policy Certification Targets:

1. Implement one food marquee project per community (Walla Walla and College Place);
2. Adopt at minimum three local policies, plans or sustainable programs per community; and
3. Implement two capacity building initiatives per community (can include more than one community in an initiative).

Year One Target:

- Two policy strategies accomplished per community
- One program or capacity building initiative completed per community
- Funding or logistics identified for at least one food marquee project

Potential Marquee Projects:

- Institutionalize support for **school gardens** and pair gardens with curriculum for school garden-based learning; establish one new school garden.
- Pass policies and seek funding to support the installation of **hydration stations** in public spaces like parks, schools and recreation facilities.
- Support the development of a **food hub** serving the Walla Walla and College Place communities through fundraising and location identification.

Objective #1: Enhance youth access to healthy food and beverage options.

Strategies:

1. **Policy:** Develop/enhance healthy food **procurement** policy for area school districts.

Commented [EB14]: @Meghan DeBolt I've updated the tobacco and food sections in this doc – good to go!

2. **Policy:** Establish/update and enforce institutional **wellness policies** that eliminate sugar sweetened beverages in schools, after-school programs, parks and recreation sites and programs.
3. **Policy:** Support efforts to revisit and update food and beverage related school **wellness policies** for public and private schools in College Place and Walla Walla to align with Blue Zones Project nutritional guidelines and offer healthy, diverse options.
4. **Capacity Building/Potential Marquee Project:** Institutionalize support for **school gardens** and pair gardens with curriculum for school garden-based food and nutrition education.

Objective #2: Increase healthy food and beverage access the community with an emphasis on underserved community members.

Strategies:

1. **Program:** Explore and expand existing **Produce Rx program** and prioritize individuals with barriers to food access including seniors, low-income households, and individuals who experience chronic disease or transportation challenges.
2. **Program/Potential Marquee Project:** Pass policies and seek funding to support the installation of **hydration stations** in public spaces like parks, schools and recreation facilities.
3. **Policy/Program:** **Identify barriers** for individuals seeking to access hunger relief services and work to remove key barriers.
4. **Capacity Building:** Target food distribution where people experiencing food insecurity **work or live**, and work with emergency food providers to institutionalize this practice to ensure sustainability.

Objective #3: Expand access to locally grown food across varied environments in Walla Walla and College Place.

Strategies:

1. **Policy:** Adopt policies that protect and **support community gardens** (specifically in underserved neighborhoods) and zoning for urban agriculture.
2. **Capacity Building/Potential Marquee Project:** Support the development of a **food hub** serving the Walla Walla and College Place communities through fundraising and location identification This could serve as the food marquee project for both Walla Walla and College Place.

Objective #4: Invest in long-term, sustainable support for food-related health and wellness in the Walla Walla Valley while promoting cross-organizational collaboration.

Strategies:

1. **Capacity Building:** Add capacity to the **Walla Walla Valley Food System Coalition** and support its function as a regional food policy council.

Food Policy Measures of Success

Progress Measures

- Walla Walla Valley Food System Coalition is revitalized and acting as a regional food policy council
- Number of priority policies or programs adopted or implemented in College Place and Walla Walla
- Funding source and location identified for regional food hub
- Number of hydration stations added to public facilities and spaces with a budget and support for ongoing maintenance

Outcome Measures

- Increase in pounds of produce provided through hunger relief programs or services
- Increase in number of servings of fruits and vegetables eaten by high school students each week
- Increase in number of schools with active, sustainable school garden programs
- Increase in percent of food in schools sourced from local/regional growers
- Increase in percent of school meals served that meet BZP nutritional guidelines
- Decrease in percent of population experiencing food insecurity
- Decrease in percent of population with low access to healthy food resources (i.e. people living within 1/2 mile of supermarket or grocery store)
- Increase in number of community gardens and number of individual plots within community gardens

— Food-related grants won with Blue Zones Project support. **FOOD**

— Goal: Create an environment in the Walla Walla Valley where healthy foods and beverages are embraced and universally accessible.

— Food Policy Certification Targets:

1. Implement one food marquee project per community (Walla Walla and College Place);
2. Adopt at minimum three local policies, plans or sustainable programs per community; and
3. Implement two capacity building initiatives per community (can include more than one community in an initiative).

— Year One Target:

— To be determined by Food Policy Committee co-chairs and steering committee

— Potential Marquee Projects:

— Institutionalize support for school gardens and pair gardens with curriculum for school garden-based learning; establish one new school garden.

— Pass policies and seek funding to support the installation of hydration stations in public spaces like parks, schools and recreation facilities.

— Support the development of a food hub serving the Walla Walla and College Place communities through fundraising and location identification.

— Objective #1: Enhance youth access to healthy food and beverage options.

— Strategies:

1. Policy: Develop/enhance healthy food procurement policy for area school districts.

Commented [EB15]: Emily to look into how other communities are measuring this.

Commented [EB16]: How to define local? Regional? Will this be defined differently for different types of products?

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2. Policy: Establish/update and enforce institutional wellness policies that eliminate sugar sweetened beverages in schools, after-school programs, parks and recreation sites and programs.
 3. Policy: Support efforts to revisit and update food and beverage related school wellness policies for public and private schools in College Place and Walla Walla to align with Blue Zones Project nutritional guidelines and offer healthy, diverse options.
 4. Capacity Building/Potential Marquee Project: Institutionalize support for school gardens and pair gardens with curriculum for school garden based learning.
- Objective #2: Increase healthy food and beverage access with an emphasis on underserved community members.
- Strategies:
1. Program: Explore and expand existing Produce Rx program and prioritize individuals with barriers to food access including seniors, low-income households, and individuals who experience chronic disease or transportation challenges.
 2. Program/Potential Marquee Project: Pass policies and seek funding to support the installation of hydration stations in public spaces like parks, schools and recreation facilities.
 3. Policy/Program: Identify barriers for individuals seeking to access hunger relief services and work to remove key barriers.
 4. Capacity Building: Target food distribution where people experiencing food insecurity work or live, and work with emergency food providers to institutionalize this practice to ensure sustainability.
- Objective #3: Expand access to locally grown food across varied environments in Walla Walla and College Place.
- Strategies:
1. Policy: Adopt policies that protect and support community gardens (specifically in underserved neighborhoods) and zoning for urban agriculture.
 2. Capacity Building/Potential Marquee Project: Support the development of a food hub serving the Walla Walla and College Place communities through fundraising and location identification. This could serve as the food marquee project for both Walla Walla and College Place.
- Objective #4: Invest in long-term, sustainable support for food-related health and wellness in the Walla Walla Valley while promoting cross-organizational collaboration.
- Strategies:
1. Capacity Building: Add capacity to the Walla Walla Valley Food System Coalition and support its function as a regional food policy council.
- Food Policy Measures of Success
- Progress Measures
- Walla Walla Valley Food System Coalition is revitalized and acting as a regional food policy council
 - Number of priority policies or programs adopted or implemented in both College Place and Walla Walla
 - Funding acquired and location identified for regional food hub
 - Hydration stations added to public facilities and spaces with a budget and support for ongoing maintenance

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— Outcome Measures

- More individuals receiving healthy food through local programs or services
- Increase in amount of fruits and vegetables eaten by high school students each week
- Increase in number of plots at community gardens
- More area schools have active, sustainable school garden programs
- % food insecure (total population, adult, children, unemployed)
- % access to healthy food (i.e. people living within 1/2 mile of supermarket, grocery store)
- Number of community gardens
- Food-related grants won with BZP support

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TOBACCO

Goal: Create an environment that discourages tobacco and nicotine use, provides healthy tobacco-free spaces and places, and supports prevention, cessation, and enforcement efforts.

Tobacco Policy Certification Targets:

1. Adopt at least two local policies each for Walla Walla and College Place
2. Implement one capacity building initiative per community (can be one shared capacity building initiative)

Year One Targets:

1. **Capacity Building:** Work with schools to update and/or increase signage and messaging in schools related to tobacco- and nicotine-free campuses.
2. **Capacity Building:** Conduct an **inventory of providers** currently screening for age-appropriate substance use during primary care visits and services.
3. **Policy:** Assess and enhance current tobacco-free policy efforts on area college campuses.
4. **Capacity Building/Program:** Update and enhance messaging around tobacco-free spaces in targeted areas throughout Walla Walla and College Place.
5. **Capacity Building:** Promote **tools and resources for cessation** in the community through partnerships.

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Objective #1: Increase educational programming in youth facing environments, through policy and messaging, to reduce youth smoking, vaping and tobacco.

Strategies:

1. **Capacity Building:** Work with schools to update and/or increase signage and messaging in schools related to tobacco- and nicotine-free campuses.
2. **Capacity Building:** Conduct an **inventory of providers** currently screening for age-appropriate substance use during primary care visits and services.
3. **Capacity Building:** Promote **tools and resources for cessation** in the community through partnerships.
4. **Capacity Building:** Partner with local **youth-serving organizations** to integrate tobacco-free work and advocacy into their programming.

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5. **Policy:** Work with schools to **enhance school district wellness policies** for public and private schools to include national best practice tobacco prevention strategies, specifically including youth-led activities and emphasizing non-punitive options to addressing tobacco and substance use.
6. **Capacity Building:** Work with pediatric care providers to expand or incorporate age-appropriate **substance use screening** and prevention and/or cessation efforts into primary care visits and services.

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Objective #2: Increase the number of designated tobacco- and nicotine-free spaces throughout Walla Walla and College Place.

Strategies:

1. **Policy:** Assess and enhance current tobacco-free policy efforts on area college campuses.
2. **Capacity Building:** Update and enhance messaging around tobacco-free spaces in targeted areas throughout Walla Walla and College Place.
3. **Capacity Building:** Build a partnership with local businesses to support and encourage voluntary nicotine- and tobacco-free central business corridors.
4. **Capacity Building:** Develop a formalized tobacco-free **College Campus Initiative**, in partnership with Whitman College, Walla Walla University and the Walla Walla Community College, that includes options for enforcement and cessation.
5. **Policy:** Work with the Cities of Walla Walla and College Place to build voluntary tobacco-free guidelines into the permitting process of **outdoor eating and/or drinking spaces**.
6. **Policy:** Develop tobacco-free policies in health care settings to prohibit or limit employee tobacco use during work hours in order to limit the impact of **third-hand smoke** on vulnerable populations.

Objective #3: Increase the number of tobacco- and nicotine-free city- and county-sponsored and partnered events.

Strategies:

1. **Policy:** Adopt a **tobacco-free event permitting policy** that requires events to be advertised and promoted through signage as a tobacco-free event by the sponsoring organization.

Tobacco Policy Measures of Success

Progress Measures

- Number of policies adopted or updated/enhanced
- Language added to event permit applications for Walla Walla and College Place to include smoke- and tobacco-free event regulations
- Implementation of key capacity building initiatives
- Increase in signage and messaging in schools and public spaces related to tobacco-free spaces.
- Number of youth-serving organizations that adopt programming related to tobacco prevention

Outcome Measures

- Number of restaurants that voluntarily add messaging related to tobacco- and smoke-free space policies for outdoor dining
- Increase in number of public spaces that are enforced or messaged as smoke- and tobacco-free
- Decrease in youth e-cigarette and tobacco use
- Increase in use of cessation and/or prevention programs and services.
- Smoking rate (adult)
- Grade from American Lung Association (only if available locally)

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PLACES

SCHOOLS

Goals: Adopting proven best practices to support well-being that fosters student readiness and improves academic performance engagement.

Certification Target: Minimum of six schools (50 percent) in the Walla Walla Valley achieves Blue Zones Project Approved school status.

Year One: Two of the six public schools needed for certification becomes Blue Zones Project Approved.

Objective #1: Expand School Health Advisory Committee to College Place Schools and develop wellness plans for each school in the two districts.

Strategies:

- Identify best practices around health and wellness that easily can be implemented across the school district.
- Work with College Place School district to establish a Student Health Advisory Committee
- Work with school principals to establish or enhance wellness plans at their schools in partnership with Blue Zones Project policy work.
- Establish walk and roll to school programs that encourage natural movement.
- Identify well-being champions in each building to serve as ambassadors.
- Develop a menu of natural movement options for schools to utilize to increase or enhance active learning and movement breaks during the school day.
- Expand number of active learning and movement breaks during the school day.

Commented [BF17]: @Katherine DePonty What happened to the end of this goal?

Commented [KD18R17]: @Briana Fountain not sure but I added the last part back in.

Commented [EB19]: The tobacco policy section includes 1-2 strategies on updating wellness policies with reference to tobacco/substance and signage/messaging in schools. Do we want to add that in here as well?

Commented [MD20R19]: @Katherine DePonty @Briana Fountain what do you think about this?

Commented [KD21R19]: @Meghan DeBolt looks good

Commented [BF22]: This objective is a strategy.

Commented [BF23]: Create student leadership/ownership in improving school well-being

Commented [BF24R23]: @Katherine DePonty what do you think about something like this?

Commented [KD25R23]: @Briana Fountain looks great!

Commented [BF26]: These are a lot of strategies.

Commented [BF27]: Best practices around what?

Commented [EB28]: Align with food policy strategy

Objective #2: Improve the food environment for students, teachers, staff and families.

Strategies:

- Create healthy fundraiser policies within the schools to promote non-food items or activities.
- Expand the farm to school program. Farm to school programs include farm tours and healthy cooking demonstrations, provide education and connect students to local farmers.
- In partnership with Blue Zone Project policy work, enhance school gardens and incorporate gardening education into school curriculum through the partnership with Farm to School.
- Partner with Blue Zones Project approved grocery stores to offer field trips to help students identify and taste healthy foods.
- Educate teachers, staff, parents and students about the value of healthy food, healthy lifestyle choices and increased physical activity.
- Encourage schools to adopt on-site policies that promote healthy habits such as eliminating the sale of sugary beverages at all school events, disallowing students to eat in the hallways and reducing prices for healthy options like water and fruit.
- Plan field trips to local restaurants and grocery stores to deliver the fruits and vegetables that the students grew in the school garden.

Commented [EB29]: Align with food policy strategy related to farm to school

Commented [EB30]: will want to cross-reference this with the school related food objectives and strategies

Objective #3: Increase student commitment to the community through meaningful volunteer work.

Strategies:

- In partnership with Blue Zones Project Engagement strategies, encourage Blue Zones Project volunteerism through service-hour requirements.
- Connect the school districts with senior living centers to partner on service opportunities.
- Recruit senior citizens as volunteers to develop intergenerational programming and bring in more support for teachers and parents.
- Incorporate Blue Zones Project Purpose Workshops into high school curriculum.

School Measures of Success

PROGRESS MEASURES:

- Number of Blue Zones Project Approved Schools
- Number of policies practices or guidelines implemented
- Number of Walking School Bus routes or Safe Routes to School implemented

OUTCOME MEASURES:

- Increase in students participating in active transportation (walking, biking)
- Decrease in student absenteeism

Commented [BF31]: Whittle down...do you have beta on everyone of these measures? I would suggest working with your committee to ensure where we already have measurements.

- Decrease in childhood obesity
- Increase participation in healthy school-lunch programs
- Increase in volunteer hours completed by high school students
- Increase in the number of minutes of physical activity by grade level
- Improve kindergarten readiness rates

RESTAURANTS

Goals: Increase healthy, accessible, and affordable food choices for all community members.

Certification Target: Minimum of six (10 percent) independently owned restaurants in the Walla Walla Valley achieve Blue Zones Project Approved restaurant status.

Year One: A minimum of two restaurants in the Walla Walla Valley achieve Blue Zones Project Approved restaurant status.

Objective#1: Minimum of two restaurants become Blue Zones Project Approved.

Strategies:

- Work with restaurants that are early supporters of Blues Zones Project to create a catering menu that meets Blue Zones Project criteria and promote this to worksites and event planners.
- Work with restaurants to offer menu items that meet Blue Zones Project criteria
- Encourage restaurants to promote healthy menu items by offering price incentives
- Train restaurant staff on adopted best practices and encourage them to learn about Blue Zones Project and take the personal pledge
- Promote Blue Zones Project Approved restaurants through marketing, tourism and social media channels – including across sectors and in local organizations – to drive traffic and sales
- Utilize early adopters' success stories to present Blue Zones Project to additional Walla Walla Valley restaurants
- Engage with restauranteurs prior to opening to educate them on Blue Zones Project and the benefits of becoming a Blue Zones Project Approved restaurant.
- Host a Blue Zones Project restaurant summit to showcase the benefits of participating as a restaurant and what restaurants can do to become Blue Zones Project Approved.

Commented [BF32]: A couple other strategies to consider:

- Host a Blue Zones Project restaurant summit to showcase the benefits of participating as a restaurant and what restaurants can do to become Blue Zones Project Approved.
- Train restaurant staff on adopted best practices and encourage employees to learn about Blue Zones Project and take the Blue Zones Project® Personal Pledge.
- Work with the restaurant committee to assist restaurants in finding recipes for plant-based menu options, including for children's menus.

Commented [BF33]: We may want to frontload a bit to try to get more early on

Commented [BF34]: You could also add a strategy like the following since it was called out in your discovery report:

- Engage with restauranteurs prior to opening to educate them on Blue Zones Project and the benefits of becoming a Blue Zones Project Approved restaurant.

Objective #2: Increase plant-based menu options in restaurants.

Strategies:

- Work with restaurants to develop a demonstration project that offers a plant-based menu item as a running special for a significant amount of time.
- Utilize the Blue Zones Project restaurant committee to leverage local relationship to encourage restaurants to take the Blue Zones Project Pledge and/or offer plant-based menu options.
- Provide a referral program to drive customer traffic to restaurants offering Blue Zones-inspired menu options
- Encourage restaurants to host cooking demonstrations and taste tests of plant-based foods
- Promote Blue Zones Project menu items not just as delicious options for dine-in but also as convenient take-out options for busy individuals and families.
- Promote Blue Zones-inspired menu options as catering opportunities for business meetings, sporting banquets, holiday gatherings and community events, in accordance with the Blue Zones Project Catering Guidelines.
- Train restaurant staff on adopted best practices and encourage employees to learn about Blue Zones Project and take the Blue Zones Project® Personal Pledge.

Commented [BF35]: Of plant based foods?

Commented [BF36]: Promote Blue Zones Project Approved restaurants as catering options for business meetings, sporting banquets, holiday gatherings and community events, in accordance with the Blue Zones Project Catering Guidelines.

Objective #3: Support local restaurant businesses and their efforts to increase healthy food options in the Valley.

Strategies:

- Recruit local restaurant owners to create a Walla Walla Valley Restaurant Association.
- Partner with the Walla Walla Valley Chamber of Commerce and Downtown Foundation to reach out to restaurant owners to gauge interest in the formation of the Association
- Invite members of the Blue Zones steering and or restaurant committee to join the association
- Utilize the Blue Zones Project restaurant committee and owners of approved restaurants to recruit members
- Utilize periodic meetings to share the results Blue Zones Approved restaurants are seeing to gain interest from additional restaurants
- Utilize Blue Zones Project restaurant committee members to help facilitate discussions among restaurants and grocery stores to see if there is opportunity to cross-promote with each other.

Restaurants Measures of Success

PROGRESS MEASURES:

- Number of restaurants completing the Blue Zones Project Restaurant Pledge
- Increase in sales of Blue Zones-inspired dishes

- Number of restaurants that offer Blue Zones-inspired dishes
- Number of Blue Zones-inspired menu options available community wide
- Number of healthy cooking demonstrations and/or taste tests hosted by restaurants
- Increase in sales of half-sized portions
- Increase in sales of non-sugary beverages
- Increase the number of restaurants sourcing produce from local farms.

OUTCOME MEASURES:

- Number of Blue Zones Project Approved restaurants
- Sales of Blue Zones-inspired dishes: dollars or percentage
- Number of restaurants offering half-sized menu options
- Number of restaurants utilizing Blue Zones Project Restaurant Pledge best practices
- Number of restaurants utilizing locally sourced vegetables

GROCERY STORES

Goals: Offer and promote affordable, healthy foods and beverages, thereby supporting community well-being.

Certification Target: Minimum of two grocery stores (25 percent) in the Walla Walla Valley achieved the status of Blue Zones Project Approved grocery store

Year One: Minimum of one grocery store in the Walla Walla Valley completes the Blue Zones Project Grocery Store Pledge and becomes approved

Objective#1: Minimum of one grocery store in the Walla Walla Valley completes the Blue Zones Project Grocery Store Pledge and becomes approved.

Strategies:

- Engage Andy's Market to take the pledge
- Utilize Blue Zones Project marketing and display materials to promote and highlight healthy grab and go items
- Create videos with grocery stores to educate customers on how to choose fresh or ripe fruits and vegetables
- Engage youth with an interactive scavenger hunt in participating stores

Objective #2: Increase the sales and consumption of fruits and vegetables

Strategies:

- **Bundle** vegetables and fruit to provide a total price unit instead of price per lbs.

- Provide shelf talkers that educate consumers on the benefits of consuming vegetables and fruits
- Work with grocery stores to conduct taste tests of raw and cooked vegetables
- Provide recipe cards that increase the utilization of vegetables for simple meals
- Present cooking classes that show case how to cook healthy meals
- Promote the purchase of healthy foods and beverages by offering price incentives.

Objective #3: Increase the availability of healthy convenience foods.

Strategies:

- Work with local grocery stores to offer tasting opportunities to determine what recipes customers like
- Increase the number of healthy grab and go meals and dinner kits.
- Provide marketing to showcase dinner kits available at participating grocery stores along with nutrition information.
- Include recipe cards with dinner kits so customers can purchase ingredients and create similar meals at home
- Partner grocery stores with convenience stores to sell healthy grab and go meals at convenience stores
- Partner grocery stores with worksites to facilitate orders of healthy grab and go lunches and dinner kits that would be delivered directly to worksites.

Grocery Stores Measures of Success

PROGRESS MEASURES:

- Number of grocery stores completing the Blue Zones Project Grocery Store Pledge
- Customer and employee feedback
- Number of taste tests hosted by grocery stores
- Number of individuals who participate in cooking demonstrations
- Number of healthy meal kits available
- Number of meal-kit promotions

OUTCOME MEASURES:

- Number of Blue Zones Project Grocery Store Pledge best practices implemented
- Sales of fruits and vegetables: dollars or percentage
- Increase in sales of fruits and vegetables by government-assisted food-program participants
- Sales of Blue Zones-inspired dinner kits: dollars or units
- Sales of Blue Zones-inspired grab and go meals: dollars or units

WORKSITES

Goals: ~~Create a workplace culture and environment that supports employee well-being and retention~~ Create a diverse and inclusive workplace culture to recruit, retain, and support employees and their families' well-being

Certification Target: At least 10 of the top 21 Walla Walla Valley employers become Blue Zones Project Approved worksites.

Year One: Minimum of three of the top 21 employers achieve Blue Zones Project Approved worksite status

Objective#1: Three worksites achieve Blue Zones Project Approved status

Strategies:

- Work with early adopters to take the Blue Zones Project Worksite Pledge
- Host a worksite summit to provide an overview of the benefits and approval process to worksites
- Partner with the Chamber of Commerce, Rotary and other professional organizations to present Blue Zones Project information at board meetings with a specific focus on organizations that serve a Spanish speaking population.
- Utilize early adopters' success stories to present Blue Zones Project to additional worksites in the Walla Walla Valley
- Work with worksites to do onsite and virtual health and well-being presentations

Objective #2: Create a healthier food environment in worksites in the Walla Walla Valley

Strategies:

- Offer CSA (community supported agriculture) and produce boxes at participating worksites
- Work with Blue Zones Project Approved worksites to implement pledge best practices during employee new-hire orientations
- Set up informational displays highlighting healthy food options at worksites and nearby restaurants
- Offer healthy food taste tests at onsite cafeterias and healthy vending options
- Encourage eater consumption by increasing accessibility
- Establish worksite well-being committees
- Work with committees to create monthly well-being challenges
- Partner worksites with restaurants that offer healthy menu options to pre-order meals for next-day delivery

Objective #3: Support employee well-being by offering education and awareness about mental health through adopted policies and programs

Strategies:

- Develop policies and programs that allow physical and mental breaks throughout the day
- Compile a list of resources, best practices, and outcomes related to mental health programs to provide as a resource
- Encourage the adoption of best practices such as walking meetings, ergonomic desk spaces and mental microbreaks
- Promote a culture of active transportation that makes it safe and convenient to walk or bike to work and to and from activities while at work.
- Develop employee-led health and well-being advisory committees
- Partner with local healthcare providers to host worksite lunch and learns on health topics
- Work with Human Resources departments to promote financial well being resources provided by Employee Assistance Programs
- Partner with local financial advisors to host worksite lunch and learns on financial well-being topics
- Coordinate with employer HR or well-being committee to promote Purpose Workshops and volunteer opportunities

Worksites Measures of Success

PROGRESS MEASURES:

- Number of grocery stores completing the Blue Zones Project Grocery Store Pledge
- Number of employees engaged in a Blue Zones Project activity
- Number of employees who take the RealAge™ Test
- Increase in the number of healthy vending and cafeteria options at worksites
- Increase in the number of worksites engaged in the promotion of onsite well-being breaks
- Increase in scores on employee satisfaction surveys associated with well-being.
- Number of employees who participate in health activities by food and beverage challenges (ex: hydration challenges, weight-loss challenges)

OUTCOME MEASURES:

- Increase in the number of Blue Zones Project Approved worksites
- Increase in the number of worksites that complete the Worksite Pledge
- Increase in the number of worksites offering healthy food education and/or programs

Commented [BF37]: Let's revisit this objective.

Commented [KD38R37]: @Briana Fountain @Meghan DeBolt do you have a recommendation for an objective that is overarching? Or would this be something as simple as 10 worksites achieving approved status?

Commented [MD39R37]: @Katherine DePonte I am not sure... what have other communities Done? I feel this is an intermediate steps to being Approved, right @Briana Fountain

Commented [BF40R37]: Yes. Essentially it feels more like a tactical step to accomplish objective one. A couple things you can do:

Support employee well-being by offering education and awareness about mental wellness.

Commented [KD41R37]: @Briana Fountain let me know if my edit to the object works for you. I think the strategies do a good job of supporting the more targeted objective.

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- Increase in the number of worksites offering vending, meeting Blue Zones Project guidelines.
- Increase in the number of worksites offering rooms or space for downshifting
- Increase in the number of worksites promoting daily physical and mental breaks
- Increase in the number of worksites that incentivize volunteerism in the community
- Increase in the percentage of employees that actively commute via bike, public transit, walking
- Decrease in overall absenteeism/or number of sick days at individual worksites

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PEOPLE

INDIVIDUAL ENGAGEMENT

Goal: Inspire, engage, support, inform and connect individuals living in the Walla Walla Valley to Blue Zones Project principles to improve overall health and well-being.

Certification Target: At least 15 percent of the population, 15 years or older, participates in at least one of the following Blue Zones Project engagement activities: receives the Blue Zones Project Story and signs a Personal Pledge, participates in a Moai, attends a Purpose Workshop, volunteers through Blue Zones Project, or takes part in a virtual Challenge on the Sharecare platform.

Year One: Five percent of the population 15 years or older in the cities of Walla Walla and College Place participate in a Blue Zones Project activity or take the personal pledge.

Commented [KB42]: @Meghan DeBolt I finished my edits in this section. Let me know if you need anything else! Thanks!

Commitment to Health Equity, Inclusion and Diversity: The local team will create targeted programming that mitigate barriers including providing translation, meals and access to public transportation, a schedule that is mindful of seasonal earning patterns, and events where people who have historically experienced discrimination specifically feel welcome ~~wanted~~ and are able to participate.

Objective 1 – Ensure Health Equity, Diversity, and Inclusion (HEDI) are at the forefront of all Blue Zones Project planning and execution of programs and events to support engagement with policy, engagement, and programs/events.

Strategies

- ~~Provide activity rooms or partner with those who offer licensed care for children to ensure broad participation.~~
- ~~Ensure a co-chair for the Engagement Committee is a HEDI leader in the Walla Walla Valley with active work in the community.~~

Commented [PL43]: Love the foundational work this represents.

Commented [MD44]: Action Item: Create a formal Commitment to Equity, Diversity and Inclusion Agreement and post on the Blue Zones Project Walla Walla Valley website.

- Ensure Engagement Committee members represent the diversity of the Walla Walla Valley, and a co-chair is a HEDI leader in the community. Include leaders and subject matter experts from organizations and areas that serve historically underserved populations, and includes subject matter experts that represent different areas of need (mental health, physical health, social/emotional health, financial health, etc)
- Partner with neighborhood serving organizations, as with organizations serving vulnerable populations, on engagement activities.
- Partner with Family Medical Center, Providence St. Mary Medical Center, and Walla Walla Clinic on targeted communications.
- Prioritize the distribution of print and digital program materials, as well as other marketing assets, in Spanish and English.
- Create targeted programming that mitigate barriers including providing translation, meals, childcare, and access to public transportation, a schedule that is mindful of seasonal earning patterns, and events where people who have historically experienced discrimination specifically feel wanted and are able to participate.
- Create a Spanish language intern program.
- Establish grassroots network of bilingual Well-being and Equity Ambassadors who can engage all segments of the population, provide workshops, demonstrations, and lead moais. Offer this group ambassador training and engagement presentation to civic, professional, and community organizations.
- Create a formal Commitment to Equity, Diversity and Inclusion Agreement and post on the Blue Zones Project Walla Walla Valley website.
- Add note re: training/resources available to those in the community re: trauma informed care. Acknowledge we are not the experts but highlight/bring together community experts. Add additional landing page or similar to share resources (consider borrowing from Whitman or WWU). Review Sherwood Trust list of suggestions on event planning to ensure equitability and inclusion.
- Coordinate, support and promote Provider training and resources on HEDI, resilience, trauma care and additional preventative practices to bolster community well-being aligned with blue zones principles. HEDI

Objective 2 – Engage a representative 5% (2,250) of community members 15 years of age and older in Blue Zones Project activities. (compare this 5% to larger community demographic breakdown)

Strategies

- Host a series of kickoff events to increase awareness and engagement of BZP, as well as take the Personal Pledge.
- Continue to raise awareness and build momentum for the project by implementing regular marketing campaigns to promote involvement in BZP events/activities.

Commented [MD45]: Action Item: Partner with FMC, PSMCC, and WWU.

Commented [MD46]: Action Item: Establish grassroots network of bilingual Well-being and Equity Ambassadors who can engage all segments of the population, provide workshops, demonstrations, and lead moais. Offer this group ambassador training and engagement presentation to civic, professional, and community organizations.

Commented [KB47]: This is an action item under this strategy: Create a Spanish language intern program.

Commented [KB48]: action item includes Spanish language media engagement

Commented [KB49]: action item: Provide activity rooms or partner with those who offer licensed care for children to ensure broad participation.

Commented [MD50]: Action Item: Add note re: training/resources available to those in the community re: trauma informed care. Acknowledge we are not the experts but highlight/bring together community experts. Add additional landing page or similar to share resources (consider borrowing from Whitman or WWU). Review Sherwood Trust list of suggestions on event planning to ensure equitability and inclusion.

Commented [KB51]: reviewing with Central Team the workflow on this

Commented [PL52]: campaigns may stretch for 6-12 months so I wouldn't want to commit to quarterly.

- Develop a Blue Zones Project presence at key community events to increase awareness and invite attendees to participate in Blue Zones Project activities.
- Build strong social support networks through engagement at worksites, schools, and faith-based and community organizations.
 - Launch Moais at Blue Zones Project participating and approved organizations.
 - Establish a grassroots network to regularly identify and train leaders in English and Spanish to host Moais.
 - Identify partners to host plant-based cooking classes and demonstrations.
 - Partner with organizations to provide opportunities for residents to come together for healthy activities – (for example the annual Veterans Stand Down, neighborhood organization events, and other events that represent the breadth of our community).
- Partner with Whitman College, Walla Walla University, and Walla Walla Community College to provide workshops and create programs that engage students in lifelong health and well-being habits, and provide opportunities for students to volunteer to help reach all areas of the support-inclusive community engagement.
- Partner with Whitman College, Walla Walla University, and Walla Walla Community College students to help reach all areas of the community.
- In partnership with Blue Zones Project policy and places work, partner with local schools and after school programs to create programs that engage students in lifelong health and well-being habits, such as cooking classes for students and parents.

Commented [KB53]: Action items under this strategy: Launch Moais at Blue Zones Project participating and approved organizations. Establish a grassroots network to regularly identify and train leaders in English and Spanish to host Moais. Identify partners to host plant-based cooking classes and demonstrations. Partner with organizations to provide opportunities for residents to come together for healthy activities – (for example the annual Veterans Stand Down, neighborhood organization events, and other events that represent the breadth of our community.

Commented [KB54]: @Meghan DeBolt these feel like action items. I made a comment listing them as action items deleted. Feel free to reject this change if you don't agree! Thanks!

Commented [KB55]: @Katherine DePonty Do you have a minute to talk about this strategy that supports student engagement at schools?

Commented [KB56]: Action item: such as cooking classes for students and parents.

Objective 3 – Strengthen and unite our community's sense of belonging and connectedness by creating opportunities for all residents to link their sense of purpose to a local volunteering opportunity.

Strategies:

- Offer Purpose Workshops throughout the community to connect individuals with a greater sense of belonging and connectedness.
- Use the kickoff event to identify individuals interested in participating in Purpose Workshops held in Q2-Q4 2021.
- Offer Purpose Workshops throughout the community in partnership with our Equity and Well-being Ambassadors.
- Partner with local colleges to provide Purpose Workshops to student groups/clubs and at student orientations.
- Identify community organizations to provide Purpose Workshops and offer volunteer opportunities.

Commented [MD57]: Action Items: Use the kickoff event to identify individuals interested in participating in Purpose Workshops held in Q2-Q4 2021. Offer Purpose Workshops throughout the community in partnership with our Equity and Well-being Ambassadors. Partner with local colleges to provide Purpose Workshops to student groups/clubs and at student orientations. Identify community organizations to provide Purpose Workshops and offer volunteer opportunities.

- ~~Coordinate BZP volunteer opportunities, and identify community organizations to offer broaden opportunities, where individuals can put their purpose work. Wtropic work with community partners to:~~
 - ~~Evaluate current volunteer opportunities, existing databases, and the potential for creating a coordinated database or 'clearinghouse' system of community-wide volunteer opportunities where individuals can put their purpose to work. Ex: Partner with Walla Walla Emergency Management, Walla Walla Volunteer Corps, etc.~~
 - ~~Host volunteer fairs to help match individual's purpose and personal goals with volunteer opportunities.~~
 - ~~Share volunteer needs and opportunities via BZP social media outlets and newsletters.~~
 - ~~Develop specialized engagement plans to reach underserved populations.~~
 -

Commented [MD58]: Action Items: Work with community partners to:
Evaluate current volunteer opportunities, existing databases, and the potential for creating a coordinated database or 'clearinghouse' system of community-wide volunteer opportunities where individuals can put their purpose to work. Ex: Partner with Walla Walla Emergency Management, Walla Walla Volunteer Corps, etc.
Host volunteer fairs to help match individual's purpose and personal goals with volunteer opportunities.
Share volunteer needs and opportunities via BZP social media outlets and newsletters.
Develop specialized engagement plans to reach underserved populations.

Commented [MD59]: @Rebecca Thorpe can you flesh out the Volunteer strategy by 4:30?

Individual Engagement Measures of Success

Progress Measures

- Number of community partnerships established with not-for-profit, civic or faith-based community organizations
- Individuals who take the Personal Pledge
- Number of individuals who participate in a Purpose Workshop
- **Number of individuals who volunteer with community organizations or in events promoted by Blue Zones Project**
- Number of Blue Zones Project Story presentations
- Number of individuals who participate in a Moai

Outcome Measures

- **Moai participants accurately represent the broader geography of WWV**
- **Volunteer opportunities made available in all areas of WWV**
- ~~Number of people engaged in BZP activities~~
- Increased number of followers on social media (again, should we break this down so that there is a broad representation on social media?)
- Increased number of contacts in email data base

MEDIA

Goals: increase awareness of the BZP by utilizing local media channels to help build awareness of the benefits of the Project to the overall health and wellbeing of the Walla Walla Valley.

Certification Target: 10 major media stories published over the duration of the project.

Year One: Have 4 of 10 media stories and continue to build transparent relationships with local media partners representing newspaper and radio.

Objective – Earn 4 major media news stories published by local media partners, promoting the BZP and benefits to overall health and well-being.

Strategies:

- Build a relationship with local media outlets, gaining coverage of BZP with a minimum of 2 major news stories by the start of our transformation phase.
- Work with local radio to highlight the personal success stories of at least 2 individuals participating in BZP activities.
- Share sector success stories with local media, highlighting worksites, schools, restaurants and grocery stores.
- Gain support from local media partners through coverage of the BZP with minimum of 2 additional major news stories by the end of the project's first transformation year.

Media Measures of Success

Progress Measures

- Number of national media stories about Blue Zones Project
- Number of local media stories about personal transformations and success stories
- Number of earned interviews on local radio
- ~~Add point re: multi-lingual media~~

Commented [KB60]: moved item under HED1 action

STEERING COMMITTEE AND LEADERSHIP TEAM APPROVAL

By signing below, the Steering Committee members approve the above Blueprint, which will be reviewed annually for progress and updates.

Commented [MD61]: I will complete this in the coming month and we will have a celebration to sign in June!

[illegible]

REFERENCE DOCUMENTS

Available Upon Request

- Blue Zones Project Walla Walla Valley Discovery Report
- Food Policy Discovery Report
- Tobacco Policy Discovery Report
- Built Environment Policy Discovery Report

COVER PAGE

Walla Walla Valley Blueprint

Blue Zones Project Walla Walla Valley

Date

Cover Photo, Logos – BZP, Sponsor

Commented [MD1]: Hello - all changes have been incooperated into this draft - comments remain for context. Next step after this will be action planning with sector committees.

Contents



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Land Acknowledgement

Our Blue Zones Project work takes place in a landscape that encompasses the traditional territories of the Cayuse, Umatilla and Walla Walla Peoples, who have stewarded the land and waterways --in what we now call the Walla Walla Valley-- throughout generations and for thousands of years.

We honor and respect the enduring relationship that exists between these Peoples and the land- and hope that through our collective efforts to cultivate a more healthy, just and resilient Walla Walla Valley, that we may think and act according to their example.

ABOUT BLUE ZONES PROJECT

Across the globe lie blue zones areas—places where people reach age 100 at an astonishing rate. People in places like Sardinia, Italy; Okinawa, Japan; and Loma Linda, California, are living vibrant, active lives well into their hundreds—and with a lower rate of chronic disease. National Geographic explorer Dan Buettner documented findings of this eight-year longevity study in his New York Times best-selling book *The Blue Zones—Lessons for Living Longer From the People Who’ve Lived the Longest*. He identified nine shared traits—dubbed the Power 9®—of these longevity hot spots.

Leveraging these secrets discovered in blue zones around the world, Blue Zones Project® delivers proven tools and resources to transform communities across the U.S., helping generations of people live longer, healthier, happier lives by making changes to their environments, policy, and social networks so healthy choices become the easiest to make.

You see, people spend 80 percent of their time in the same places, and those environments dictate how easy it is to make healthy choices, or how difficult. By using the Power 9 to improve where we live, work, learn, and play, we make it easier to get up and move, eat healthy, make new friends, find a reason for being—and live longer, better.

THE POWER 9

EXECUTIVE SUMMARY

Blue Zones Project® came to the Walla Walla Valley in October 2020 at the invitation of Adventist Health to support their vision to make the Walla Walla Valley an even healthier, happier, and more vibrant place to live. Sharecare and Adventist Health share a commitment to improving the well-being of the Walla Walla Valley, thereby lowering healthcare costs, increasing productivity, and improving the economy and quality of life for all residents.

From December 2020 through March 2021, the Blue Zones Project team assessed the valley's readiness to undertake this community-wide initiative. The Blue Zones Project team conducted a comprehensive analysis of the current state of well-being and met with local leaders and stakeholders across all sectors to learn about the strengths, challenges, and opportunities for improving well-being in the valley. The team's findings are summarized in the Blue Zones Project Discovery Report (available upon request to Blue Zones Project team). The findings in that report were coupled with expert-led discovery meetings in the policy areas of built environment, tobacco, and food policy to inform this Blueprint for Blue Zones Project implementation in the Walla Walla Valley.

Blue Zones Project Community Leadership

Blue Zones Project's success is dependent on the leadership of community influencers across all of the sectors Blue Zones Project engages, including community planners and decision makers, schools, worksites, restaurants, grocery stores, faith-based organizations, civic and non-profit groups, and media. The committee structure for Blue Zones Project Walla Walla Valley is below:

LEADERSHIP and COMMITTEE GRAPHIC

A Blue Zones Project Walla Walla Valley steering committee was formed in December 2020. The individuals on this committee as well as committee co-chairs collectively informed the creation of this Blueprint, drawing upon Blue Zones Project's Discovery Phase findings

In March 2021, sector committees—comprised of community members focused on each of the sector areas of schools, worksites, community policy, restaurants & grocery stores, faith-based organizations, and individual engagement—will create an implementation plan for achieving the strategies outlined in this Blueprint. These sector committees—led by committee co-chairs who together compose the leadership team—will play an important role in improving community well-being by engaging organizations and individuals, advocating for policy change, and increasing community awareness and engagement.

Blue Zones Project Walla Walla Valley Steering Committee and Leadership Team Members:

Steering Committee

- Susan Blackburn, CEO, Providence St. Mary's Healthcare
- Alex Bryan, Chief Mission Officer, Adventist Health
- Elizabeth Chamberlain, Deputy City Manager, City of Walla Walla
- Susie Colombo, Community Advocate/Baker Boyer Bank
- Tim Copland, Executive Director, Blue Mountain Land Trust
- Roger Esparza, Relator, Latino Engagement
- Danielle Garbe Reser, Community Advocate

Commented [MD2]: @Briana Fountain are we talking about the Discovery and Planning phase? Or the original Site Visit?

Commented [BF3R2]: Let's leave it as is.

Commented [MD4]: @Briana Fountain do you have this? Or is it the Committee Placemat?

Commented [BF5R4]: The design team will add this graphic into the document.

Commented [MD6]: Question for Briana - we will use the Blueprint to create an implementation plan with the committees?

Commented [BF7R6]: Correct!

Commented [RT8]: @Meghan DeBolt I entered all of the committee members that we have so far.

- Mike Fredrickson, Appraiser/Commissioner, Port of Walla Walla
- Noah Leavitt, Community Advocate
- David Lopez, Director, Center for Humanitarian Engagement, Walla Walla University
- Mike Rizzitiello, Administrator, City of College Place
- Wade Smith, Superintendent, Walla Walla Public Schools
- Heather Schermann, Councilmember, City of College Place
- Norman Thiel, Executive Director, Sonbridge Community Center
- Amanda Trejo-Perez, Neighborhood Organizer, Commitment to Community

Leadership Committee

Built Environment

- Andrea Weckmueller-Behringer, Executive Director, Walla Walla Valley Metropolitan Planning Organization
- Seth Walker, Deputy Engineer, Walla Walla County

Food Policy

- Vicki Zanes, Owner, Andy's Market
- Eréndira Cruz, Executive Director, Sustainable Living Center

Tobacco Policy

- Krista Timm, Behavioral Health Program Specialist, Walla Walla County

Worksites

- Kyle Tabert, CEO, Walla Walla Valley Chamber of Commerce
- Pam Taylor, Human Resources Director, City of Walla Walla

Schools

- Maria Garcia, Principal, Sharpstein Elementary
- Robert Aguilar, Principal, College Place High School

Grocery Stores & Restaurants (TBD)

Faith-Based & Community Organizations (TBD)

Engagement

- Jonathan Simons, Assistant Director, Center for Humanitarian Engagement, Walla Walla University
- Amanda Trejo-Perez, Neighborhood Organizer, Commitment to Community
- Delia Gutierrez, Neighborhood Organizer, Commitment to Community

Commitment to Health Equity Diversity and Inclusion

Blue Zones Project Walla Walla Valley is committed to ensuring that all people have a fair and just opportunity to live a long and healthy life. Through the design and implementation of our efforts, we seek to increase individual, organizational, and community well-being through community-driven policy, systems, and environmental change that advances health equity. We believe in doing this through embodying the following values:

- **Humility** | Listen and learn from everyone's unique history with respect for what has come before.
- **Collaboration** | Acknowledge our interdependence, share knowledge, and identify common goals.
- **Inclusivity** | Engage everyone with fairness and respect, regardless of their income, education, ethnic background, race, culture, age, sexual orientation, abilities, faith or any other characteristics.
- **Empowerment** | Center individuals and organizations to lead and advocate for their own well-being.
- **Sustainability** | Create long-lasting impact by aligning with the good work already happening in our local community to produce measurable outcomes.

In our pursuit of health equity, diversity, and inclusion, we recognize that there are groups in our community who have been historically marginalized and therefore are more vulnerable including: Black, Indigenous, and People of Color (BIPOC) communities; women; sexual minorities; and poor and economically disadvantaged communities.

Equity is not equality, therefore, to begin addressing some of the root causes of health inequity persistent in these communities, we seek to do the following:

1. Thoughtfully diversify our Steering & Leadership committee membership and BZPWWV staff to best represent the rich cultures and broad range of demographics in Walla Walla and College Place.
2. Commit to ongoing training for our Steering & Leadership committee members and BZPWWV staff to grow and further educate themselves on health, equity, diversity and inclusion.
3. Develop strategies to collect optional baseline demographic data from all program participants to gain a better understanding of who we are reaching and how to strategically focus our efforts for the benefit of those most in need.
4. Through strong community partnerships, advance policy work that seeks to address the root causes of health inequities.
5. Engage in an ongoing process of open dialog, learning and accountability around these commitments, understanding that the path forward will be challenging, inspiring, bumpy, imperfect, non-linear, and growth filled.

As Blue Zones Project Walla Walla Valley, we commit to support systemic change that embraces differences based on religion, race, national origin, gender identity, sexual orientation, age, physical ability, and economic resources. Together we can build a healthier and more just Walla Walla Valley.

CERTIFICATION CRITERIA

To become a Blue Zones Community®, Walla Walla Valley will implement well-being improvement strategies in thirteen pillar areas focused on people, places, and policy. Achieving these targets will allow the community to reach a tipping point so that positive environmental changes become ingrained in the community and the healthy choice becomes the easy choice for all residents.

	Pillar	Goal	COMMUNITY Targets
1	Built Environment		For each community (Walla Walla and College Place): adopt three local policies or plans, complete three capacity building initiatives, and complete three demonstration projects, inclusive of one marquee project.
2	Food Policy		For each community (Walla Walla and College Place): adopt at least three local policies, plans or sustainable programs, two capacity building initiatives and one food marquee project.
3	Tobacco Policy		For each community (Walla Walla and College Place): adopt at least two local policies and one capacity building initiative.
4A	Schools		At least 50 percent (#) of public schools become Blue Zones Project Approved™.
4B	Walking School Bus/Safe Routes to School		At least 25 percent (#) of participating elementary schools implement one of the following: • Walking School Bus • Complete a new Safe Routes to School program (Four safe routes to school per participating school) • Bus-to-Walk Program
5	Restaurants		At least 10 percent (#) of all restaurants become Blue Zones Project Approved.
6	Grocery Stores		At least 25 percent (#) of grocery stores become Blue Zones Project Approved.
7	Worksites		At least 10 of the 20 largest employers become Blue Zones Project Approved.

Commented [MD9]: To be completed AFTER goals are finalized through the Blueprint Workshop

9-12	Engagement – Individual, Pledges, Moai® Participation, Purpose, Volunteering		At least 15 percent of the population 15 years or older (#) participates in one of the following: • Receives the Blue Zones Story and signs a Personal Pledge • Participates in a Moai • Attends a Purpose Workshop • Volunteers through Blue Zones Project
13	Public Awareness/ Media		Achieve one of the following: • 10 media stories in the highest exposure channels (TV, print, and/or radio) throughout the duration of the Project • Signed partnership agreement for Public Service Announcements throughout the duration of the project

Measures of Success

Attaining optimal well-being means that our physical, emotional, and social health is thriving. Blue Zones Project is committed to measurably improving the well-being of Walla Walla Valley residents and utilizes rigorous metrics to inform strategies and track progress throughout the life of the project. These include certification criteria targets, well-being-data, community-wide metrics, sector-level progress and outcome metrics, and organization-level metrics to ensure that the work to transform community well-being is occurring and the anticipated outcomes are achieved.

Blue Zones Project Walla Walla Valley is utilizing the RealAge™ Test to collect community well-being data. The RealAge Test is an on-line survey that allows respondents to learn their “real age” based on questions related to their overall well-being. The RealAge test is a scientifically-based assessment that has been taken by more than 45 million people over the past 20 years. The test gathers information on health conditions, health behaviors, biometrics, emotional health, healthcare history, and more to identify an individual’s mortality risk and to provide custom insights to the individual about what actions they can take to live healthier and longer.

We deployed the RealAge Test survey to Walla Walla Valley residents on February 1 to establish a well-being baseline before Blue Zones Project Walla Walla Valley implementation begins. We will survey the community in subsequent years to track progress over time. The results will be shared with the Blue Zones Project Walla Walla Valley committee members and sponsors once they are compiled. The table below highlights the key WBI metrics that the Project tracks as they are most related to Blue Zones Project people, places, and policy strategies.

Commented [MD10]: @Katherine DePontry do you remeber the date?

Commented [KD11R10]: @Meghan DeBolt I think we can say Feb. 1

Well-Being Index – Measures Most Impacted by Blue Zones Project
Overall
Life evaluation (% Thriving)
Purpose Well-Being Score
You like what you do every day. (% Agree)
You learn or do something interesting every day. (% Agree)
Social Well-Being Score
Your friends and family give you positive energy every day. (% Agree)
Someone in your life always encourages you to be healthy. (% Agree)
Community Well-Being Score
The city or area where you live is a perfect place for you. (% Agree)
In the last 12 months, you have received recognition for helping to improve the city or area where you live. (% Agree)
Physical Well-Being Score
% with high blood pressure
% with high cholesterol
In the last seven days, you have felt active and productive every day. (% Agree)
% Who smoke
% who exercised for 30+ minutes 3+ days in last week
% who had 5+ servings of fruits and vegetables 4+ days in last week
% Obese
% Normal Weight

Community-Wide Measures

The steering committee and leadership team identified the following additional measures that will be tracked to demonstrate community-wide economic impact and well-being improvement.

Commented [MD12]: For this section we will use this document: BZP Measurement Overview 2020 Updated

Selected Measure	Status	Source

Sector-Level Progress and Outcome Measures

This Blueprint contains progress and outcome metrics for each sector. Progress metrics track progress on the strategies outlined for that sector while outcome metrics track well-being or organizational changes occurring in that sector.

Organization-Level Measures

Each organization that participates in Blue Zones Project will identify metrics to track within their organization to measure changes in well-being that occur as they implement Blue Zones Project best practices.

COMMUNITY BLUEPRINT

Our Purpose: To lead a community well-being transformation initiative where the healthy choice becomes the easy choice through permanent changes in environment, policy, and social networks.

Our Results:

- Improved health and well-being with lower associated healthcare costs
- Improved economic and social vitality
- Increased public awareness about health and well-being

POLICY

Walla Walla Valley Policy Certification Criteria

Built Environment	Tobacco	Food
• Select, design, secure funding for two demonstration projects and a marquee project • Adopt/update, at minimum, three local policies or plans • Implement three capacity building initiatives	• Adopt at minimum two local policies • Implement one capacity building initiative	• Implement one food marquee project • Adopt at minimum three local policies, plans or sustainable programs • Implement two capacity building initiatives

Important Definitions

Food Marquee Project – A way to move policy into practice by creating lasting changes to a community’s food environment that fosters healthy eating and minimizes access to unhealthy food. A marquee project should reflect the power and potential of community collaboration to dictate the design of the community’s future food system and to chart a healthy future for all.

Built Environment Marquee Project – A way to move policy into practice by creating lasting change to the built environment that encourages active transportation and living. The marquee project should apply several best practices for creating vibrant, livable communities and inspire people to collectively reimagine public spaces.

Policy/Plan – A rule or plan of action adopted by government or an organization to guide decisions and achieve outcomes.

Capacity Building Initiative – A non-infrastructure project that focuses on education and encouragement activities intended to change community behaviors, attitudes and social norms.

BUILT ENVIRONMENT

In the works - To be added after mini workshop on 4/30 at 10am

FOOD

Goal: Create an environment in the Walla Walla Valley where healthy foods and beverages are embraced and universally accessible.

Food Policy Certification Targets:

1. Implement one food marquee project per community (Walla Walla and College Place);
2. Adopt at minimum three local policies, plans or sustainable programs per community; and
3. Implement two capacity building initiatives per community (can include more than one community in an initiative).

Year One Target:

- *Two policy strategies accomplished per community*
- *One program or capacity building initiative completed per community*
- *Funding or logistics identified for at least one food marquee project*

Potential Marquee Projects:

- Institutionalize support for **school gardens** and pair gardens with curriculum for school garden-based learning; establish one new school garden.
- Pass policies and seek funding to support the installation of **hydration stations** in public spaces like parks, schools and recreation facilities.
- Support the development of a **food hub** serving the Walla Walla and College Place communities through fundraising and location identification.

Objective #1: Enhance youth access to healthy food and beverage options.

Strategies:

1. **Policy:** Develop/enhance healthy food **procurement** policy for area school districts.
2. **Policy:** Establish/update and enforce institutional **wellness policies** that eliminate sugar sweetened beverages in schools, after-school programs, parks and recreation sites and programs.
3. **Policy:** Support efforts to revisit and update food and beverage related school **wellness policies** for public and private schools in College Place and Walla Walla to align with Blue Zones Project nutritional guidelines and offer healthy, diverse options.
4. **Capacity Building/Potential Marquee Project:** Institutionalize support for **school gardens** and pair gardens with curriculum for school garden-based food and nutrition education.

Commented [EB13]: @Meghan DeBolt I've updated the tobacco and food sections in this doc – good to go!

Objective #2: Increase healthy food and beverage access the community with an emphasis on underserved community members.

Strategies:

1. **Program:** Explore and expand existing **Produce Rx program** and prioritize individuals with barriers to food access including seniors, low-income households, and individuals who experience chronic disease or transportation challenges.
2. **Program/Potential Marquee Project:** Pass policies and seek funding to support the installation of **hydration stations** in public spaces like parks, schools and recreation facilities.
3. **Policy/Program: Identify barriers** for individuals seeking to access hunger relief services and work to remove key barriers.
4. **Capacity Building:** Target food distribution where people experiencing food insecurity **work or live**, and work with emergency food providers to institutionalize this practice to ensure sustainability.

Objective #3: Expand access to locally grown food across varied environments in Walla Walla and College Place.

Strategies:

1. **Policy:** Adopt policies that protect and **support community gardens** (specifically in underserved neighborhoods) and zoning for urban agriculture.
2. **Capacity Building/Potential Marquee Project:** Support the development of a **food hub** serving the Walla Walla and College Place communities through fundraising and location identification This could serve as the food marquee project for both Walla Walla and College Place.

Objective #4: Invest in long-term, sustainable support for food-related health and wellness in the Walla Walla Valley while promoting cross-organizational collaboration.

Strategies:

1. **Capacity Building:** Add capacity to the **Walla Walla Valley Food System Coalition** and support its function as a regional food policy council.

Food Policy Measures of Success

Progress Measures

- Walla Walla Valley Food System Coalition is revitalized and acting as a regional food policy council
- Number of priority policies or programs adopted or implemented in College Place and Walla Walla
- Funding source and location identified for regional food hub
- Number of hydration stations added to public facilities and spaces with a budget and support for ongoing maintenance

Outcome Measures

- Increase in pounds of produce provided through hunger relief programs or services
- Increase in number of servings of fruits and vegetables eaten by high school students each week
- Increase in number of schools with active, sustainable school garden programs
- Increase in percent of food in schools sourced from local/regional growers
- Increase in percent of school meals served that meet BZP nutritional guidelines
- Decrease in percent of population experiencing food insecurity
- Decrease in percent of population with low access to healthy food resources (i.e. people living within 1/2 mile of supermarket or grocery store)
- Increase in number of community gardens and number of individual plots within community gardens
- Food-related grants won with Blue Zones Project support

Commented [EB14]: Emily to look into how other communities are measuring this.

Commented [EB15]: How to define local? Regional? Will this be defined differently for different types of products?

TOBACCO

Goal: Create an environment that discourages tobacco and nicotine use, provides healthy tobacco-free spaces and places, and supports prevention, cessation, and enforcement efforts.

Tobacco Policy Certification Targets:

1. Adopt at least two local policies each for Walla Walla and College Place
2. Implement one capacity building initiative per community (can be one shared capacity building initiative)

Year One Targets:

1. **Capacity Building:** Work with schools to update and/or increase **signage and messaging in schools** related to tobacco- and nicotine-free campuses.
2. **Capacity Building:** Conduct an **inventory of providers** currently screening for age-appropriate substance use during primary care visits and services.
3. **Policy:** Assess and enhance current tobacco-free policy efforts on area college campuses.
4. **Capacity Building/Program:** Update and enhance messaging around tobacco-free spaces in targeted areas throughout Walla Walla and College Place.
5. **Capacity Building:** Promote **tools and resources for cessation** in the community through partnerships.

Objective #1: Increase educational programming in youth facing environments, through policy and messaging, to reduce youth smoking, vaping and tobacco.

Strategies:

1. **Capacity Building:** Work with schools to update and/or increase **signage and messaging in schools** related to tobacco- and nicotine-free campuses.
2. **Capacity Building:** Conduct an **inventory of providers** currently screening for age-appropriate substance use during primary care visits and services.

3. **Capacity Building:** Promote **tools and resources for cessation** in the community through partnerships.
4. **Capacity Building:** Partner with local **youth-serving organizations** to integrate tobacco-free work and advocacy into their programming.
5. **Policy:** Work with schools to **enhance school district wellness policies** for public and private schools to include national best practice tobacco prevention strategies, specifically including youth-led activities and emphasizing non-punitive options to addressing tobacco and substance use.
6. **Capacity Building:** Work with pediatric care providers to expand or incorporate age-appropriate **substance use screening** and prevention and/or cessation efforts into primary care visits and services.

Objective #2: Increase the number of designated tobacco- and nicotine-free spaces throughout Walla Walla and College Place.

Strategies:

1. **Policy:** Assess and enhance current tobacco-free policy efforts on area college campuses.
2. **Capacity Building:** Update and enhance messaging around tobacco-free spaces in targeted areas throughout Walla Walla and College Place.
3. **Capacity Building:** Build a partnership with local businesses to support and encourage voluntary nicotine- and tobacco-free central business corridors.
4. **Capacity Building:** Develop a formalized tobacco-free **College Campus Initiative**, in partnership with Whitman College, Walla Walla University and the Walla Walla Community College, that includes options for enforcement and cessation.
5. **Policy:** Work with the Cities of Walla Walla and College Place to build voluntary tobacco-free guidelines into the permitting process of **outdoor eating and/or drinking spaces**.
6. **Policy:** Develop tobacco-free policies in health care settings to prohibit or limit employee tobacco use during work hours in order to limit the impact of **third-hand smoke** on vulnerable populations.

Objective #3: Increase the number of tobacco- and nicotine-free city- and county-sponsored and partnered events.

Strategies:

1. **Policy:** Adopt a **tobacco-free event permitting policy** that requires events to be advertised and promoted through signage as a tobacco-free event by the sponsoring organization.

Tobacco Policy Measures of Success

Progress Measures

- Number of policies adopted or updated/enhanced
- Language added to event permit applications for Walla Walla and College Place to include smoke- and tobacco-free event regulations
- Implementation of key capacity building initiatives
- Increase in signage and messaging in schools and public spaces related to tobacco-free spaces.

- Number of youth-serving organizations that adopt programming related to tobacco prevention

Outcome Measures

- Number of restaurants that voluntarily add messaging related to tobacco- and smoke-free space policies for outdoor dining
- Increase in number of public spaces that are enforced or messaged as smoke- and tobacco-free
- Decrease in youth e-cigarette and tobacco use
- Increase in use of cessation and/or prevention programs and services.
- Smoking rate (adult)
- Grade from American Lung Association (only if available locally)

PLACES

SCHOOLS

Goals: Adopting proven best practices to support well-being that fosters student readiness and improves academic engagement.

Certification Target: Minimum of six schools (50 percent) in the Walla Walla Valley achieves Blue Zones Project Approved school status.

Year One: Two of the six public schools needed for certification becomes Blue Zones Project Approved.

Objective #1: Expand School Health Advisory Committee to College Place Schools and develop wellness plans for each school in the two districts.

Strategies:

- Identify best practices around health and wellness that easily can be implemented across the school district.
- Work with College Place School district to establish a Student Health Advisory Committee
- Work with school principals to establish or enhance wellness plans at their schools in partnership with Blue Zones Project policy work.
- Establish walk and roll to school programs that encourage natural movement.
- Identify well-being champions in each building to serve as ambassadors.
- Develop a menu of natural movement options for schools to utilize to increase or enhance active learning and movement breaks during the school day

Commented [BF16]: @Katherine DePonty What happened to the end of this goal?

Commented [KD17R16]: @Briana Fountain not sure but I added the last part back in.

Commented [EB18]: The tobacco policy section includes 1-2 strategies on updating wellness policies with reference to tobacco/substance and signage/messaging in schools. Do we want to add that in here as well?

Commented [MD19R18]: @Katherine DePonty @Briana Fountain what do you think about this?

Commented [KD20R18]: @Meghan DeBolt looks good

Commented [BF21]: This objective is a strategy.

Commented [BF22]: Create student leadership/ownership in improving school well-being

Commented [BF23R22]: @Katherine DePonty what do you think about something like this?

Commented [KD24R22]: @Briana Fountain looks great!

Commented [BF25]: These are a lot of strategies.

Commented [BF26]: Best practices around what?

Commented [EB27]: Align with food policy strategy

-

Objective #2: Improve the food environment for students, teachers, staff and families.

Strategies:

- Create healthy fundraiser policies within the schools to promote non-food items or activities.
- Expand the farm to school program. Farm to school programs include farm tours and healthy cooking demonstrations, provide education and connect students to local farmers.
- In partnership with Blue Zone Project policy work, enhance school gardens and incorporate gardening education into school curriculum through the partnership with Farm to School.
- Partner with Blue Zones Project approved grocery stores to offer field trips to help students identify and taste healthy foods.
- Educate teachers, staff, parents and students about the value of healthy food, healthy lifestyle choices and increased physical activity.
- Encourage schools to adopt on-site policies that promote healthy habits such as eliminating the sale of sugary beverages at all school events, disallowing students to eat in the hallways and reducing prices for healthy options like water and fruit.
- Plan field trips to local restaurants and grocery stores to deliver the fruits and vegetables that the students grew in the school garden.

Commented [EB28]: Align with food policy strategy related to farm to school

Commented [EB29]: will want to cross-reference this with the school related food objectives and strategies

Objective #3: Increase student commitment to the community through meaningful volunteer work.

Strategies:

- In partnership with Blue Zones Project Engagement strategies, encourage Blue Zones Project volunteerism through service-hour requirements.
- Connect the school districts with senior living centers to partner on service opportunities.
- Recruit senior citizens as volunteers to develop intergenerational programming and bring in more support for teachers and parents.
- Incorporate Blue Zones Project Purpose Workshops into high school curriculum.

School Measures of Success

PROGRESS MEASURES:

- Number of Blue Zones Project Approved Schools
- Number of practices or guidelines implemented
- Number of Walking School Bus routes or Safe Routes to School implemented

OUTCOME MEASURES:

- Increase in students participating in active transportation (walking, biking)

Commented [BF30]: Whittle down...do you have beta on everyone of these measures? I would suggest working with your committee to ensure where we already have measurements.

- Decrease in student absenteeism
- Decrease in childhood obesity
- Increase participation in healthy school-lunch programs
- Increase in volunteer hours completed by high school students
- Increase in the number of minutes of physical activity by grade level
- Improve kindergarten readiness rates

RESTAURANTS

Goals: Increase healthy, accessible, and affordable food choices for all community members.

Certification Target: Minimum of six (10 percent) independently owned restaurants in the Walla Walla Valley achieve Blue Zones Project Approved restaurant status.

Year One: A minimum of two restaurants in the Walla Walla Valley achieve Blue Zones Project Approved restaurant status.

Objective#1: Minimum of two restaurants become Blue Zones Project Approved.

Strategies:

- Work with restaurants that are early supporters of Blues Zones Project to create a catering menu that meets Blue Zones Project criteria and promote this to worksites and event planners.
- Work with restaurants to offer menu items that meet Blue Zones Project criteria
- Encourage restaurants to promote healthy menu items by offering price incentives
- Train restaurant staff on adopted best practices and encourage them to learn about Blue Zones Project and take the personal pledge
- Promote Blue Zones Project Approved restaurants through marketing, tourism and social media channels – including across sectors and in local organizations – to drive traffic and sales
- Utilize early adopters' success stories to present Blue Zones Project to additional Walla Walla Valley restaurants
- Engage with restaurateurs prior to opening to educate them on Blue Zones Project and the benefits of becoming a Blue Zones Project Approved restaurant.
- Host a Blue Zones Project restaurant summit to showcase the benefits of participating as a restaurant and what restaurants can do to become Blue Zones Project Approved.

Commented [BF31]: A couple other strategies to consider:

- Host a Blue Zones Project restaurant summit to showcase the benefits of participating as a restaurant and what restaurants can do to become Blue Zones Project Approved.
- Train restaurant staff on adopted best practices and encourage employees to learn about Blue Zones Project and take the Blue Zones Project® Personal Pledge.
- Work with the restaurant committee to assist restaurants in finding recipes for plant-based menu options, including for children's menus.

Commented [BF32]: We may want to frontload a bit to try to get more early on

Commented [BF33]: You could also add a strategy like the following since it was called out in your discovery report:

- Engage with restaurateurs prior to opening to educate them on Blue Zones Project and the benefits of becoming a Blue Zones Project Approved restaurant.

Objective #2: Increase plant-based menu options in restaurants.

Strategies:

- Work with restaurants to develop a demonstration project that offers a plant-based menu item as a running special for a significant amount of time.
- Utilize the Blue Zones Project restaurant committee to leverage local relationship to encourage restaurants to take the Blue Zones Project Pledge and/or offer plant-based menu options.
- Provide a referral program to drive customer traffic to restaurants offering Blue Zones-inspired menu options
- Encourage restaurants to host cooking demonstrations and taste tests of plant-based foods
- Promote Blue Zones Project menu items not just as delicious options for dine-in but also as convenient take-out options for busy individuals and families.
- Promote Blue Zones-inspired menu options as catering opportunities for business meetings, sporting banquets, holiday gatherings and community events, in accordance with the Blue Zones Project Catering Guidelines.
- Train restaurant staff on adopted best practices and encourage employees to learn about Blue Zones Project and take the Blue Zones Project® Personal Pledge.

Commented [BF34]: Of plant based foods?

Commented [BF35]: Promote Blue Zones Project Approved restaurants as catering options for business meetings, sporting banquets, holiday gatherings and community events, in accordance with the Blue Zones Project Catering Guidelines.

Objective #3: Support local restaurant businesses and their efforts to increase healthy food options in the Valley.

Strategies:

- Recruit local restaurant owners to create a Walla Walla Valley Restaurant Association.
- Partner with the Walla Walla Valley Chamber of Commerce and Downtown Foundation to reach out to restaurant owners to gauge interest in the formation of the Association
- Invite members of the Blue Zones steering and or restaurant committee to join the association
- Utilize the Blue Zones Project restaurant committee and owners of approved restaurants to recruit members
- Utilize periodic meetings to share the results Blue Zones Approved restaurants are seeing to gain interest from additional restaurants
- Utilize Blue Zones Project restaurant committee members to help facilitate discussions among restaurants and grocery stores to see if there is opportunity to cross-promote with each other.

Restaurants Measures of Success

PROGRESS MEASURES:

- Number of restaurants completing the Blue Zones Project Restaurant Pledge
- Increase in sales of Blue Zones-inspired dishes

- Number of restaurants that offer Blue Zones-inspired dishes
- Number of Blue Zones-inspired menu options available community wide
- Number of healthy cooking demonstrations and/or taste tests hosted by restaurants
- Increase in sales of half-sized portions
- Increase in sales of non-sugary beverages
- Increase the number of restaurants sourcing produce from local farms.

OUTCOME MEASURES:

- Number of Blue Zones Project Approved restaurants
- Sales of Blue Zones-inspired dishes: dollars or percentage
- Number of restaurants offering half-sized menu options
- Number of restaurants utilizing Blue Zones Project Restaurant Pledge best practices
- Number of restaurants utilizing locally sourced vegetables

GROCERY STORES

Goals: Offer and promote affordable, healthy foods and beverages, thereby supporting community well-being.

Certification Target: Minimum of two grocery stores (25 percent) in the Walla Walla Valley achieved the status of Blue Zones Project Approved grocery store

Year One: Minimum of one grocery store in the Walla Walla Valley completes the Blue Zones Project Grocery Store Pledge and becomes approved

Objective#1: Minimum of one grocery store in the Walla Walla Valley completes the Blue Zones Project Grocery Store Pledge and becomes approved.

Strategies:

- Engage Andy's Market to take the pledge
- Utilize Blue Zones Project marketing and display materials to promote and highlight healthy grab and go items
- Create videos with grocery stores to educate customers on how to choose fresh or ripe fruits and vegetables
- Engage youth with an interactive scavenger hunt in participating stores

Objective #2: Increase the sales and consumption of fruits and vegetables

Strategies:

- **Bundle** vegetables and fruit to provide a total price unit instead of price per lbs.

- Provide shelf talkers that educate consumers on the benefits of consuming vegetables and fruits
- Work with grocery stores to conduct taste tests of raw and cooked vegetables
- Provide recipe cards that increase the utilization of vegetables for simple meals
- Present cooking classes that show case how to cook healthy meals
- Promote the purchase of healthy foods and beverages by offering price incentives.

Objective #3: Increase the availability of healthy convenience foods.

Strategies:

- Work with local grocery stores to offer tasting opportunities to determine what recipes customers like
- Increase the number of healthy grab and go meals and dinner kits.
- Provide marketing to showcase dinner kits available at participating grocery stores along with nutrition information.
- Include recipe cards with dinner kits so customers can purchase ingredients and create similar meals at home
- Partner grocery stores with convenience stores to sell healthy grab and go meals at convenience stores
- Partner grocery stores with worksites to facilitate orders of healthy grab and go lunches and dinner kits that would be delivered directly to worksites.

Grocery Stores Measures of Success

PROGRESS MEASURES:

- Number of grocery stores completing the Blue Zones Project Grocery Store Pledge
- Customer and employee feedback
- Number of taste tests hosted by grocery stores
- Number of individuals who participate in cooking demonstrations
- Number of healthy meal kits available
- Number of meal-kit promotions

OUTCOME MEASURES:

- Number of Blue Zones Project Grocery Store Pledge best practices implemented
- Sales of fruits and vegetables: dollars or percentage
- Increase in sales of fruits and vegetables by government-assisted food-program participants
- Sales of Blue Zones-inspired dinner kits: dollars or units
- Sales of Blue Zones-inspired grab and go meals: dollars or units

WORKSITES

Goals: Create a diverse and inclusive workplace culture to recruit, retain, and support employees and their families' well-being

Certification Target: At least 10 of the top 21 Walla Walla Valley employers become Blue Zones Project Approved worksites.

Year One: Minimum of three of the top 21 employers achieve Blue Zones Project Approved worksite status

Objective#1: Three worksites achieve Blue Zones Project Approved status

Strategies:

- Work with early adopters to take the Blue Zones Project Worksite Pledge
- Host a worksite summit to provide an overview of the benefits and approval process to worksites
- Partner with the Chamber of Commerce, Rotary and other professional organizations to present Blue Zones Project information at board meetings **with a specific focus on organizations that serve a Spanish speaking population.**
- Utilize early adopters' success stories to present Blue Zones Project to additional worksites in the Walla Walla Valley
- Work with worksites to do onsite and virtual health and well-being presentations

Objective #2: Create a healthier food environment in worksites in the Walla Walla Valley

Strategies:

- Offer CSA (community supported agriculture) and produce boxes at participating worksites
- Work with Blue Zones Project Approved worksites to implement pledge best practices during employee new-hire orientations
- Set up informational displays highlighting healthy food options at worksites and nearby restaurants
- Offer healthy food taste tests at onsite cafeterias and healthy vending options
- Encourage eater consumption by increasing accessibility
- Establish worksite well-being committees
- Work with committees to create monthly well-being challenges
- Partner worksites with restaurants that offer healthy menu options to pre-order meals for next-day delivery

Objective #3: Support employee well-being by offering education and awareness about mental health through adopted policies and programs

Strategies:

- Develop policies and programs that allow physical and mental breaks throughout the day
- Compile a list of resources, best practices, and outcomes related to mental health programs to provide as a resource
- Encourage the adoption of best practices such as walking meetings, ergonomic desk spaces and mental microbreaks
- Promote a culture of active transportation that makes it safe and convenient to walk or bike to work and to and from activities while at work.
- Develop employee-led health and well-being advisory committees
- Partner with local healthcare providers to host worksite lunch and learns on health topics
- Work with Human Resources departments to promote financial well being resources provided by Employee Assistance Programs
- Partner with local financial advisors to host worksite lunch and learns on financial well-being topics
- Coordinate with employer HR or well-being committee to promote Purpose Workshops and volunteer opportunities

Worksites Measures of Success

PROGRESS MEASURES:

- Number of grocery stores completing the Blue Zones Project Grocery Store Pledge
- Number of employees engaged in a Blue Zones Project activity
- Number of employees who take the RealAge™ Test
- Increase in the number of healthy vending and cafeteria options at worksites
- Increase in the number of worksites engaged in the promotion of onsite well-being breaks
- Increase in scores on employee satisfaction surveys associated with well-being.
- Number of employees who participate in health activities (ex: hydration challenges, weight-loss challenges)

OUTCOME MEASURES:

- Increase in the number of Blue Zones Project Approved worksites
- Increase in the number of worksites that complete the Worksite Pledge
- Increase in the number of worksites offering healthy food education and/or programs

Commented [BF36]: Let's revisit this objective.

Commented [KD37R36]: @Briana Fountain @Meghan DeBolt do you have a recommendation for an objective that is overarching? Or would this be something as simple as 10 worksites achieving approved status?

Commented [MD38R36]: @Katherine DePoncy I am not sure... what have other communities Done? I feel this is an intermediate steps to being Approved, right @Briana Fountain

Commented [BF39R36]: Yes. Essentially it feels more like a tactical step to accomplish objective one. A couple things you can do:

Support employee well-being by offering education and awareness about mental wellness.

Commented [KD40R36]: @Briana Fountain let me know if my edit to the object works for you. I think the strategies do a good job of supporting the more targeted objective.

- Increase in the number of worksites offering vending, meeting Blue Zones Project guidelines.
- Increase in the number of worksites offering rooms or space for downshifting
- Increase in the number of worksites promoting daily physical and mental breaks
- Increase in the number of worksites that incentivize volunteerism in the community
- Increase in the percentage of employees that actively commute via bike, public transit, walking
- Decrease in overall absenteeism/or number of sick days at individual worksites

PEOPLE

INDIVIDUAL ENGAGEMENT

Goal: Inspire, engage, support, inform and connect individuals living in the Walla Walla Valley to Blue Zones Project principles to improve overall health and well-being.

Certification Target: At least 15 percent of the population, 15 years or older, participates in at least one of the following Blue Zones Project engagement activities: receives the Blue Zones Project Story and signs a Personal Pledge, participates in a Moai, attends a Purpose Workshop, volunteers through Blue Zones Project, or takes part in a virtual Challenge on the Sharecare platform.

Year One: Five percent of the population 15 years or older in the cities of Walla Walla and College Place participate in a Blue Zones Project activity or take the personal pledge.

Commitment to Health Equity, Inclusion and Diversity: The local team will create targeted programming that mitigate barriers including providing translation, meals and access to public transportation, a schedule that is mindful of seasonal earning patterns, and events where people who have historically experienced discrimination specifically feel welcome and are able to participate.

Objective 1 – Ensure Health Equity, Diversity, and Inclusion (HEDI) are at the forefront of all Blue Zones Project planning and execution of programs and events to support engagement with policy, engagement, and programs/events.

Strategies

- Ensure Engagement Committee members represent the diversity of the Walla Walla Valley and a co-chair is a HEDI leader in the community. Include leaders and subject matter experts from organizations and areas that serve historically underserved populations.
- Partner with neighborhood serving organizations, as with organizations serving vulnerable populations, on engagement activities.

Commented [KB41]: @Meghan DeBolt I finished my edits in this section. Let me know if you need anything else! Thanks!

Commented [PL42]: Love the foundational work this represents.

Commented [MD43]: Action Item: Create a formal Commitment to Equity, Diversity and Inclusion Agreement and post on the Blue Zones Project Walla Walla Valley website.

Commented [MD44]: Action Item: Partner with FMC, PSMC, and WWC.

Commented [MD45]: Action Item: Establish grassroots network of bilingual Well-being and Equity Ambassadors who can engage all segments of the population, provide workshops, demonstrations, and lead moais. Offer this group ambassador training and engagement presentation to civic, professional, and community organizations.

- Prioritize the distribution of print and digital program materials, as well as other marketing assets, in Spanish and English.
- Create targeted programming that mitigate barriers including providing translation, meals, childcare, access to public transportation, a schedule that is mindful of seasonal earning patterns, and events where people who have historically experienced discrimination specifically feel wanted and are able to participate. Coordinate, support and promote training and resources on HED, resilience, trauma care and additional preventative practices to bolster community well-being aligned with blue zones principles.

Commented [KB46]: This is an action item under this strategy: Create a Spanish language intern program.

Commented [KB47]: action item includes Spanish language media engagement

Commented [KB48]: action item: Provide activity rooms or partner with those who offer licensed care for children to ensure broad participation.

Commented [MD49]: Action Item: Add note re: training/resources available to those in the community re: trauma informed care. Acknowledge we are not the experts but highlight/bring together community experts. Add additional landing page or similar to share resources (consider borrowing from Whitman or WWU). Review Sherwood Trust list of suggestions on event planning to ensure equitability and inclusion.

Commented [PL50]: campaigns may stretch for 6-12 months so I wouldn't want to commit to quarterly.

Commented [KB51]: Action items under this strategy: Launch Moais at Blue Zones Project participating and approved organizations. Establish a grassroots network to regularly identify and train leaders in English and Spanish to host Moais. Identify partners to host plant-based cooking classes and demonstrations. Partner with organizations to provide opportunities for residents to come together for healthy activities – (for example the annual Veterans Stand Down, neighborhood organization events, and other events that represent the breadth of our community.

Commented [KB52]: @Katherine DePonty Do you have a minute to talk about this strategy that supports student engagement at schools?

Commented [KB53]: Action item: such as cooking classes for students and parents.

Commented [MD54]: Action Items: Use the kickoff event to identify individuals interested in participating in Purpose Workshops held in Q2-Q4 2021. Offer Purpose Workshops throughout the community in partnership with our Equity and Well-being Ambassadors. Partner with local colleges to provide Purpose Workshops to student groups/clubs and at student orientations. Identify community organizations to provide Purpose Workshops and offer volunteer opportunities.

Commented [MD55]: Action Items: Work with community partners to: Evaluate current volunteer opportunities, existing databases, and the potential for creating a coordinated database or 'clearinghouse' system of community-wide volunteer opportunities where individuals can put their

Commented [MD56]: @Rebecca Thorpe can you flesh out the Volunteer strategy by 4:30?

Objective 2 – Engage a representative 5% (2,250) of community members 15 years of age and older in Blue Zones Project activities. Strategies

- Host a series of kickoff events to increase awareness and engagement of BZP, as well as take the Personal Pledge.
- Continue to raise awareness and build momentum for the project by implementing regular marketing campaigns to promote involvement in BZP events/activities.
- Develop a Blue Zones Project presence at key community events to increase awareness and invite attendees to participate in Blue Zones Project activities.
- Build strong social support networks through engagement at worksites, schools, and faith-based and community organizations.
- Partner with Whitman College, Walla Walla University, and Walla Walla Community College to provide workshops and create programs that engage students in lifelong health and well-being habits and provide opportunities for students to volunteer to support inclusive community engagement.
- In partnership with Blue Zones Project policy and places work, partner with local schools and after school programs to create programs that engage students in lifelong health and well-being habits.

Objective 3 – Strengthen and unite our community's sense of belonging and connectedness by creating opportunities for all residents to link their sense of purpose to a local volunteering opportunity.

Strategies:

- Offer Purpose Workshops throughout the community to connect individuals with a greater sense of belonging and connectedness.
- Coordinate BZP volunteer opportunities, and identify community organizations to offer broaden opportunities, where individuals can put their purpose work.

Individual Engagement Measures of Success

Progress Measures

- Number of community partnerships established with not-for-profit, civic or faith-based community organizations
- Individuals who take the Personal Pledge
- Number of individuals who participate in a Purpose Workshop
- Number of individuals who volunteer with community organizations or in events promoted by Blue Zones Project
- Number of Blue Zones Project Story presentations
- Number of individuals who participate in a Moai

Outcome Measures

- Moai participants accurately represent the broader geography of WWV
- Volunteer opportunities made available in all areas of WWV
- Increased number of followers on social media (again, should we break this down so that there is a broad representation on social media?)
- Increased number of contacts in email data base

MEDIA

Goals: increase awareness of the BZP by utilizing local media channels to help build awareness of the benefits of the Project to the overall health and wellbeing of the Walla Walla Valley.

Certification Target: 10 major media stories published over the duration of the project.

Year One: Have 4 of 10 media stories and continue to build transparent relationships with local media partners representing newspaper and radio.

Objective – Earn 4 major media news stories published by local media partners, promoting the BZP and benefits to overall health and well-being.

Strategies:

- Build a relationship with local media outlets, gaining coverage of BZP with a minimum of 2 major news stories by the start of our transformation phase.
- Work with local radio to highlight the personal success stories of at least 2 individuals participating in BZP activities.
- Share sector success stories with local media, highlighting worksites, schools, restaurants and grocery stores.
- Gain support from local media partners through coverage of the BZP with minimum of 2 additional major news stories by the end of the project's first transformation year.

Media Measures of Success

Progress Measures

- Number of national media stories about Blue Zones Project
- Number of local media stories about personal transformations and success stories
- Number of earned interviews on local radio

STEERING COMMITTEE AND LEADERSHIP TEAM APPROVAL

By signing below, the Steering Committee members approve the above Blueprint, which will be reviewed annually for progress and updates.

Commented [MD57]: I will complete this in the coming month and we will have a celebration to sign in June!

[illegible]

REFERENCE DOCUMENTS

Available Upon Request

- Blue Zones Project Walla Walla Valley Discovery Report
- Food Policy Discovery Report
- Tobacco Policy Discovery Report
- Built Environment Policy Discovery Report

Built Environment

Goals: Enhance our built environment to promote natural movement, enrich social connectedness, and improve overall well-being and livability through transportation and land-use policies and projects.

Important Definitions:

Built Environment Marquee Project – A way to move policy into practice by creating lasting change to the built environment that encourages active transportation and living. The marquee project should apply several best practices for creating vibrant, livable communities and inspire people to collectively reimagine public spaces.

Policy/Plan – A rule or plan of action adopted by government or an organization to guide decisions and achieve outcomes.

Capacity Building Initiative – A non-infrastructure project that focuses on education and encouragement activities intended to change community behaviors, attitudes and social norms.

Year One Target:

To be determined by BE Policy Committee co-chairs

Walla Walla

Objective #1: Support efforts underway in Walla Walla to equitably further multimodal connectivity, inform regional transportation planning efforts, and create walkable, livable spaces.

Strategies:

1. **Plan/Policy:** Provide local priorities and input to the development of the regional Active Transportation Plan efforts in partnership with Walla Walla Valley MPO, the Cities of College Place and Walla Walla, Walla Walla County, and other key stakeholders.
2. **Plan/Policy:** Assess and adjust parking requirements through code amendments, including reducing parking minimums.
3. **Plan/Policy:** Advance a workplan for local implementation of elements of the Blue Mountain Region Trails Plan.

Objective #2: Advance healthy and equitable transportation and land use practices through added support for community and stakeholder collaboration, know-how, and resources.

Strategies:

1. **Capacity Building Initiative:** Support local efforts to advocate for renewal of the Transportation Benefit District and other multimodal transportation infrastructure funding options.

2. **Capacity Building Initiative:** Assist City efforts to incorporate equity criteria into city-led project prioritization including parks and community facilities.
3. **Capacity Building Initiative:** Explore opportunities with the Cities, Walla Walla County Council on Housing and area jurisdictions and stakeholders to pursue community-wide affordable housing strategies such as supporting the Common Roots Housing Trust.
4. **Capacity Building Initiative:** Explore interagency workshop opportunities with Walla Walla County Roads, Port of Walla Walla, City of College Place, and other entities in the Valley to develop strategies for prioritizing infrastructure projects, including updating performance measures. Updating performance measures will allow cities to reframe infrastructure performance to account for the experience of active transportation users.
5. **Capacity Building Initiative:** Support City of Walla Walla community engagement and communication efforts including opportunities for citizen interaction with city projects. Facilitate a local discovery process with Latinx community members to help identify improved engagement practices.

Objective #3: Implement projects that engage the community in public space redesign, improve the built environment for all ages, abilities, races and incomes, and support understanding and acceptance of healthy, equitable community design.

Strategies:

1. **Demonstration or Marquee Project:** Assist city efforts to implement temporary or permanent Safe Routes to School improvements, in partnership with Walla Walla County, Walla Walla Public Schools and other area schools. This should include support in pursuit of relevant funding opportunities.
2. **Demonstration or Marquee Project:** Support city efforts to enhance community placemaking and wayfinding opportunities through open streets projects and alignment with area recreation plans and Walla Walla Valley Wayfinding Master Plan.
3. **Marquee Project:** Support Walla Walla Public School District's Tree Management Program, and city Urban Forest Management Plan, to promote a healthy, sustainable and prosperous tree presence throughout the community. This will enhance pedestrian comfort and result in environments that encourage active transportation.

College Place

Objective #1: Ensure the implementation of a safe, equitable, multimodal network in College Place through the development of active transportation plans and projects.

Strategies:

1. **Plan/Policy:** Create a Complete Streets Implementation Plan.
2. **Plan/Policy:** Develop an ADA Transition Plan in partnership with the Walla Walla Valley MPO.
3. **Plan/Policy:** Complete a Local Road Safety Plan, including a Safe Routes to School toolkit, in partnership with the Walla Walla Valley MPO and area schools.

4. **Plan/Policy:** Support the development of the regional Active Transportation Plan, led by the Walla Walla Valley MPO.
5. **Plan/Policy:** Support city efforts to develop and implement a private-to-public infrastructure transition program.

Objective #2: Advance healthy and equitable transportation and land use practices through opportunities to increase community and stakeholder collaboration, know-how, and resources.

Strategies:

1. **Capacity Building Initiative:** Conduct audits on transit stop accessibility, sidewalk gaps and repair needs, and lighting issues to inform the City's ADA Transition Plan and regional transit plan update.
2. **Capacity Building Initiative:** Advocate for a long-term, sustainable source of funding for the Transportation Benefit District.
3. **Capacity Building Initiative:** Explore interagency workshop opportunities with Walla Walla County Roads, Port of Walla Walla, and City of Walla Walla, and other entities in the Valley to develop strategies for prioritizing infrastructure projects, including updating performance measures. Updating performance measures will allow cities to reframe infrastructure performance to account for the experience of active transportation users.
4. **Capacity Building Initiative:** Explore opportunities with the Cities, Walla Walla County Council on Housing and area jurisdictions and stakeholders to pursue community-wide affordable housing strategies such as supporting the Common Roots Housing Trust.
5. **Capacity Building Initiative:** Support city community engagement and communication efforts. Facilitate a local discovery process with Latinx community members to help identify improved engagement practices.

Objective #3: Implement projects in College Place that engage the community in public space redesign, improve the built environment for all residents and visitors, and support understanding and acceptance of healthy, equitable community design.

Strategies:

1. **Demonstration or Marquee Project:** Implement downtown placemaking efforts, to include a) public art, b) Open Streets activities, and c) the creation of a shared parking lot to eliminate parking requirements along College Ave and promote active use of spaces.
2. **Demonstration or Marquee Project:** Install traffic calming around schools based on Safe Routes to School Toolkit in partnership with College Place Public Schools and other area schools.
3. **Demonstration Project:** Develop Complete Streets demonstration projects, informed by the Complete Streets Implementation Plan.

Built Environment Policy Measures of Success

Progress Measures

- Number of policies, plans, or programs updated, adopted or implemented
- Number of capacity building initiatives completed
- Number of projects completed

Outcome Measures

Required:

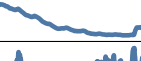
- Increase in number miles of pedestrian/bicycle infrastructure
- Marquee project: As applicable, ADT (average daily traffic), ped count, bike count, crash rate before and after project, business vacancy rate/increase in new businesses along corridor project implemented on
- Increase in CIP funding allocated to ped/bike projects for that budget year (actual \$ investments and ped/bike \$ investments as % of total CIP \$s)
- Decrease in number of vehicle, pedestrian, and bike fatalities/serious injuries/collisions
- Built environment-related grants won with BZP support

Optional:

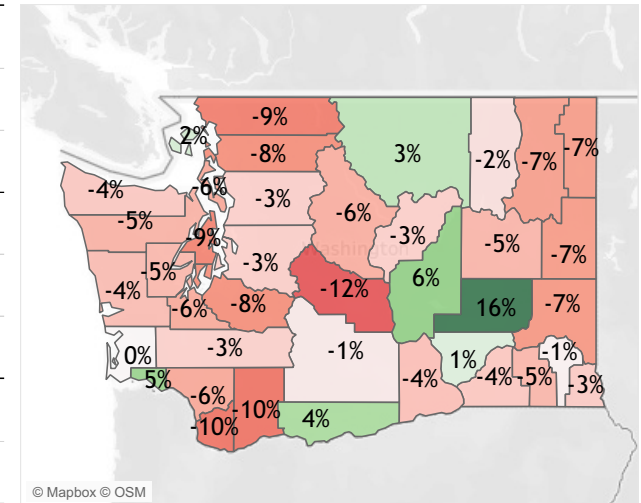
- Walkscore
- Pedestrian and bicycle commute rates
- Public transit use
- Park and trail use

Economic Recovery Dashboard

Best viewed in full screen

		Current Level	% Change ¹	Absolute Change ¹	Trend
Employment	Total Employment	3,627K	-5% ▼	-183K	
	Detailed views				
	Unemployment Rate ⁴	6.4%	1.9% ▲		
	Job Postings		17% ▲		
Business	Taxable Retail Sales	\$14,005M	5% ▲	\$717M	
	Detailed views				
	Taxable Business Inco..	\$54.97B	6% ▲	\$2.89B	
	Export Volume	\$3.57B	-9% ▼	-\$0.36B	
Support Programs	Basic Food ² Participants	970.3K	21% ▲	169.2K	
	Detailed views				
	TANF ³ Participants	70.8K	28% ▲	15.5K	
Consumer Behavior	Credit Card Spend		1% ▲		
	Detailed views				
	Time Outside Home		-9% ▼		

Year-over-year employment change by county



Click a county to view county-specific statistics in the table to the left - click in the gray area outside Washington to clear the filter

1. Change over time period shown in trend-line. Time periods differ due to differences in publication schedules. Percentage change reflects change over last 12 months or since the first available month in last 12 months.
2. Supplemental Nutrition Assistance Program (SNAP) and State Food Assistance Program (FAP)
3. Temporary Assistance for Needy Families
4. Employment Rate is not seasonally adjusted

The Economic Recovery Dashboard is a visualization tool that uses an assortment of data sources to track Washington state's economic recovery and resiliency. It displays the latest available data on employment, businesses, government assistance programs, and consumer behavior, helping monitor the economic impact of COVID-19 across Washington state. This dashboard is intended to provide the public access to key metrics that may help inform policy and economic recovery initiatives. As this dashboard is still evolving, we may update the available views and data sources where possible. Updates are made on a monthly basis.

Dashboard last updated: April 14, 2021

Restaurant Revitalization Funding Program

Program Guide as of April 26, 2021

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Restaurant Revitalization Fund (RRF) Program Guide as of April 26, 2021

Introduction

The U.S. Small Business Administration (SBA) is awarding funding through the Restaurant Revitalization Program to restaurants, bars, and other similar places of business that serve food or drink. The purpose of this funding is to provide support to eligible entities that suffered revenue losses related to the COVID-19 pandemic.

On March 11, 2021, the American Rescue Plan Act (ARPA) became public law ([P.L. 117-2](#)). [Section 5003](#) established the Restaurant Revitalization Fund (RRF), and appropriated \$28.6 billion for SBA to award funds. These appropriations remain available until expended. SBA will continue accepting applications subject to availability of funds.

Fund must be used for [eligible uses](#) no later than March 11, 2023.

Access SBA's webpage on the Restaurant Revitalization program [here](#).

More information on post award guidelines will follow this guide.

Eligibility

Eligible Entities

Eligible entities are businesses that are not permanently closed and include businesses where the public or patrons assemble for the primary purpose of being served food or drink including:

- Restaurants
 - Food stands, food trucks, food carts
 - Caterers
 - Bars, saloons, lounges, taverns
 - Licensed facilities or premises of a beverage alcohol producer where the public may taste, sample, or purchase products
 - Other similar places of business in which the public or patrons assemble
- for the primary purpose of being served food or drink
 - Snack and nonalcoholic beverage bars
 - *Bakeries
 - *Brewpubs, tasting rooms, taprooms
 - *Breweries and/or microbreweries
 - *Wineries and distilleries
 - **Inns

* Bakeries, brewpubs, tasting rooms, taprooms, breweries, microbreweries, wineries and distilleries: In order to be eligible, these businesses must provide documentation with their application that [on-site sales](#) to the public comprised at least 33% of [gross receipts](#) in 2019. For businesses who opened in 2020 or that have not yet opened, the Applicant's original business model should have contemplated at least 33% of gross receipts in on-site sales to the public.

** Inns: To be eligible, these businesses must provide documentation with their application that on-site sales of food and beverage to the public comprised at least 33% of gross receipts in 2019. For businesses who opened in 2020 or that have not yet opened, the Applicant's original business

Restaurant Revitalization Fund (RRF) Program Guide as of April 26, 2021

model should have contemplated at least 33% of gross receipts in on-site food and beverage sales to the public.

Note: To satisfy the statutory requirement for “place of business in which the public or patrons assemble for the primary purpose of being served food or drink,” an eligible entity must have at least 33% in 2019 on-site sales to the public. The original business model of eligible entities that opened in 2020 or that have not yet opened should have contemplated at least 33% of gross receipts in on-site sales to the public. Those entities without additional documentation requirements, such as restaurants and bars, are presumed to have on-site sales to the public comprising at least 33% of gross receipts in 2019. All applicants must attest in the application to the following “The Applicant is eligible to receive funding under the rules in effect at the time this application is submitted.”

Eligible entities include any of the above entities located in an airport terminal or that operate independently (i.e. has its own tax identification number) inside another business (e.g. a restaurant that operates independently inside a hotel or conference center) or that are a [Tribally-owned concern](#).

Category	Eligible	Ineligible
Form of Organization	• C Corporations** • S-Corporations** • Partnerships • Limited Liability Companies • Sole proprietors • Self-employed individuals • Independent contractors • Tribal businesses	• All other forms of organization
Business Tax Identification Number	• Valid EIN • Valid SSN • Valid ITIN	• Expired EIN • Expired SSN • Expired ITIN
State or local government-operated businesses	NA	• Any state or local government-operated businesses
Operating status	• Open • Temporarily closed • Opening soon, with expenses incurred as of March 11, 2021	• Permanently closed
Bankruptcy Status	• Have not filed for bankruptcy • Operating under an approved (confirmed) plan of reorganization under a	• Permanently closed • Filed a Chapter 7 bankruptcy • Filed a Chapter 11, 12, 13 bankruptcy but is not operating under an approved

Restaurant Revitalization Fund (RRF) Program Guide as of April 26, 2021

	Chapter 11, Chapter 12, or Chapter 13 bankruptcy	(confirmed) plan of reorganization
Registration in SAM.gov and DUNS number	Not required	N/A
Number of locations	As of March 13, 2020, own or operate (together with any Affiliated Business) 20 or fewer locations, regardless of name or type of business at those locations	As of March 13, 2020, own or operate (together with any Affiliated Business) more than 20 locations, regardless of name or type of business at those locations
Paycheck Protection Program Applicants	- Did not apply for PPP - Already received a PPP loan - Have a pending application for a PPP loan (note: upon applying for Restaurant Revitalization funding, Applicant should withdraw any outstanding PPP application; Applicant is verified using EIN/ITIN/SSN)	N/A
Shuttered Venues Applicants	- Did not apply - Denied a Shuttered Venues Operators Grant	- Received a Shuttered Venues Operators Grant - Have a pending application for a Shuttered Venues Operators Grant
EIDL, EIDL Advance, Targeted EIDL Advance	- Did not apply - Applicant has received an Economic Injury Disaster Loan (EIDL), EIDL Advance, or Targeted EIDL Advance	NA
Non-profit Organizations	NA	All non-profit organizations
Publicly Traded Companies	NA	All Publicly Traded Companies
Franchises	If the Applicant is operating under a franchise or similar	NA

Restaurant Revitalization Fund (RRF) Program Guide as of April 26, 2021

	agreement that meets the Federal Trade Commission definition of a franchise in 16 CFR 436 . The franchise must be listed on the SBA Franchise Directory* with a franchise identifier code to ensure the franchise is eligible under SBA's other eligibility criteria (e.g., 13 CFR § 120.110)	
Funding Request Size	• Funding requests greater than or equal to \$1,000	• Funding requests under \$1000 • Funding requests over \$5 million per location (not to exceed \$10,000,000 total for the Applicant and any Affiliated Businesses)
Other Ineligible Businesses		• Businesses are ineligible if any of the provisions in 13 CFR 120.110 applies

**Franchises: For brands not listed on the Directory (including brands that have previously been denied listing on the Directory because of affiliation issues), the franchisor must submit the Franchise Disclosure Document (or other agreement) and all other documents a franchisee is required to sign to franchise@sba.gov for review of SBA's other eligibility criteria (e.g., 13 CFR § 120.110).*

***B-Corporations may select S-Corporation or C-Corporation depending on how they are taxed.*

Applicant Good Faith Certification

The Applicant must make a good faith certification on SBA Form 3172 that:

- Current economic uncertainty makes this funding request necessary to support the ongoing or anticipated operations of the Applicant.
- The Applicant does not have a pending application for and has not received a Shuttered Venue Operator grant from SBA.

Calculation of Funding Amount

SBA may provide funding of up to \$5,000,000 per location (not to exceed \$10,000,000 total for the Applicant and any [Affiliated Businesses](#)) for Applicants who meet eligibility requirements.

The minimum funding amount will be \$1,000; therefore, applications requesting less than \$1,000 (net required reductions) in funding will not be accepted or approved. For example, if Applicant

Restaurant Revitalization Fund (RRF) Program Guide as of April 26, 2021

X has a reduction in revenue of \$2,000 but has a PPP loan for \$1,500, the Applicant's application will not be approved for processing and funding because the net funding calculation is less than \$1,000.

SBA believes that any award amount under \$1,000 would be de minimis and therefore that this minimum threshold is consistent with Congress's mandate that eligible entities use the funds to "support the ongoing operations.", ARPA § (5003)(c)(2)(i)).

For purposes of calculating funding amount, "in operation" means the day the entity started making sales. This does not mean the day the Applicant registered with the Secretary of State to establish the Applicant's legal entity (for example: if the Applicant formed the LLC on August 15, 2015 but didn't make the first sale to a customer until January 1, 2016, the Applicant's in operation date is January 1, 2016).

Additionally, for those entities who began operations partially through 2019, you may elect (at your own discretion) to use either calculation 2 or calculation 3 from the funding calculations below.

Corrections following submission and pre-award funding will require Applicant to re-visit the application portal or call the support hotline to submit the correction, new documentation, and initiate a restart of the timeline for review and payment. Please note, if an applicant initiates a restart it may take upwards of 14 days from the time of resubmission for SBA to finalize review of the application.

The SBA will NOT allow corrections to awards that have been paid to awardees.

Calculation 1 (Table 1 from Application): Applicants that were in operation (making sales) prior to or on January 1, 2019:

Step 1: Begin with [gross receipts](#) as reported on the eligible entity's 2019 Federal tax return.

Step 2: Subtract 2020 gross receipts as reported or to be reported on the eligible entity's 2020 Federal tax return or, if applying through a designated SBA point-of-sale restaurant partner, the gross receipts that are recorded with the point-of-sale partner. Do not include any amounts received from any Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan), SBA Section 1112 payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL Advance, Targeted EIDL Advance, Randolph-Sheppard Act Financial Relief and Restoration Payments (FRRP) Appropriation, or any state and local small business grants (via CARES Act or otherwise).

Step 3: Subtract the aggregate original disbursement amount(s) of any PPP loan (First Draw PPP Loan and Second Draw PPP Loan) received, regardless of whether received in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020, in accordance with PPP safe harbor rules.

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Step 4: If the total is more than \$5 million per [physical location](#), reduce the amount to \$5 million per physical location. Your funding amount, together with your [Affiliates](#), may not exceed \$10 million. If the total is less than \$1,000, you are not eligible.

Applicants that began operations (making sales) partially through 2019

For those entities who began operations partially through 2019, you may elect (at your own discretion) to use either calculation 2 or calculation 3 from the funding calculations below.

Calculation 2 (Table 2 from Application):

Step 1: Calculate your annualized 2019 gross receipts:

- Step 1(a): Begin with [gross receipts](#) as reported on the eligible entity's 2019 Federal tax return.
- Step 1(b): Calculate your 2019 average monthly gross receipts.
For example, if you opened your doors on October 15, 2019 (were in operation for 2.5 months) and your total 2019 gross receipts were \$25,000: Divide \$25,000 by 2.5 for a 2019 average monthly gross receipts calculation of \$10,000.
- Step 1(c) Multiply your 2019 average monthly gross receipts (the amount from Step 1(b)) by 12.
For example, if your 2019 average monthly gross receipts was \$10,000, multiply \$10,000 by 12 to result in \$120,000.

Step 2: Subtract 2020 gross receipts as reported or to be reported on the eligible entity's 2020 Federal tax return or, if applying through a designated SBA point-of-sale restaurant partner, the gross receipts that are recorded with the point-of-sale partner. Do not include any amounts received from any Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan), SBA Section 1112 payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL Advance, Targeted EIDL Advance, Randolph-Sheppard Act Financial Relief and Restoration Payments (FRRP) Appropriation or any state and local small business grants (via CARES Act or otherwise).

Step 3: Subtract the aggregate original disbursement amount(s) of any Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan) received, regardless of whether received in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.

Step 4: If the total is more than \$5 million per [physical location](#), reduce the amount to \$5 million per physical location. Your funding amount, together with your [Affiliates](#), may not exceed \$10 million. If the total is less than \$1,000, you are not eligible.

Calculation 3 (Table 3 from Application): Applicants that began operations (making sales) on or between January 1, 2020 and March 10, 2021; and

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Applicants that have not yet opened for sales but as of March 11, 2021, have incurred eligible expenses:

Step 1: Start with the total amount you spent on eligible expenses incurred on and between February 15, 2020 and March 11, 2021. Eligible expenses have the same definition as “[Eligible Uses of Funds](#),” below.

Step 2: Subtract [gross receipts](#) earned on and between January 1, 2020 and March 11, 2021 as reported or to be reported on the eligible entity’s Federal tax return or, if applying through a designated SBA point-of-sale restaurant partner, the gross receipts that are recorded with the point-of-sale partner. Do not include any amounts received from any Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan), SBA Section 1112 payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL Advance, Targeted EIDL Advance, Randolph-Sheppard Act Financial Relief and Restoration Payments (FRRP) Appropriation, or state and local small business grants (via CARES Act or otherwise).

Step 3: Subtract the aggregate original disbursement amount(s) of any Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan) received, regardless of whether received in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.

Step 4: If the total is more than \$5 million per [physical location](#), reduce the amount to \$5 million per physical location. Your funding amount, together with your [Affiliates](#), may not exceed \$10 million. If the total is less than \$1,000, you are not eligible.

Calculation 4 (Table 4 from Application): For Applicants that operate multiple locations using different Calculations

Applicants that operate multiple locations may calculate funding amounts for their locations using separate Calculation methods and then aggregate the amounts together. The aggregated funding amount is limited to \$5 million per location and \$10 million for the Applicant and its Affiliates.

Example 1: An Applicant owns a restaurant that has been open since 2015 and another restaurant that has been open since 2020. The Applicant may use Calculation 1 (Table 1) for the first restaurant and Calculation 3 (Table 3) for the second restaurant. List the aggregated funding amount in Table 4 of the application and indicate how many locations are used in the calculation.

Example 2: A food truck operator has 5 food trucks. Three food trucks have been in operation since 2015, one began operating in 2020, and one has been purchased but is still in the process of being made ready for use. A food truck operator has only 1 location (the business headquarters), so the food truck operator would use Calculation 1 (Table 1) for the calculation because the business first began making sales in 2015.

Eligible Uses of Funds

You may use funds for the following expenses during your [covered period](#):

1. Business [payroll costs](#), including sick leave and costs related to the continuation of group health care, life, disability, vision, or dental benefits during periods of paid sick, medical, or family leave, and group health care, life, disability, vision, or dental insurance premiums;
2. Payments on any business mortgage obligation (both principal and interest; note: this does not include any prepayment of principal on a mortgage obligation);
3. Business rent payments, including rent under a lease agreement (note: this does not include any prepayment of rent);
4. Business debt service (both principal and interest; note: this does not include any prepayment of principal or interest);
5. Business utility payments for the distribution of electricity, gas, water, telephone, or internet access, or any other utility that is used in the ordinary course of business for which service began before March 11, 2021.
6. Business maintenance expenses including maintenance on walls, floors, deck surfaces, furniture, fixtures, and equipment;
7. Construction of outdoor seating;
8. Business supplies, including protective equipment and cleaning materials;
9. Business food and beverage expenses, including raw materials for beer, wine, or spirits;
10. Covered supplier costs, which is an expenditure made by the eligible entity to a supplier of goods for the supply of goods that:
 - Are essential to the operations of the entity at the time at which the expenditure is made; and
 - Is made pursuant to a contract, order, or purchase order in effect at any time before the receipt of Restaurant Revitalization funds; or
 - With respect to perishable goods, a contract, order, or purchase order in effect before or at any time during the [covered period](#);
11. Business operating expenses, which is defined as business expenses incurred through normal business operations that are necessary and mandatory for the business (e.g. rent, equipment, supplies, inventory, accounting, training, legal, marketing, insurance, licenses, fees). Business operating expenses do not include expenses that occur outside of a company's day-to-day activities.

Note: Past-due expenses are eligible if they were incurred beginning on February 15, 2020 and ending on March 11, 2023.

Timeframe for Using Funds

Awardees must use all Restaurant Revitalization funds by March 11, 2023 on eligible expenses incurred beginning on February 15, 2020 and ending on March 11, 2023. If the business permanently closes, the covered period will end when the business permanently closes or on March 11, 2023, whichever occurs sooner.

Awardees that are unable to use all Restaurant Revitalization funds on eligible expenses by the end of the covered period must return any unused funds to the government (post award guidance to follow this guide).

Use of Funds Validation

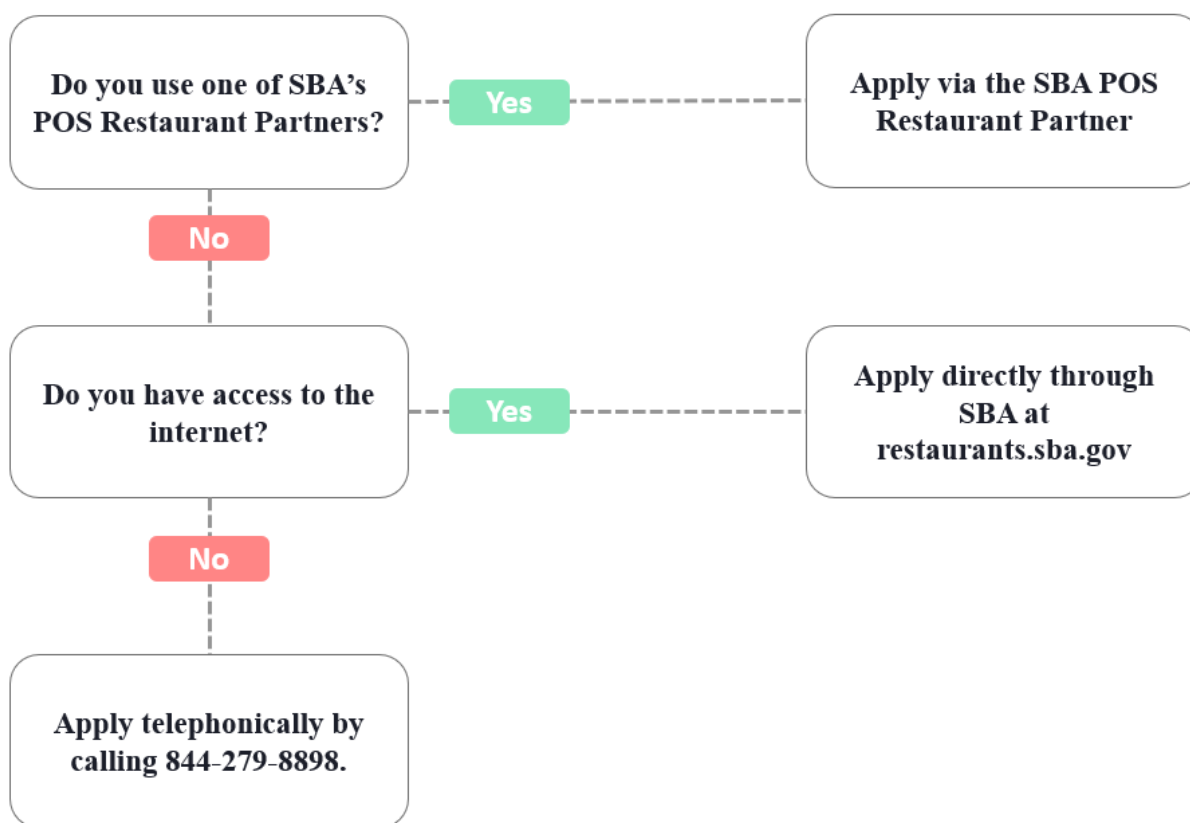
All Applicants have until March 11, 2023 to use award funds. Not later than December 31, 2021 all Applicants are required to report through the application portal how much of their award has been used against each eligible use category. If the Applicant fully expends their funds prior to December 31, 2021, they will be asked to certify in the application portal that proceeds have been used on eligible expenses. All Applicants that do not fully expend award funds prior to December 31, 2021 will be required to complete annual reporting submissions until they fully expend the award funding or the period of performance expires. SBA reserves the right to request supplemental documentation needed to validate the certification.

How to Apply

There are three ways to apply for the Restaurant Revitalization fund.

1. Through a recognized SBA Restaurant Partner
2. Through SBA directly at restaurants.sba.gov
3. Telephonically at (844) 279-8898

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Apply through SBA Restaurant Partners

The SBA developed partnerships with multiple recognized technology companies that provide software, hardware & payments services to the restaurant industry to help ensure wide and equitable distribution of relief. These partners are referred to as SBA's Restaurant Partners or SBA's Point-of-Sale (POS) Restaurant Partners.

If you currently use one of the SBA's Restaurant Partners, you can apply for funding through their website or secure portal. These partners developed capabilities to make it easier for applicants to calculate, validate, and submit applications to the SBA. The SBA encourages applicants who are using our partners to apply through their customized process – this will save time in preparing and processing the application.

Each Restaurant Partner may have unique processes or supporting materials Applicants can use. SBA is actively working to add additional partnerships in the coming weeks. Please monitor sba.gov/restaurants for additional updates from the SBA on official partners and upon announcement, visit your partner of choice's website to learn more information about their ability to support you in your application.

Apply Directly through SBA

1. Gather documentation outlined in this document

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2. If you have access to the internet and will not apply through one of SBA's Restaurant Partners, visit restaurants.sba.gov to access the application platform
3. Create an account
4. Complete the application questionnaire and attestations
5. Upload necessary documentation
6. Upon application completion, a DocuSign package will be sent to the email entered in the application portal
7. Execute DocuSign package immediately in order to trigger SBA review process
8. SBA will begin review of your application. Review will take approximately 14 days to complete provided complete and validated documentation. Applicants may check the status of their application on the application portal.
9. Application decision information or request for further documentation will be sent to the email associated with the Applicant account
10. If approved, funds will automatically be deposited to the bank account entered into the application

Apply Telephonically Directly through SBA

1. Gather documentation outlined in this document
2. Call (844) 279-8898
3. Complete the application questionnaire and attestations with support agent
4. Completed application and signature documents mailed to Applicant
5. Applicant must mail fully executed and notarized application back to SBA (return address instructions included in mailed application)
6. SBA will begin review of your application. Review will take approximately 14 days to complete provided complete and validated documentation.
7. Application decision information or request for further documentation will be sent to the email associated with the Applicant account or mailed if no email available
8. If approved, funds will automatically be deposited to the bank account entered into the application

Receiving Funds

As part of the Restaurant Revitalization Fund, the SBA will directly disburse proceeds to the applicant's operating account.

- For your protection, the SBA requires disbursement to be placed into the Applicant's commercial business account. Using the SBA automatic linking service will expedite this process.
- In cases of sole proprietors operating without a commercial account, the SBA will require supporting documentation to demonstrate this account is utilized for restaurant operations, and it is owned by the sole proprietor. SBA will not allow funding accounts with limited (less than 3 months) history or unrelated ownership to the Applicant. The SBA platform will reinforce these controls as part of your application process.
- Failure to align these payment rules will delay applicant funding.

Get Help Filing a Restaurant Revitalization Application

To help support Applicants throughout the process, SBA will offer support through a call center hotline. Additionally, Applicants who need assistance or have limited access to the digital application will be able to apply telephonically.

- Call center hotline (844-279-8898)
- Applicants can call this number for multi-lingual application or program support

Application Information

Applicant: The Applicant is the entity applying for Restaurant Revitalization funding.

A restaurant with multiple locations under the same EIN must apply for all locations in one single application. Applicants may not apply on behalf of other entities such as Affiliates or subsidiaries.

Example 1: ABC Company owns three restaurants that each have their own EIN and each file their own Federal income tax returns. Each of ABC's restaurants must file their own separate Restaurant Revitalization funding application unless they received Paycheck Protection Program (PPP) loans under ABC Company.

Example 2: XYZ Company owns three restaurants. None of the three restaurants operate separately under its own EIN, and XYZ Company files Federal income tax returns that include gross receipts and expenses from all three restaurants. XYZ Company must file one application that includes funding for all three restaurants. None of the restaurants may file its own application separately from XYZ Company.

Example 3: HIJ Company owns three restaurants under the same EIN. HIJ opened location 1 in 2015, location 2 in July 2019, and location 3 in June 2020. The application will allow HIJ Company to calculate the potential fund amount for each location using the different calculations and roll that amount up to a total potential funding amount.

Tax Identification Number (TIN): The Applicant must provide the (TIN) for the Applicant business and all equity owners of 20% or more. TINs may be Employer Identification Numbers, Social Security Numbers, or Individual Taxpayer Identification Numbers assigned by the Internal Revenue Service. The total equity reported across the 20% or more owners does not have to add up to 100% of all equity outstanding, as long as all 20% or more owners are listed in the application. If no owner has at least 20% ownership of the Applicant, you must list enough owners whose combined equity represents at least 20% of the ownership of the Applicant.

All parties listed below are considered owners of the Applicant:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners
- For a corporation, all owners of the corporation;
- For limited liability companies, all members owning the company; and

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- Any Trustor (if the Applicant is owned by a trust). If the applicant is a sole proprietor without employees, the applicant must apply using the owner's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) assigned to the individual by the IRS or an entity Employer Identification Number (EIN) assigned to the entity by the IRS. All other applicants, including sole proprietors with employees, must use the entity's EIN assigned to the entity by the IRS. If a sole proprietor without employees does not have an SSN, ITIN, or EIN, or if any other entity does not have an EIN, the applicant is not eligible. Note: The IRS [requires](#) all employers, including self-employed individuals with employees, to have an EIN. The IRS [website](#) states that you can [apply online](#) for an EIN and "This is a free service offered by the Internal Revenue Service and you can get your EIN immediately."

Owners: Applicants must list all owners of 20% or more of the business on the application. The listing for each owner must include the owner's Employer Identification Number (EIN), Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If an owner of 20% or more of the business does not have a SSN or ITIN, the business is not eligible.

Set-Asides

To ensure that the smallest businesses and those in underserved communities receive funding awards, SBA has set-aside funds that are available only for certain applicants.

1. \$5 billion is set aside for Applicants with 2019 [gross receipts](#) of not more than \$500,000.
2. An additional \$4 billion is set aside for Applicants with 2019 [gross receipts](#) from \$500,001 to \$1,500,000.
3. An additional \$500 million is set aside for Applicants with 2019 [gross receipts](#) of not more than \$50,000.

Priority in Awarding Funds

SBA will prioritize awarding funds to businesses at least 51 percent owned and controlled by individuals who are women, veterans, and/or socially and economically disadvantaged individuals. Applicants in one of these categories that are operating under an approved plan of reorganization under either a Chapter 11, 12, or 13 bankruptcy and do **not** have a trustee exercising day-to-day control are eligible for funding under this program.

SBA will consider an applicant to be eligible for priority in awarding funds if the Applicant is a business that is at least 51 percent owned by one or more individuals who are women, veterans, or socially and economically disadvantaged and if the management and daily business operations of the applicant are controlled by one or more women, veterans, or socially and economically disadvantaged individual. Applicants must self-certify on the application that they meet these requirements.

For example: An Applicant has five owners who each own 20 percent. Two owners are veterans, and one owner is a socially and economically disadvantaged individual. SBA will consider this Applicant to meet the requirement that at least 51 percent of the applicant is owned by a priority group.

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If an individual meets the requirements of more than one priority group category, that individual is only counted once.

For example: An Applicant has five owners who each own 20 percent. One of the owners is a woman veteran who is a socially and economically disadvantaged individual; however, none of the remaining four owners are a woman, veteran, or socially and economically disadvantaged individual. This Applicant is not eligible to file an application as a priority group applicant. However, this Applicant may still apply as a non-priority Applicant.

Priority in Awarding Funds Schedule

Days 1 - 21: SBA will accept applications from all eligible Applicants. During this period, SBA will distribute funds only for approved applications where the Applicant has self-certified that it meets the eligibility requirements for a small business concern at least 51 percent owned and controlled by women, veterans, or socially and economically disadvantaged individuals.

Days 22 – End of program: SBA will accept applications from all eligible Applicants and distribute funds in the order in which applications are approved by SBA.

Documentation Required

Applicants that were in operation prior to or on January 1, 2019, must supply at the time of application documentation of gross receipts for 2019 and 2020;

Applicants that began operations partially through 2019 and use calculation 2 must supply at the time of application documentation of gross receipts for 2019 and 2020. Applicants that began operations partially through 2019 and use calculation 3 must supply at the time of application documentation of gross receipts for 2020.

Applicants that began operations on or between January 1, 2020 and ending on March 10, 2021 and Applicants that have not yet opened as of March 11, 2021, but have incurred eligible expenses, must supply at the time of application documentation of gross receipts and eligible expenses for the length of time in operations.

(1) For all Applicants, the following documentation is required:

- The application: SBA Form 3172, completed, initialed, and signed. Completion of this form digitally on the SBA Platform will satisfy this requirement.
- Verification for Tax Information: IRS Form 4506-T, completed and signed by Applicant. Completion of this form digitally on the SBA Platform will satisfy this requirement.
- Gross Receipts Documentation: Any of the following documents demonstrating gross receipts and, if applicable, eligible expenses:
 - Business tax returns (IRS Form 1120 or IRS Form 1120-S);
 - IRS Form 1040 Schedule C; IRS Form 1040 Schedule F;

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- For a partnership: partnerships IRS Form 1065 (including K-1s);
- Bank statements;
- Externally or internally prepared financial statements such as Income Statements or Profit and Loss Statements;
- Point of sale report(s), including IRS Form 1099-K.

(2) For Applicants that are a brewpub, tasting room, taproom, brewery, winery, distillery, or bakery: In addition to the documents in (1) above, documents evidencing that onsite sales to the public comprise at least 33% of gross receipts for 2019. These may include 2019 Tax and Trade Bureau (TTB) Forms filed, state or local government forms filed, or internally created reports from inventory management, sales reporting, or accounting software.

(3) For Applicants that are an Inn: In addition to the documents in (1) above, documents evidencing that onsite sales of food and beverage to the public comprise at least 33% of gross receipts for 2019. These may include internally created revenue reports or accounting reports.

Appendix: Acronyms and Abbreviations

ARPA: American Rescue Plan Act

Fund: Restaurant Revitalization Fund

EIN: Employer Identification Numbers: [Information](#); [Apply for free](#)

IRS: Internal Revenue Service

ITIN: Individual Taxpayer Identification Number

POS: Point-of-Sale Vendors, SBA's Restaurant Partners

RRF: Restaurant Revitalization Fund

SBA: U.S. Small Business Administration

SSN: Social Security Number

TIN: Tax Identification Number

Appendix: Definitions

Affiliate: Has the same definition as “Affiliated Business”

Affiliated Business: An Affiliated Business or affiliate is a business in which an eligible entity has an equity interest or right to profit distributions of not less than 50 percent, or in which an eligible entity has the contractual authority to control the direction of the business, provided that such affiliation shall be determined as of any arrangements or agreements in existence as of March 13, 2020

Sole proprietors (and self-employed individuals) must count as affiliates all businesses reported on IRS Form 1040, Schedule C.

A holding company (which is a company that owns real estate for the benefit of an operating business) whose sole purpose is to hold the real estate for the eligible Applicant business should not be counted as a location or affiliate.

When you are filing out your RRF application, you will be asked if the Applicant has affiliates.

- You must select “yes,” if the RRF eligible applicant entity has an equity interest or right to profit distributions of 50% or greater of one (or more) other business entity; and/or
- You must select “yes,” if any owner of 20% or greater equity interest of the RRF eligible applicant entity has an equity interest or right to profit distributions of 50% or greater of one (or more) other business entity; and/or
- You must select “yes,” if the Applicant business is a holding company or management company that owns or manages a business other than the Applicant business, or if the Applicant business is held or managed by a company that owns or manages other businesses you must count these entities as separate affiliates and locations.

Covered Period: The period beginning on February 15, 2020 and ending on March 11, 2023. If the business permanently closes, the covered period will end when the business permanently closes or on March 11, 2023, whichever occurs sooner. Recipients that are unable to use all of the funds received on eligible expenses by the end of the covered period must return any unused funds to Treasury.

Gross receipts:

The amounts required to calculate gross receipts varies by the entity tax return type:

- For self-employed individuals (IRS Form 1040 Schedule C): line 3 (If you file multiple Schedule C forms on the same Form 1040, you must sum across all of them)
- For partnerships (IRS Form 1065): line 1c
- For S-Corporations (IRS Form 1120-S): line 1c
- For C-Corporations (IRS Form 1120): line 1c
- LLCs: Use one of the above
- B Corporations: Use line 1c from either IRS Form 1120 or 1120S

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If an Applicant's gross receipts include any of the following, the amount associated with the following should be subtracted from gross receipts:

- Paycheck Protection Program (PPP) loan (First Draw PPP Loan or Second Draw PPP Loan);
- SBA Section 1112 payments;
- SBA Economic Injury Disaster Loan (EIDL) loan, EIDL Advance, Targeted EIDL Advance;
- Randolph-Sheppard Act Financial Relief and Restoration Payments (FRRP) Appropriation;
- Any state and local small business grants (via CARES Act or otherwise);
- Taxes collected for and remitted to a taxing authority if included in gross or total income, such as sales or other taxes collected from customers (this does not include taxes levied on the concern or its employees);
- Proceeds from transactions between a concern and its domestic or foreign Affiliates; and
- Amounts collected for another by a travel agent, real estate agent, advertising agent, conference management service provider, freight forwarder or customs broker.

All other items, such as subcontractor costs, reimbursements for purchases a contractor makes at a customer's request, investment income, and employee-based costs such as payroll taxes, may not be excluded from gross receipts.

Location: Same as [physical location](#) below.

On-site Sales: Sales of food and/or beverage that were consumed on the Applicant's premise, were purchased at the Applicant's premise to-go, were purchased online and picked up from the Applicant's premise or were delivered directly to a consumer for use. These sales must be only to consumers and no wholesale sales may be counted towards the 33% revenue number.

Payroll Costs:

Payroll costs include:

- Compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips);
- Payment for vacation, parental, family, medical, or sick leave;
- Allowance for separation or dismissal;
- Payment for the provision of employee benefits (including insurance premiums) consisting of group health care, group life, disability, vision, or dental insurance, and retirement benefits;
- Payment of state and local taxes assessed on compensation of employees; and
- For an independent contractor or sole proprietor, wages, commissions, income, or net earnings from self-employment, or similar compensation.

Payroll costs do not include:

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- Payments made to an independent contractor (although these payments may be eligible under another eligible use of funds category such as operating expense);
- The compensation of any owner or individual employee in excess of \$100,000 on an annualized basis, as prorated for the period during which the payments are made or the obligation to make the payments is incurred;
- Federal employment taxes imposed or withheld during the applicable period, including the employee's and employer's share of FICA (Federal Insurance Contributions Act) and Railroad Retirement Act taxes, and income taxes required to be withheld from employees;
- Qualified wages (defined as wages paid by (a) employers with more than 100 full-time employees that were operational in 2020 but had to partially or fully suspend activities in any quarter due to COVID-19 restrictions put in place by an appropriate governmental authority; or (b) employers with 100 or fewer full-time employees that were operational in 2020 but had to partially or fully suspend activities in any quarter due to COVID-19 restrictions put in place by an appropriate governmental authority, or wages paid by such an employer during the first quarter beginning after December 31, 2019 for which gross receipts were less than 50% of gross receipts for the same calendar quarter the year prior and ending with the calendar quarter following the first calendar quarter that begins after calendar quarter that previously had gross receipts less than 50% of the gross receipts from the calendar quarter the prior year and subsequently had gross receipts that were greater than 80% of gross receipts for the same calendar quarter the prior year) that were taken into account in determining the credit allowed under section 2301; and
- Premiums related to COBRA continuation coverage (per section 6432 of the Internal Revenue Code of 1986) taken into account in determining the credit allowed.

Physical Location: (Also “location”) Each place where the Applicant or its Affiliates conducts sales from a permanent structure. If the Applicant or Affiliate conducts sales from multiple permanent locations, each address is a separate location. For a caterer or a single business with multiple food stands, trucks, or carts, the physical location is where the business is headquartered (i.e., a business with one permanent structure and five food trucks will have one location; a caterer will have one location).

Publicly-Traded Company: An entity that is majority owned or controlled by an entity that is an issuer, the securities of which are listed on a national securities exchange under section 6 of the Securities Exchange Act of 1934 ([15 U.S.C. 78f](#)).

Small business concern owned and controlled by veterans: ([15 USC 632\(q\)\(3\)](#))

A business concern (a business entity organized for profit, with a place of business located in the United States, and which operates primarily in the United States) and considered small in accordance with SBA's size standards at [13 CFR § 121.201](#); and

- At least 51 percent of which is owned by one or more [veterans](#); and
- The management and daily business operations of which are controlled by one or more veterans.

Small business concern owned and controlled by women: ([15 USC 632\(n\)](#))

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A business concern (a business entity organized for profit, with a place of business located in the United States, and which operates primarily in the United States) and considered small in accordance with SBA's size standards at [13 CFR § 121.201](#); and

- At least 51 percent of which is owned by one or more women; and
- The management and daily business operations of which are controlled by one or more women.

Small business concern owned and controlled by socially and economically disadvantaged individuals:

Socially disadvantaged individuals ([13 CFR § 124.103](#)) are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Individuals who are members of the following groups are presumed to be socially disadvantaged: Black Americans; Hispanic Americans; Native Americans (including Alaska Natives and Native Hawaiians); Asian Pacific Americans; or Subcontinent Asian Americans.

Economically disadvantaged individuals ([13 CFR § 124.104](#)) are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

Tribally-Owned Concern: Any concern that is at least 51 percent owned by an Indian tribe. Indian tribe is defined as any Indian tribe, band, nation, or other organized group or community of Indians, including any ANC, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. [13 CFR § 124.3](#)

Veteran: A person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. [Title 38](#), section 101(2).



U.S. SMALL BUSINESS ADMINISTRATION

RESTAURANT REVITALIZATION FUNDING

APPLICATION

OMB Control No.: 3245-0421

Expiration Date: 10/31/2021

The purpose of the Restaurant Revitalization Fund (RRF) is to support the restaurant industry by providing funding to those that have suffered significant pandemic-related revenue loss. The RRF also includes specific requirements to ensure equitable distribution to small business concerns owned by women, veterans, and socially and economically disadvantaged Applicants.

This application is to be completed by applicants who are applying for funding under the Restaurant Revitalization Program. SBA is collecting the requested information to determine whether applicants are eligible for funding. Instructions and definitions are located at the end of this application.

SBA may provide funding of up to \$5,000,000 per location (not to exceed \$10,000,000 total for the Applicant and any affiliated businesses) for Applicants who meet certain conditions. The minimum award will be \$1,000; therefore, applications for less than \$1,000 will not be accepted. *See application instructions for counting locations.*

Awardees will not be required to repay funds received under the Restaurant Revitalization Program unless the funds were used for purposes other than for authorized purposes, if the funds were not used by March 11, 2023, or if applicable, the awardee permanently closed before using all funds on authorized purposes.

Your response to this application is required for SBA to make a determination regarding your eligibility.

Complete the entire application, placing your initials and signature where indicated. Submit your completed application and all required documentation to SBA. SBA may deny your application if it is incomplete or lacks required documentation.

Submission of the application does not guarantee approval of the application or an award of funds.

Restaurant Revitalization Funding Application

Business Legal Name (if sole proprietor, enter first and last name):

"Doing Business As" Name if different than Business Legal Name:

Business Address (Street, City, State, Zip Code) For Applicants that conduct sales from permanent structures, enter the main location. For Applicants that operate mobile food trucks, carts, etc., enter the address of the business headquarters. Attach a separate sheet if necessary. P.O. Boxes are not permitted:

Business Tax Identification Number (EIN, SSN, ITIN): _____

ACH Information for account where funds are to be deposited:

Name of Lending Institution: _____

Routing Number: _____ **Account Number:** _____

Check one: ☐ Checking Account ☐ Savings Account

Applicant Ownership: List all owners of 20% or more of the equity of the Applicant. If no owner has at least 20% ownership of the Applicant, you must list enough owners whose combined equity represents at least 20% of the ownership of the Applicant. Listed equity does not have to total to 100% of ownership. Attach a separate sheet if necessary.

Owner #1 Name: _____

- Owner #1 Tax Identification Number (EIN, SSN, ITIN): _____
- Owner #1 Percentage of Ownership: _____%
- Owner #1 Address: _____

Owner #2 Name: _____

- Owner #2 Tax Identification Number (EIN, SSN, ITIN): _____
- Owner #2 Percentage of Ownership: _____%
- Owner #2 Address: _____

Owner #3 Name: _____

- Owner #3 Tax Identification Number (EIN, SSN, ITIN): _____
- Owner #3 Percentage of Ownership: _____%
- Owner #3 Address: _____

Owner #4 Name: _____

- Owner #4 Tax Identification Number (EIN, SSN, ITIN): _____
- Owner #4 Percentage of Ownership: _____%
- Owner #4 Address: _____

Restaurant Revitalization Funding Application

Applicant Form of Organization:

- ☐ C-Corporation
- ☐ S-Corporation
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Sole Proprietorship or Self-employed
- ☐ Tribal business

Applicant must review and respond to all of the following questions. PLEASE SEE APPLICATION INSTRUCTIONS FOR INFORMATION ON COMPLETING THIS APPLICATION.

1. The Applicant's business:
 - a. Is a State or local government-operated business: ☐ No ☐ Yes (if Yes, the Applicant is not eligible)
 - b. As of March 13, 2020, owns or operates (together with any affiliated business) more than 20 locations, regardless of whether those locations do business under the same or multiple names.
☐ No ☐ Yes (if Yes, the Applicant is not eligible)
 - c. Has a pending application for or has received a Shuttered Venue Operators Grant
☐ No ☐ Yes (if Yes, the Applicant is not eligible)
 - d. Is a publicly-traded company (defined as an entity that is majority owned or controlled by an entity that is an issuer, the securities of which are listed on a national securities exchange)
☐ No ☐ Yes (if Yes, the Applicant is not eligible)
2. Which of the following best describes the Applicant's business? Check all that apply.
 - ☐ Restaurant
 - ☐ Food stand, food truck, food cart
 - ☐ Caterer
 - ☐ Bar, saloon, lounge, tavern
 - ☐ Brewpub, tasting room, taproom (Eligibility requires onsite sales to the public comprising at least 33% of gross receipts)
 - ☐ Inn (Eligibility requires onsite sales of food and beverage to the public comprising at least 33% of gross receipts)
 - ☐ Licensed facility or premise of a beverage alcohol producer where the public may taste, sample, or purchase products
 - ☐ Other similar place of business in which the public or patrons assemble for the primary purpose of being served food or drink
 - ☐ Snack and Nonalcoholic Beverage Bar
 - ☐ Bakery (Eligibility requires onsite sales to the public comprising at least 33% of gross receipts)
 - ☐ Brewery and/or microbrewery (Eligibility requires onsite sales to the public comprising at least 33% of gross receipts)
 - ☐ Winery (Eligibility requires onsite sales to the public comprising at least 33% of gross receipts)
 - ☐ Distillery (Eligibility requires onsite sales to the public comprising at least 33% of gross receipts)

Restaurant Revitalization Funding Application

3. Is the Applicant's business permanently closed?

- ☐ No (Check "No" if you are temporarily closed or are actively working on opening)
- ☐ Yes (Applicant is not eligible)

4. Is the Applicant currently in bankruptcy?

- ☐ No (Applicant is eligible)
- ☐ Yes – Operating under an approved plan of reorganization under either a Chapter 11, Chapter 12 or Chapter 13 bankruptcy (Applicant is eligible)
- ☐ Yes – Filed for either a Chapter 11, Chapter 12 or Chapter 13 bankruptcy but no plan of reorganization has been approved (Applicant is not eligible)
- ☐ Yes – Filed for a Chapter 7 bankruptcy, is undergoing a liquidating Chapter 11, and/or is permanently closed (Applicant is not eligible)

5. Did the Applicant receive a First Draw Paycheck Protection Program (PPP) loan (First Draw PPP Loan) at any time in 2020 or 2021?

- ☐ No
- ☐ Yes

If Yes: How much did you receive? \$ _____

SBA PPP Loan Number: _____

Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.

6. Did the Applicant receive a Second Draw Paycheck Protection Program (PPP) loan (Second Draw PPP Loan) in 2021?

- ☐ No
- ☐ Yes

If Yes: How much did you receive? \$ _____

SBA PPP Loan Number: _____

7. Does the Applicant have affiliates?

- ☐ No
- ☐ Yes

7.(a) If yes, how many affiliates does the Applicant have?

7.(b) Please list each affiliate's legal business name (attach extra sheet if necessary):

Restaurant Revitalization Funding Application

8. Is the applicant operating under a franchise, license, or similar agreement?

- ☐ No
- ☐ Yes

If yes, is the agreement listed in SBA's Franchise Directory?

- ☐ No
- ☐ Yes

9. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency?

- ☐ No
- ☐ Yes

10. What date did you begin making sales? (Month, Day, Year or N/A if not applicable) _____

SAMPLE

TABLE 1: Calculation of funding amount For Applicants that were in operation prior to or on January 1, 2019:

1	Enter 2019 gross receipts as reported on your 2019 Federal tax return:		\$
2	Enter 2020 gross receipts as reported or to be reported on your 2020 Federal tax return. Do not include any amounts received from any Paycheck Protection Program (PPP) loan, SBA Section 1112 debt relief payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL advance, targeted EIDL advance, state and local small business grants (via CARES Act or otherwise).	\$	\$
3	Enter the total amount(s) of PPP loan(s) (First Draw PPP Loan and Second Draw PPP Loan) received, regardless of whether you received funds in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.	\$	
4	Add lines 2 and 3 together	\$	
5	Subtract line 4 from line 1	Line 1 – line 4=	\$
6	Enter the number of locations operated by the Applicant		
7	Multiply line 6 by \$5,000,000.	Line 6 X \$5,000,000=	
8	If line 7 is less than line 5: Enter the amount from line 7 If line 5 is less than line 7: Enter the amount from line 5	Enter whichever is smaller, line 7 or line 5	\$
9	Adjust for maximum limit to you and your affiliates. Reduce line 8 so that your funding amount, together with your affiliates is no more than \$10,000,000. If you do not have affiliates, or if your grant, together with your affiliates, is \$10,000,000 or less, enter the amount from line 8. THIS IS YOUR FUNDING AMOUNT REQUESTED - See Table 4.		\$

TABLE 2: Calculation of funding amount For Applicants that began operations partially through 2019:

1(a)	Enter 2019 gross receipts as reported on your 2019 Federal tax return:		\$
1(b)	Enter the number of months you were in operation in 2019. For example, if you were open for 2 ½ months, enter 2.5. Round to the tenth decimal (e.g. 2.5)		
1(c)	Divide line 1(a) by line 1(b) This is your average monthly gross receipts.	Line 1(a) / line 1(b)=	\$
1(d)	Multiply line 1(c) by 12 This is your annualized 2019 gross receipts.	Line 1(c) X 12=	\$
2	Enter 2020 gross receipts as reported or to be reported on your 2020 Federal tax return. Do not include any amounts received from any Paycheck Protection Program (PPP) loan, SBA Section 1112 debt relief payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL advance, targeted EIDL advance, state and local small business grants (via CARES Act or otherwise).	\$	\$
3	Enter the total amount(s) of PPP loan(s) (First Draw PPP Loan and Second Draw PPP Loan) received, regardless of whether you received funds in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.	\$	
4	Add lines 2 and 3 together	\$	
5	Subtract line 4 from line 1(d)	Line 1(d) – Line 4=	\$
6	Enter the number of locations operated by the Applicant		
7	Multiply line 6 by \$5,000,000.	Line 6 X \$5,000,000=	
8	If line 7 is less than line 5: Enter the amount from line 7 If line 5 is less than line 7: Enter the amount from line 5	Enter whichever is smaller, line 7 or line 5	\$
9	Adjust for maximum limit to you and your affiliates. Reduce line 8 so that your grant amount, together with your affiliates is no more than \$10,000,000. If you do not have affiliates, or if your grant, together with your affiliates, is \$10,000,000 or less, enter the amount from line 8. THIS IS YOUR FUNDING AMOUNT REQUESTED - See Table 4.		\$

TABLE 3: Calculation of funding amount for Applicants that began operations on or between January 1, 2020 and March 10, 2021; *and* for Applicants that have not yet opened but as of March 11, 2021, have incurred eligible expenses:

1	Enter the amount you spent on eligible expenses. Eligible expenses have the same definition as eligible uses of funds:		\$
2	Enter all gross receipts as of March 11, 2021. Do not include any amounts received from any Paycheck Protection Program (PPP) loan, SBA Section 1112 debt relief payments, or from any SBA Economic Injury Disaster Loan (EIDL) loan, EIDL advance, targeted EIDL advance, state and local small business grants (via CARES Act or otherwise).	\$	\$
3	Enter the total amount(s) of PPP loan(s) (First Draw PPP Loan and Second Draw PPP Loan) received, regardless of whether you received funds in 2020 or 2021. Do not include any amount that you repaid on or before May 18, 2020 in accordance with PPP safe harbor rules.	\$	
4	Add lines 2 and 3 together	\$	
5	Subtract line 4 from line 1	Line 1 – line 4=	\$
6	Enter the number of locations operated by the Applicant		
7	Multiply line 6 by \$5,000,000.	Line 6 X \$5,000,000=	
8	If line 7 is less than line 5: Enter the amount from line 7 If line 5 is less than line 7: Enter the amount from line 5	Enter whichever is smaller, line 7 or line 5	\$
9	Adjust for maximum limit to you and your affiliates. Reduce line 8 so that your grant amount, together with your affiliates is no more than \$10,000,000. If you do not have affiliates, or if your grant, together with your affiliates, is \$10,000,000 or less, enter the amount from line 8. THIS IS YOUR FUNDING AMOUNT REQUESTED – See Table 4.		\$

TABLE 4: To be completed by all Applicants

Aggregate amount of all funding amounts requested from line 9 of Tables 1, 2, and 3	\$
Total number of locations used in calculating funding request	

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Purpose of the Restaurant Revitalization Funds (select all that apply)

- ☐ Business Payroll Costs, including paid sick leave
- ☐ Business Rent / Business Mortgage
- ☐ Business Debt Service
- ☐ Business Utilities
- ☐ Business Food and beverage expenses, including raw materials
- ☐ Business Maintenance Expenses
- ☐ Construction of Outdoor Seating
- ☐ Business Supplies
- ☐ Covered Supplier Costs
- ☐ Business Operating Expenses

Priority in Awarding Restaurant Revitalization Funds

In accordance with the American Rescue Plan Act of 2021, SBA will prioritize awarding funds to Applicants that are small business concerns at least 51 percent owned and controlled by individuals who are women, veterans, and/or socially and economically disadvantaged individuals. Applicants in one of these categories that are operating under an approved plan of reorganization under either a Chapter 11, Chapter 12 or Chapter 13 bankruptcy and do not have a trustee exercising day-to-day control are eligible for funding under this program. See the application instructions for applicable definitions.

As of the date of this application, Applicant is a small business concern at least 51 percent owned and controlled by (check all that apply):

- ☐ One or more women
- ☐ Veteran(s)
- ☐ Socially and economically disadvantaged individual(s)

Self-Certification that Applicant is Eligible for Priority in Awarding Restaurant Revitalization Funds:

The authorized representative of the Applicant must self-certify that the Applicant is eligible for priority in awarding grants because the Applicant is an eligible small business concern owned and controlled by one or more women, veterans, and/or socially and economically disadvantaged individuals **by initialing here:** _____

Required Documentation (Application will not be accepted without the following):

(1) For all Applicants:

- ☐ This application, completed, initialed, and signed; completion of this form digitally on the SBA Grant Platform will satisfy this requirement.
- ☐ IRS Form 4506-T, completed and signed by Applicant. Completion of this form digitally on the SBA Grant Platform will satisfy this requirement.
- ☐ Any of the following documents demonstrating gross receipts

Applicants that were in operation prior to or on January 1, 2019, must supply documentation of gross receipts for 2019 **and** 2020;

Applicants that began operations partially through 2019, must supply documentation of gross receipts for 2019 **and** 2020;

Restaurant Revitalization Funding Application

Applicants that began operations on or between January 1, 2020 and ending on March 10, 2021 and Applicants that have not yet opened but as of March 11, 2021, but have incurred eligible expenses, must supply documentation of gross receipts and eligible expenses for the length of time in operations.

Acceptable documentation of gross receipts and, if applicable, eligible expenses, includes the following:

- Business tax returns (IRS Form 1120 or IRS 1120-S);
- IRS Forms 1040 Schedule C; IRS Forms 1040 Schedule F;
- For a partnership: partnership's IRS Form 1065 (including K-1s);
- Bank statements;
- Externally or internally prepared financial statements such as Income Statements or Profit and Loss Statements;
- Point of sale report(s), including IRS Form 1099-K.

(2) For Applicants that are a brewpub, tasting room, taproom, brewery, winery, distillery, or bakery: In addition to the documents in (1) above, documents evidencing that onsite sales to the public comprise at least 33% of gross receipts in 2019 included in your funding calculation, which may include Tax and Trade Bureau reports filed or to be filed that cover the period for which you are reporting gross receipts, or if applicable, eligible expenses.

(3) For Applicants that are an Inn: In addition to the documents in (1) above, documents evidencing that onsite sales of food and beverage to the public comprise at least 33% of gross receipts in 2019 included in your funding calculation.

Self-Certification for all Applicants:

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

- _____ The Applicant business has not permanently closed.
- _____ Current economic uncertainty makes this funding request necessary to support the ongoing or anticipated operations of the Applicant.
- _____ I understand that the Applicant business must use all funds only on eligible uses within the covered period, which is the period beginning on February 15, 2020 and ending on March 11, 2023. If the business permanently closes, the covered period will end when the business permanently closes or on March 11, 2023, whichever occurs sooner. Awardees that are unable to use all of the funds received on eligible expenses by the end of the covered period must return any unused funds to Treasury.
- _____ I understand that by signing this application and accepting RRF funds, I am agreeing that no later than the end of the covered period, I will certify to SBA that the Applicant business used all funds only on eligible uses within the covered period.
- _____ The Applicant, together with its affiliates, does not own or operate more than 20 locations, regardless of whether those locations do business under the same or different names.
- _____ The Applicant has not applied for or received a Shuttered Venue Operator grant from SBA.
- _____ The Applicant is not a publicly-traded company (publicly-traded company is defined as an entity that is majority owned or controlled by an entity that is an issuer, the securities of which are listed on a national securities exchange under section 6 of the Securities Exchange Act of 1934).
- _____ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a grant from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to

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\$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

- _____ I acknowledge that if the Applicant or any owner is listed on a Treasury Do Not Pay (DNP) list, SBA will provide me with notice and an opportunity to resolve the issue. If I am unable to resolve the issue, SBA may decline my application.
- _____ I acknowledge that SBA will confirm Applicant eligibility for funding under the Restaurant Revitalization Program. I acknowledge that SBA may select my application for audit or review, and I certify that I will provide SBA with requested documentation. I understand, acknowledge, and agree that the Internal Revenue Service can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with all applicable program requirements, regulations, and laws.
- _____ The Applicant is eligible to receive funding under the rules in effect at the time this application is submitted.
- _____ The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- _____ To the extent feasible, I will purchase only American-made equipment and products.
- _____ I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.

Applicant Demographic Information (Optional) - This data is collected for program reporting purposes only. Disclosure is voluntary and will have no bearing on the application decision.

Principal Name	Position
	Select Response Below:
Veteran	☐ Non-Veteran ☐ Veteran ☐ Service-Disabled Veteran ☐ Spouse of Veteran ☐ Not Disclosed
Gender	☐ Male ☐ Female ☐ Not Disclosed
Race (more than 1 may be selected)	☐ American Indian or Alaska Native ☐ Asian ☐ Black or African-American ☐ Native Hawaiian or Pacific Islander ☐ White ☐ Not Disclosed
Ethnicity	☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Not Disclosed

Name of Authorized Representative of the Applicant (The individual who is signing the application on behalf of the Applicant and who will receive all communication from SBA):

First Name: _____ **Last Name:** _____

Business Phone: _____ **Title:** _____

Email Address: _____ (If none, SBA will mail correspondence to business address)

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Signature of Authorized Representative of Applicant

Date

SAMPLE

Restaurant Revitalization Funding Application

Purpose of this form:

This form is to be completed by the authorized representative of the Applicant and submitted in accordance with page 1 of the application. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

Instructions for completing this form:

Eligible uses of funds are: (1) Business payroll costs, including sick leave and costs related to the continuation of group health care, life, disability, vision, or dental benefits during periods of paid sick, medical, or family leave, and group health care, life, disability, vision, or dental insurance premiums; Payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave (except qualified wages (as defined in subsection (c)(3) of section 2301 of the CARES Act) taken into account in determining the credit allowed under such section 2301; or premiums taken into account in determining the credit allowed under section 6432 of the Internal Revenue Code of 1986); allowance for separation or dismissal; payment for the provision of employee benefits (including insurance premiums) consisting of group health care coverage, group life, disability, vision, or dental insurance, and retirement benefits; payment of state and local taxes assessed on compensation of employees; and, for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation. (2) Payments of principal or interest on any business mortgage obligation (which may not include any prepayment of principal on a mortgage obligation); (3) Business rent payments, including rent under a lease agreement (which may not include any prepayment of rent); (4) Business debt service; (5) Business utility payments for the distribution of electricity, gas, water, telephone, or internet access for which service began before February 15, 2020 ; (6) Business maintenance expenses including maintenance on walls, floors, deck surfaces, furniture, fixtures, and equipment; (7) Construction of outdoor seating; (8) Supplies, including protective equipment and cleaning materials; (9) Food and beverage expenses including raw materials for beer or spirits; (10) Covered supplier costs, which is an expenditure made by the eligible entity to a supplier of goods for the supply of goods that: Are essential to the operations of the entity at the time at which the expenditure is made; and is made pursuant to a contract, order, or purchase order in effect at any time before the receipt of funds; or with respect to perishable goods, in effect before or at any time during the covered period (11) Business operating expenses, which is defined as business expenses incurred through normal business operations that are necessary and mandatory for the business (e.g. rent, equipment, inventory, marketing, insurance). Business operating expenses do not include expenses that occur outside of a company's day-to-day activities.

For purposes of reporting locations: Count each place where the Applicant conducts sales from a permanent structure. If the Applicant conducts sales from multiple permanent locations, list each address. For Applicants that operate mobile food trucks, carts, etc., enter the address of the business headquarters.

Tax Identification Numbers: Applicant must provide tax identification numbers (TIN) for the Applicant business and all owners of 20% or more of the equity of the Applicant. TINs may be Employer Identification Numbers, Social Security Numbers, or Individual Taxpayer Identification Numbers assigned by the Internal Revenue Service.

All parties listed below are considered owners of the Applicant:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

Demographic Information: For purposes of reporting (optional) demographic information:

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. **Description.** This form requests information about each of the Applicant's Principals. Add additional sheets if necessary.
3. **Definition of Principal.** The term "Principal" means:
 - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
 - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Applicant, or any partner that is involved in the management of the Applicant's business.
 - For a corporation, all owners of 20% or more of the Applicant, and each officer and director.
 - For a limited liability company, all members owning 20% or more of the Applicant, and each officer and director.
 - Any individual hired by the Applicant to manage the day-to-day operations of the Applicant ("key employee").
 - Any trustor (if the Applicant is owned by a trust).

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- For a nonprofit organization, the officers and directors of the Applicant.
- 4. **Principal Name.** Insert the full name of the Principal.
- 5. **Principal Position.** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

Affiliate/Affiliated Business: An Affiliated Business or affiliate is a business in which an eligible entity has an equity interest or right to profit distributions of not less than 50 percent, or in which an eligible entity has the contractual authority to control the direction of the business, provided that such affiliation shall be determined as of any arrangements or agreements in existence as of March 13, 2020.

Priority in Awarding Restaurant Revitalization Funds: To be eligible for priority in awarding Restaurant Revitalization Funds, Applicants must self-certify that they meet the definition of any of the following priority Applicants:

- **A small business concern owned and controlled by veterans** is a business concern (a business entity organized for profit, with a place of business located in the United States, and which operates primarily in the United States) that is considered small in accordance with SBA's size standards at [13 CFR § 121.201](#) and is at least 51 percent owned by one or more veterans, and the management and daily business operations of the Applicant are controlled by one or more veterans. A veteran is defined as a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.
- **A small business concern owned and controlled by women** is a business concern (a business entity organized for profit, with a place of business located in the United States, and which operates primarily in the United States) that is considered small in accordance with SBA's size standards at [13 CFR § 121.201](#) and is at least 51 percent owned by one or more women, and the management and daily business operations of the Applicant are controlled by one or more women.
- **A small business concern owned and controlled by socially and economically disadvantaged individuals** is a business concern (a business entity organized for profit, with a place of business located in the United States, and which operates primarily in the United States) that is considered small in accordance with SBA's size standards at [13 CFR § 121.201](#) and is at least 51 percent owned by one or more socially and economically disadvantaged individuals, an Alaska Native Corporation, an economically disadvantaged Indian tribe, or an economically disadvantaged Native Hawaiian Organization, and the management and daily business operations of the Applicant are controlled by one or more socially and economically disadvantaged individuals, an Alaska Native Corporation, an economically disadvantaged Indian tribe, or an economically disadvantaged Native Hawaiian Organization. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Individuals who are members of the following groups are presumed to be socially disadvantaged: Black Americans; Hispanic Americans; Native Americans (including Alaska Natives and Native Hawaiians); Asian Pacific Americans; or Subcontinent Asian Americans. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In assessing economic disadvantage, SBA will look at whether the net worth of the individual claiming disadvantage is less than \$750,000, excluding his or her ownership interest in the Applicant, primary personal residence, contingent liabilities, funds invested in an official retirement account, or income received from an S-corporation, LLC, or partnership if the individual provides documentation that the income was reinvested in the firm. SBA will also look at whether the adjusted gross income of the individual averaged over the preceding three years exceeds \$350,000. Income received from an S-corporation, LLC or partnership that is reinvested in the firm or used to pay taxes arising in the normal operations of the firm is excluded. Finally, SBA will look at whether the fair market value of all the individual's assets (excluding his or her ownership interest in the Applicant, primary personal residence, or funds invested in an official retirement account) exceeds \$6 million. An individual who exceeds any of these thresholds for net worth, personal income, or total assets will generally be deemed to not be economically disadvantaged.
- SBA will consider an applicant to meet the definition of a small business concern owned and controlled by women, veterans, or socially and economically disadvantaged individuals if the applicant is a small business concern that is at least 51 percent owned by one or more individuals who are women, veterans, or socially and economically disadvantaged and if the management and daily business operations of the applicant are controlled by one or more women, veterans, or socially and economically disadvantaged individual. For example: An applicant has five owners who each own 20 percent of the applicant. Two owners are veterans and one owner is a socially and economically disadvantaged individual. SBA will consider this applicant to meet the requirement that at least 51 percent of the applicant is owned by a priority group.
- If an individual meets the requirements of more than one priority group category, that individual is only counted once. For example: An applicant has five owners who each own 20 percent of the applicant. One of the owners is a woman veteran who is a socially and economically disadvantaged individual; however, none of the remaining four owners are a woman, veteran, or socially and economically disadvantaged individual. This applicant is not eligible to file an application as a priority group applicant.

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The applicant's management and daily business operations must also be controlled by one or more women, veterans, or socially and economically disadvantaged individuals.

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 45 minutes. Comments about this time or the information requested should be sent to: Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503. **PLEASE DO NOT SEND COMPLETED FORMS TO THESE ADDRESSES.**

Privacy Act (5 U.S.C. 552a) – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit, or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below.) Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 U.S.C. Section 636(a)(1)(B) of the Small Business Act.

Disclosure of Information – Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement, or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Program using the Taxpayer Identification Number (TIN) assigned to the borrower.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) take other action permitted in the loan instruments.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial institutions participating in a loan or loan guaranty. SBA is only required provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA's access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552) – This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that is generally released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers, the amount of the loan, and the type of the loan. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined and required to abate the hazards in their workplaces. They may also be ordered to cease operations posing an imminent danger of death or serious injury until employees can be protected. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

Civil Rights (13 C.F.R. 112, 113, 117) – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Restaurant Revitalization Funding Application

Debarment and Suspension Executive Order 12549 (2 C.F.R. Part 180 and Part 2700) – By submitting this loan application, you certify that neither the Applicant or any owner of the Applicant have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.

SAMPLE



ScaleUp: The Rebuild Edition

Business is not as usual right now and may not be for a long time.

ScaleUp business training is focused on teaching proven strategies to small businesses that will increase resiliency and spur growth in the wake of a global pandemic.

The three-hour online courses are held weekly, allowing up to 100 businesses around the state to restart and rebuild, improving their strategic thinking and decision-making, creating operational efficiencies and strengthening the bottom line as we engage in economic recovery.

This eight-week program provides tangible tools to examine strategic alignment, optimize market strategy, and master finances. Participants will also learn how to drive performance using metrics, build organizational systems that increase capacity and develop strategies for automating important parts of their business.

ScaleUp is delivered in a hybrid of virtual live instruction combined with self-paced learning modules to make the program as accessible as possible for business owners strapped for time. The program includes roundtable discussions, best practices and access to mentors, as well as opportunities to network and engage peers.

A special “Study Hall” provides opportunities for private mentoring and coaching. The curriculum is based on the [Thurston Center for Business Innovation's](#) highly respected ScaleUp program, which uses the Kauffman Foundation's FastTrac® Growth Venture coursework.

The ideal candidate for ScaleUp is the president/owner of a Washington State business that has been in operation for two years and has annual pre-COVID revenues in excess of \$100,000.

Course topics include:

- Organizing and creating business systems to get more done in less time.
- Strategies for increasing revenue.
- Strengthening your product and/or service.
- Creating your own competitive advantage in the marketplace.
- Designing a marketing strategy that increases sales leads.
- Understanding financial statements and key business drivers and metrics.

ScaleUp is a partnership between the Washington State Department of Commerce, U.S. Economic Development Administration (EDA) and Thurston EDC Center for Business Innovation.

Scale Up Registration

Session 3

Wednesdays: 8:30 – 10:30 a.m.

Apr. 28 – June 23

[Register](#)

Session 4

Thursdays: 8:30 – 10:30 a.m.

Apr. 29 – June 24

[Register](#)

Session 5

Thursdays: 6 – 8 p.m.

Apr. 29 – June 24

[Register](#)

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Advocacy

Published on Apr 23, 2021

Targeted Urban Area property tax exemption on its way to all cities

Contact: [Candice Bock](#), [Jacob Ewing](#)

With the passage of **HB 1386**, cities of all sizes will be allowed to enact the Targeted Urban Areas (TUA) property tax exemption to help promote living-wage jobs.

The TUA property tax exemption is a 10-year local property tax exemption for new industrial or manufacturing facilities within a designated city area. A key eligibility requirement for the TUA is that the facility create a certain number of jobs paying a specific wage. After contracting with a city, the tax exemption is provided on the value of eligible improvements and applies only to the city portion of the collected property tax. Counties, by resolution, may also exempt eligible improvements from county property taxes.

As passed by the Legislature, **HB 1386** makes the TUA tax exemption available to all cities no matter their size or location and extends the deadline for companies to apply for tax exemption to December 31, 2030.

Additionally, the bill updates the criteria and requirements of the TUA tax to include:

- Requiring business to provide a family living base wage of \$23 per hour and to offer health care benefits. Previously, the TUA required that employers provide a base wage of \$18 per hour and did not require that they offer health care benefits.

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Cities maintain the ability to exclude or limit such facilities from the tax exemption.

- Requiring cities to give priority to applicants that:
 - Provide prevailing wage jobs.
 - Procure from and contract with women-, minority-, or veteran-owned businesses.
 - Procure from and contract with businesses that have a history of compliance with wage and hour regulations.
 - Use apprenticeships from state-registered apprenticeship programs.
 - Give preferred hiring to workers living in the vicinity of the project.
 - Maintain labor standards for workers employed at the facility.

HB 1386 now heads to the Governor's desk for his signature.

Advocacy Public safety & criminal justice

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Advocacy

Published on Apr 23, 2021

“Just cause” eviction reform passes after years-long effort

Contact: [Carl Schroeder](#), [Shannon McClelland](#)

Although AWC did not directly engage on the “just cause” eviction reform bill [HB 1236](#), many cities followed the issue closely over several years as it relates to housing stability.

Under state law prior to passage of **HB 1236**, defined term leases ended on the date agreed to by the rental agreement between the landlord and tenant. Month-to-month, or periodic, leases continued indefinitely until either party provided the other with at least 20-day written termination notice. Neither landlords nor tenants needed to provide a reason for termination. The 20-day timeline was seen by many as too short for tenants to save up for the costs of moving, first and last month’s rent and security deposits, in addition to finding another place to rent.

Under **HB 1236**, if a rental agreement provides for the tenancy to continue for an indefinite period after the agreement expires, a landlord may end the tenancy at the end of the initial period without cause if the initial rental term is between six months and one year and the landlord provides the tenant with at least 60 days’ written notice. When a rental agreement is for a specified period and does not continue for an indefinite period or on a month-to-month basis after the specified period expires, the landlord may end the tenancy without cause only if:

- The initial agreement is for one year or more, or the landlord

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- The landlord provides at least 60 days' written notice to the tenant before the end of the specified period; and
- The tenancy has not been for an indefinite period on a month-to-month or periodic basis at any point, unless a rental agreement was entered into for a monthly or periodic tenancy between the effective date of this act and three months following the expiration of the Governor's eviction moratorium.

For all other tenancies of a specified period, and for tenancies on a monthly or periodic basis, **HB 1236** requires a landlord to provide a valid reason – otherwise known as “just cause”—to evict, refuse to continue a tenancy, or end a periodic tenancy. The following are the only allowable causes, subject to various notification periods:

1. Failure to pay rent;
2. Substantial breach of a material program requirement of subsidized housing, material term of rental agreement, or tenant obligation imposed by law that has not been remedied;
3. Committing or permitting waste or nuisance, unlawful activity that affects the use and enjoyment of the premises, or other substantial or repeated interference with the use and enjoyment of the premises;
4. Landlord, in good faith, seeks possession so that the owner or his or her immediate family may occupy the unit as the principal residence and no substantially equivalent unit is vacant and available;
5. Owner elects to sell the premises, a single-family residence;
6. Premises is to be demolished, substantially rehabilitated, or there is a change of use;
7. Owner elects to withdraw the premises from the rental market to pursue a conversion;
8. Premises are condemned by a local agency;
9. Service of notice to quit or vacate by the owner or lessor with whom the tenant shares the dwelling unit or access to a

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longer eligible;

11. Rental agreement has expired, the landlord proffers a new rental agreement at least 30 days prior to the expiration, and the tenant does not sign;
12. Intentional and knowing misrepresentation or omission of material information on the tenant's application that, had the misrepresentations or omissions not been made, would have caused the landlord to request additional information or take adverse action;
13. Other good cause which constitutes a legitimate economic or business reason;
14. Four or more violations of a substantial breach of a subsidized housing requirement, material term of the lease, or tenant obligation under law that were cured by the tenant within the previous 12-month period and the landlord provided a written notice for each violation;
15. Tenant is legally required to register as a sex offender during the tenancy, or failed to disclose a requirement to register as a sex offender when required in the rental application or otherwise known to the property owner at the beginning of the tenancy;
16. Tenant makes unwanted sexual advances or commits other acts of sexual harassment directed at the property owner, manager, employee, or another tenant based on race, gender, or protected status in violation of a lease term or covenant.

HB 1236 contains an emergency clause which means it goes into effect once signed by the Governor.

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Targeted Urban Area

Legislature approves

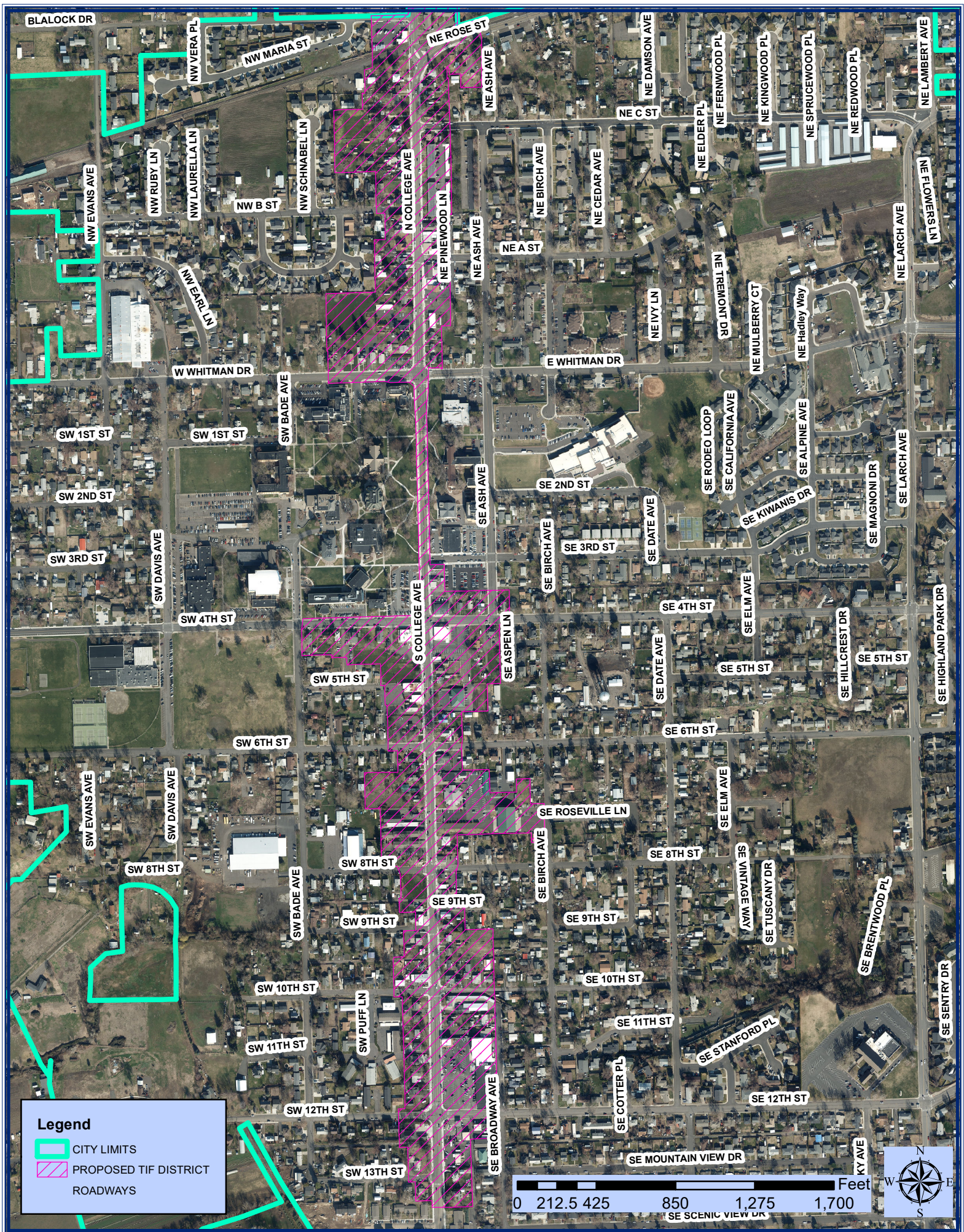
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accommodate COVID-19
challenges
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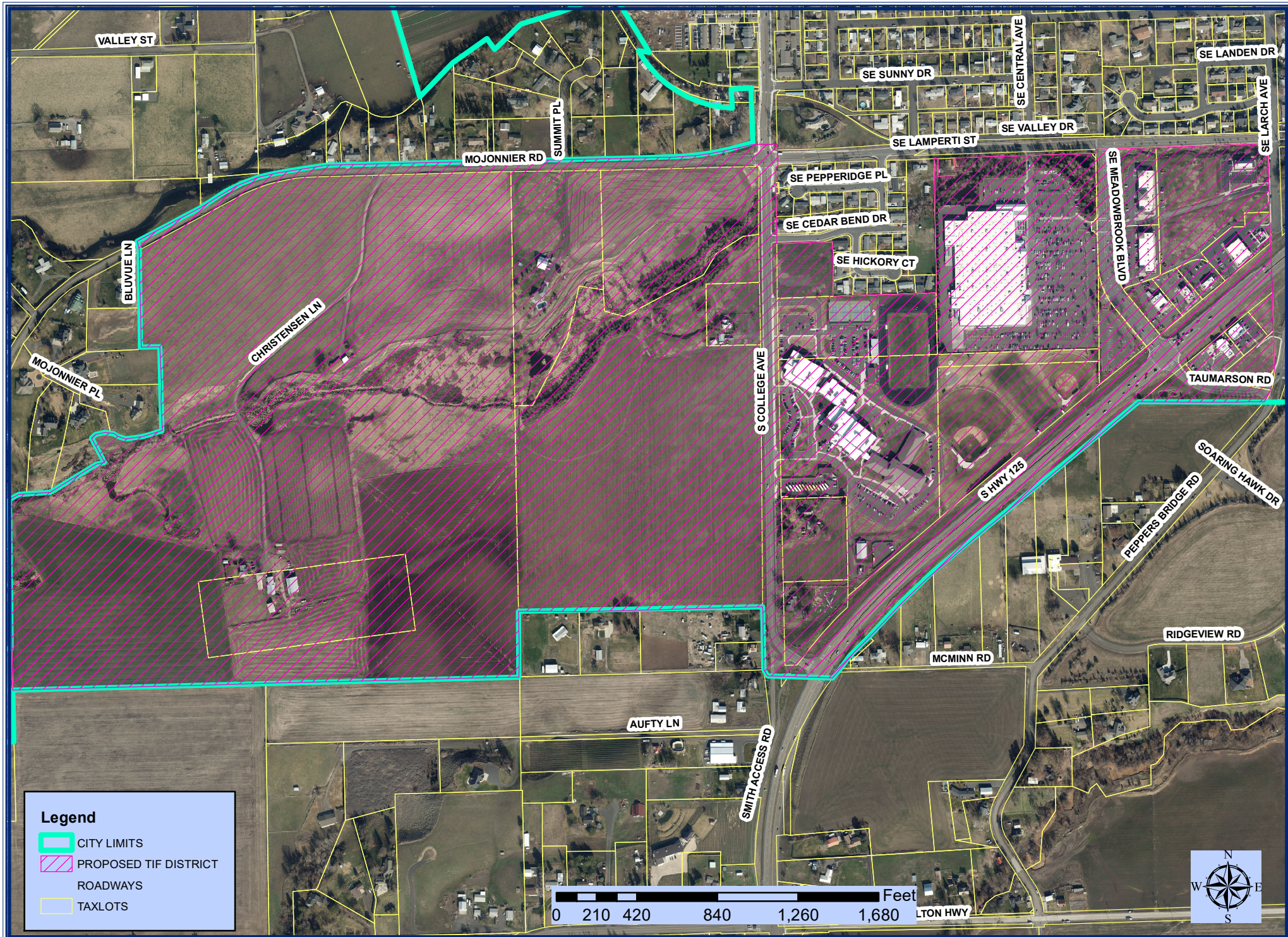
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PROPOSED DOWNTOWN TIF DISTRICT



PROPOSED MEADOWBROOK TAX INCREMENT FINANCING DISTRICT



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Advocacy

Published on Apr 09, 2021

TIF on the brink of becoming law

Contact: [Candice Bock](#), [Jacob Ewing](#)

After years of effort, Washington is poised to become one of the last states in the country to adopt Tax Increment Financing (TIF).

TIF is an economic development tool that captures a property's appreciated value by using its increased property taxes, generated by the increase in assessed value, to finance infrastructure improvements that benefit a designated area. Local jurisdictions that have implemented TIF report improved public infrastructure, increased economic activity, and local job growth.

One of the reasons for the bill's success this year is the new approach taken to establishing TIF in Washington. In years past, proposed TIF programs would have had an impact on state revenues. By contrast, the TIF method proposed in **HB 1189** does not impact the state's property tax rate or revenue.

After passing through the Senate last week, **HB 1189** is just a few steps away from becoming law. The bill now needs to return to the House one more time for concurrence before it can head to the Governor's desk for signature.

While in the Senate, the bill picked up several technical amendments and a few policy amendments, including:

- Reducing the number of allowed active increment areas a local government can create from three to two.
- Clarifying that public improvements include park and ride

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but still allowing the jurisdiction to expand, alter, or add to the original public improvement.

- Clarifying that local governments cannot receive more revenue from the increment area than is necessary to pay or repay costs directly associated with the public improvements.

While there is no guarantee the bill will go all the way to the Governor's desk, AWC is thrilled with the progress we made this year educating our state representatives about TIF. We greatly appreciate everyone who took the time to testify for or contact their state delegation about this important economic development tool for cities.

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property tax exemption
on its way to all cities**



**Legislature approves
changes to Main Street
Tax Credit Program to
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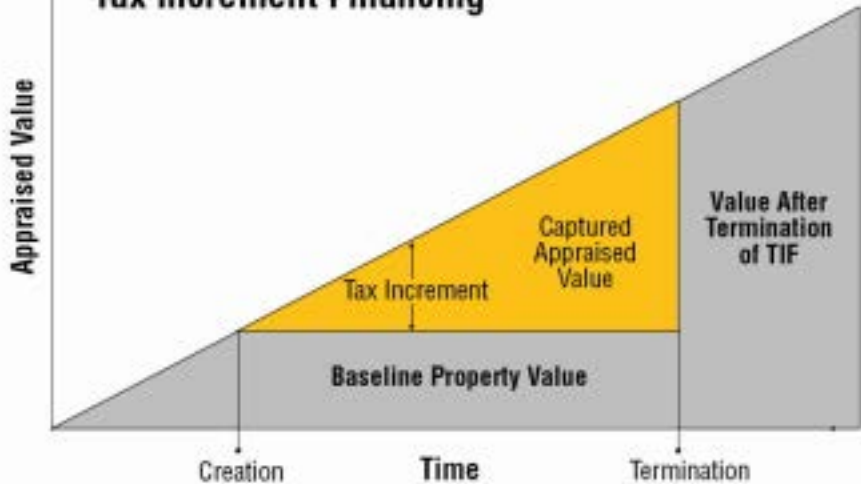


**Striking amendment
limits Main Street tax
credit program**



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Tax Increment Financing





COLLEGE PLACE ARTISAN

& FARMERS MARKET

2021

COVID 19 PLAN

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COLLEGE PLACE FARMERS & ARTISAN MARKET 2021

COVID 19 PLAN

College Place Farmers & Artisan Market (CPFM) Plan

CPFM goal is to create a safe environment for customers to shop for farm fresh produce and allow area farmers businesses to succeed by selling produce grown for Farmers Market's.

Market Access

CPFM will be located at 801 SE Larch (Lions Park). CPFM will revise plans to limit the amount of vendors at the market related to the Healthy Washington phase the County is currently in. The number of vendor booths will be determined on space and hand washing station limitations. Vendor booths will be spaced as per guidelines - 6 feet of physical distancing between booths. In addition, 6 ft. of separation will be maintained between customers and vendors except for unavoidable, short-term exposures such as when taking orders, collecting payments and/or exchanging goods.

The access for the market will be on the south side of the Lions Club building, 8th Street will be barricaded and used for vendor parking. In addition, a barrier fence to ensure control of customer counts will be installed. Separate entrance/exit areas will be designated and CPFM staff will operate the entrance/exit.

Vendors

Vendors should not come to the market if they feel sick or have any of the COVID-19 symptoms: fever, dry cough, shortness of breath. Anyone who appears to be ill upon arrival to the market or becomes sick during the market day will be asked to pack their goods and exit the market. Vendors will self-screen for symptoms before setting up at CPFM.

All vendors will be allowed to participate, will be required to wear masks and asked to complete a safety plan for their booth. Two vendor workers shall be encouraged; one to collect and bag products chosen by customer and one to take payments at the front of the booth. Vendors handling money, tokens or vouchers should not handle food products until they have washed/sanitized their hands. Vendors shall have access to a handwashing/sanitize station at various locations throughout the market.

Vendors will demonstrate a good booth layout strategy. A good booth layout strategy example would be to put an empty table at the front of the booth, with the table containing products behind it, then the vendors behind that table. This will help with social distancing and putting products out of reach of customers. Vendors who are required to have handwashing stations available shall do so.

Customer

Customers will be allowed to enter through designated entrance point. Customers shall wear a face covering anytime they are not actively eating or drinking. Customers who choose to not wear masks will be notified that vendors “have the right to refuse service and are encouraged to not serve customers or visitors who are not wearing face coverings”. Customers who elect to eat at the market will do so outside the fenced area and separated as per outdoor restaurant dining guidelines.

Customers will be reminded regarding social distancing, handwashing, and asked to refrain from touching products for sale until the vendor has placed the items chosen on the separate table for purchase. Customers in line to enter market will maintain social distancing.

Market Staff

All Market Staff will be required to wear masks and encouraged to wear gloves. Market Manager will be moving about the market to ensure precautions, guidelines, cleanliness/sanitation, and oversight is completed. Market Staff (1-2) will attend booth at entrance to provide line flow direction, handouts, transact SNAP/EBT token distribution, and answer questions. Market Staff (1-5 depending on how many needed) will post station throughout market to ensure no customer traffic are entering at areas other than designated entrance and exit, and proper hygiene and handwashing stations are replenished.

Market staff will be screened according to Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors guidelines.

A daily log of all guests that voluntarily provide contact information, including customer names, phone/email and time/date there were attending the market will be kept. The log will be kept for 30 days to help with contact tracing.

Precautions

Vendors and staff will wipe down high touch areas, such as tables, screens and cash boxes, frequently. Handwashing stations will be positioned at interval areas in the market. 25 ft. from each vendor. Each station will have towels, soap, running, potable warm water and trash container. Antiseptic hand rubs will be available at stations. Barricades will be placed at entrance and exits to help direct flow of customers. CDC/WHO recommended signs related to COVID-19 will be placed at many places in the market.

Social distancing guidelines will be followed and chalk marks/tape will be placed on the ground to guide customers at each booth. Social distancing signs will be placed throughout the market.

Only approved vendor vehicles will be located by vendor booths behind booth, if it is necessary for stocking for specific vendors or for special circumstances. All other vendor vehicles will be parked on 8th Street.

Sampling

Will be allowed as per Department of Health guidelines related to phases. Phase 2 will only allow single portions offered in response to customers' requests.

Live Entertainment

CPFM is an outdoor market, as such, the market will maintain a minimum 20 feet of physical distancing between artist/performers and the audience. Stage equipment will be cleaned and sanitized between acts.

VENDOR

The following items are required to be acknowledged in order to vend at the CPFM. It is important you read, understand, and acknowledge the requirements.

- Vendors will be required to identify their Safety Plan. See attached Vendor Safety Plan sheet and use a separate sheet of paper to answer the questions on the form.
- Vendors will arrive at Lions Park and check in at the information booth for booth assignment. Vendors shall perform a self-health assessment. Vendors should not come to the market if they feel sick or have any of the COVID-19 symptoms: fever, dry cough, shortness of breath. Anyone who appears to be ill upon arrival to the market or becomes sick during the market should return home.
- Two Vendor workers per booth are recommended; one vendor will handle products for sale and one vendor will handle payment transactions.
- To maintain social distancing, an extra table will be placed in front of the table with products for sale. Material type tablecloths are not allowed, wipe able table covers are allowed and will be cleaned hourly with cleaner/disinfectant. Vendors will frequently wipe down tables with cleaner/disinfectant to ensure proper hygiene. Social distancing reminders/guides will be placed throughout the market. CPFM Staff asks that Vendors also help to monitor and maintain social distancing with customers. Encourage quick transactions.
- Customers may bring their own bags; however, vendors should not touch customer's bags. Customers will bag the items selected for purchase from the spacing table after the vendor has placed product selection on the spacing table.
- Vendors should help to encourage customer to purchase and move on.
- Vendors should allow, when possible, mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay whenever possible.
- Whenever possible, pre-package/pre-bag/pre-weigh products.
- Samples are allowed as per Department of Health guidelines related to phases. Phase 2 will only allow single portions offered in response to customers' requests.
- Service animals will be allowed.

In order to make CPFM a successful market, allowed to continue operating during this time, the precautions outlined should be taken very seriously and followed at all times. The CPFM Market Staff have the right to remove any vendor who does not comply with COVID-19 market mitigation strategies.

Thankfully yours,
CPFM Market Manager

Vendor signature

Date

COLLEGE PLACE FARMERS & ARTISAN MARKET

VENDOR SAFETY PLAN

Name: _____

Business: _____

1. What essential service are you are providing?

- ☐ Food
- ☐ Supplies needed to maintain health, safety, and sanitation

2. How do you plan to protect your own health and that of your employees?

- ☐ hand hygiene, hand washing station in booth
- ☐ barriers such as sneeze guards
- ☐ signs
- ☐ Remember to and remind employees to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth.

3. How do you plan to protect customers from exposure while at your booth?

Reduce touchpoints in the booth:

- ☐ Keeping designated "Display Only" items for customers to view.
- ☐ Pre-bagging/pre-packaging/pre-weighing food when possible.
- ☐ Discontinuing all product sampling and self-serve areas.

Signed: _____

Date: _____ Time: _____

Payment Handling Guidelines from the Wa Department of Health (April 21, 2020)

After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.

When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.

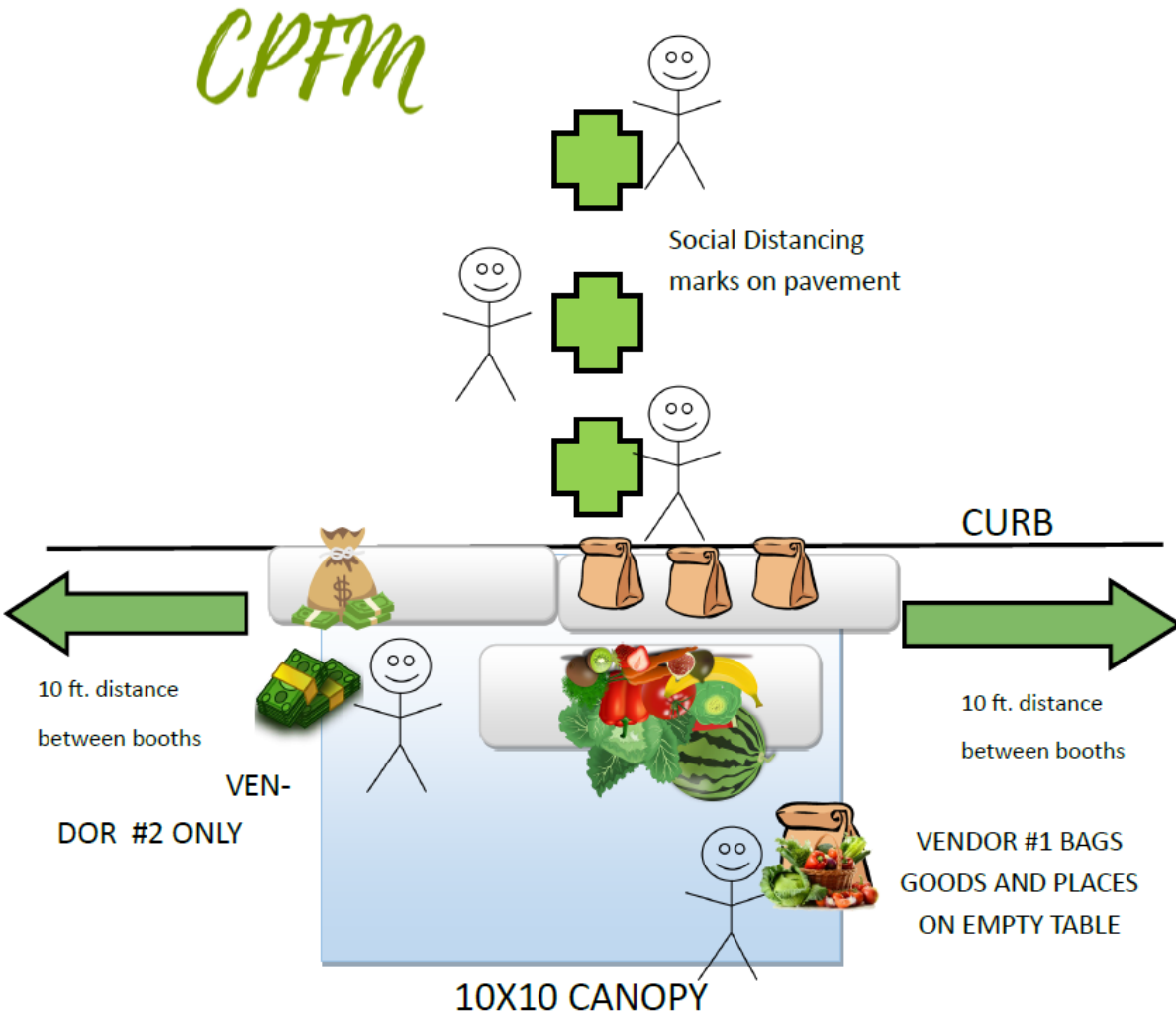
When handling cash, tokens, checks, or change:

- o Designate a money handler separate from the worker handling products.
- o Ask for exact change to help limit additional handling.
- o Collect payment in a container rather than directly into hands.

To disinfect wooden tokens, consider the following:

- o "Quarantine" tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.
- o Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.

BOOTH LAYOUT



CPFM HEALTH STATUS ASSESSMENT EXAMPLE

To stop the spread of COVID-19, it is critical that anyone experiencing any of the symptoms should stay home or return home immediately. This includes farmers market staff, volunteers, vendors, shoppers, or other visitors.

DATE: _____

NAME: _____

1. Do you have a fever (100.4F or higher) or a sense of having a fever?	Yes	No
2. Do you have a new cough not caused by another health condition?	Yes	No
3. Do you have any new shortness of breath not caused by another health condition?	Yes	No
4. Do you have a new muscle ache not caused by another health condition or physical activity?	Yes	No

[] Self assessment. I attest that I have responded honestly to the above to the best of my knowledge:

Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis. The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

COVID-19 screening protocol: What to do

Screen **everyone** who enters your facility, including:

- All employees before the start of each work shift
- All visitors

Ask the following questions when you screen employees and visitors:

“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

- A new fever (100.4°F or higher), or a sense of having a fever?*
- A new cough that you cannot attribute to another health condition?*
- New shortness of breath that you cannot attribute to another health condition?*
- A new sore throat that you cannot attribute to another health condition?*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

*If an employee or visitor answers **YES** to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

Additional COVID-19 Resources

- [DOH Coronavirus \(COVID-19\) webpage](#) – updated information and resources daily

2021 COLLEGE PLACE FARMERS & ARTISAN MARKET VENDOR APPLICATION FOR PERMIT TO SELL

VENDOR NAME:

OWNER NAME:

U.B.I#

MAILING ADDRESS:

CITY/STATE/ZIP:

EMAIL:

HOME PHONE#:

CELL PHONE#:

LIABILITY INSURANCE

Check here if you have Liability Insurance and include a copy.

PROVIDE DESCRIPTION OF BUSINESS AND PRODUCTS YOU SELL.

*This information is the information that would be used in a brochure, on the website, or in a news article. If you need more space, please feel free to attach a sheet. Provide enough information to give the public a "snapshot" of your business.

*AUTHORIZATION FOR RELEASE OF INFORMATION (please initial)

VENDOR CATEGORY:

Indicate the category that your products will be sold under. Refer to the Handbook for category descriptions.

FARM FRESH PRODUCTS

VALUE ADDED FARM FOODS

HAND CRAFTED PRODUCTS

PROCESSED FOODS

PREPARED FOODS

OTHER:

Please select the days you plan to participate. Market members should choose 8 minimum.

2 0 2 1 M A R K E T D A Y S	MAY	27		AUGUST	5	
	JUNE	3			12	
		10			19	
		17			26	
	JULY	24		SEPTEMBER	2	
		1			9	
		8			16	
		15			23	
		22			30	
		29				

SEE PAGE 2 OF APPLICATION FOR FEES.

MEMBER QTY.	NON MEMBER QTY		Member Pricing	Non-Member pricing	Total
		To qualify for membership, vendor <u>must commit and pay a minimum of 8 market dates to be selected at time of application.</u>			
		Membership applications are not accepted after June 15th.			
	X	Market Membership	\$ 50.00		\$ -
X		Non-Market Membership application fee		\$ 10.00	\$ -
			per day fee		
		Market row booth 10x10 (inner row in park) no onsite vehicle	\$ 10.00	\$ 20.00	\$ -
		Treeline row booth 10x10 - 1 vehicle onsite	\$ 10.00	\$ 20.00	\$ -
		Market/Treeline row booth 10x20 (Market-no vehicle; Treeline-1 vehicle)	\$ 15.00	\$ 25.00	\$ -
		Clubhouse row booth 10x10 no vehicle onsite	\$ 10.00	\$ 20.00	\$ -
		Clubhouse row booth 10x20 space for vehicle/food booth	\$ 15.00	\$ 25.00	\$ -
		Standard Electrical (maximum of 2 outlets)	\$ 5.00	\$ 7.50	\$ -
		Oversize Electrical 30/50 Amp (Maximum of 1 outlet)	\$ 7.50	\$ 10.00	\$ -
X		Late fee-application received after 5/20/21	\$ 15.00	\$ 15.00	\$ -
X		Non-profit booth- subject to space availability		\$ 5.00	\$ -
X		Youth entrepreneur		\$ 5.00	\$ -
		Applications/fees not received by May 20, 2021 will incur a \$15 late application fee and be considered on a first come basis and in relation to the needs of the Market.			\$ -

I have read and understand the rules and regulations applicable to being a vendor with the College Place Farmers Market. I agree to the terms listed in the rules and regulations. I understand applications are accepted at the discretion of the Farmers Market Staff, and are subject to space availability. I understand that incomplete applications will be returned and not accepted.

Vendor signature

Date

2021 VENDOR HANDBOOK

COLLEGE PLACE

FARMERS & ARTISAN

MARKET



The College Place Farmers & Artisan Market is a community farmers market in beautiful Lions Park in the City of College Place. The goals of the Farmers Markets are to provide an outlet for Washington State's farming families to directly sell their farm products and to provide farm-fresh food for consumers. The market should also be a meeting place to celebrate the diversity of our community.

Goods and services encouraged at the market include:

Artisan Foods	Dairy & Eggs	Fibers
Flowers	Fruits & Berries	Grains
Herbs	Meat, Fish & Fowl	Nuts & Seeds
Specialty Products	Vegetables	Hand Crafted Goods

2021 MARKET DATES

THURSDAY AFTERNOONS

MAY 27TH - OPENING DAY	JULY 29TH
JUNE 3RD	AUGUST 5TH
JUNE 10TH	AUGUST 12TH
JUNE 17TH	AUGUST 19TH
JUNE 24TH	AUGUST 26TH
JULY 1ST	SEPTEMBER 9TH
JULY 8TH	SEPTEMBER 16TH
JULY 15TH	SEPTEMBER 23RD
JULY 22ND	SEPTEMBER 30TH

LIONS PARK,
801 SE LARCH AVENUE, 4:00 PM TO 7:00 PM

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***Please read these regulations carefully before signing your application.
Keep this copy for your records. Failure to observe these policies may result in charges
or termination of your application/permit to sell***

Market Overview

The College Place Farmers and Artisan Market (CPFM) is a community farmers market in beautiful Lions Park in the City of College Place. The goals of the Farmers Markets are to provide an outlet for Washington State's farming families to directly sell their farm products and to provide farm-fresh food for consumers. The market should also be a meeting place to celebrate the diversity of our community.

Permits to sell and booth assignments are made based upon the Market's need to balance available produce with a well-rounded "market basket" for consumers. The Market intends to meet the needs of participating farmers/vendors without overloading the Market with particular products. All completed applications will be reviewed. The Market will respond within (14) days, with an answer on acceptance into the market.

Mailing Address

CPFM, 625 S College Ave, College Place, WA 99324

Physical Location

CPFM is located in Lions Park at 801 SE Larch (the corner of SE Larch Avenue and 8th Street) in College Place, Washington.

Market Dates and Times

Thursday afternoons from 4:00pm to 7:00pm, every Thursday beginning May 27, 2021 through September 30, 2021.

(Note: No market is held on September 2nd to allow our vendors to participate in other Walla Walla Valley events on that day. CPFM strives to work in cooperation with other organizations in the valley rather than in competition.)

Organization and Leadership

CPFM is a project of the City of College Place. The Market is run by the City Staff under the direction of the Deputy City Clerk/Events Coordinator (Market Manager). Many members of the staff contribute to the operation of the Market. Policy guidance and direction is received from the College Place Economic Development, Tourism, and Events Commission and the City Clerk.

Role of the Deputy City Clerk/Events Coordinator (Market Manager)

The Market Manager's job is to implement Market policies.

- This includes overseeing Market set-up, booth assignments, collection of fees, providing information on membership and Market policies, and assuring vendor compliance with all Market policies.
- The Market Manager will make booth assignment decisions based on available space in the Market and the need for specific products.
- The Market Manager will be responsible for public concerns and vendor complaints.

The Market Manager has complete authority to interpret and implement Market policy, including the authority to rescind booth/stall space for just cause. Any appeal of decisions made will be forwarded to the City Clerk.

Goods & Services Encouraged at the Market

Artisan Foods	Dairy & Eggs	Fibers
Flowers	Fruits & Berries	Grains
Herbs	Meat, Fish & Fowl	Nuts & Seeds
Specialty Products	Vegetables	Miscellaneous Goods

Regulations On Products Sold at the College Place Market

Products not covered under these guidelines will be given individual consideration by the Market Manager. All vendors must obtain any required licenses and/or permits required by the State of Washington and Walla Walla County Health Department.

1) Fresh Farm Products:

- a) Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish. Also included in this category are fresh flowers, nursery stock, and plants. CPM will allow the sale of Controlled Atmosphere (CA) or cold stored fruit and vegetables. The grower is responsible for full disclosure to the consumer using proper signage indicating that their product is not from that growing season.
- b) All fresh farm products must be grown or produced in Washington State or counties which border the state. All products must be grown or produced by the seller. Farmers must be able to prove they grow the products on land they own or lease. Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell Fresh Farm Products from this category
- c) The vendor must propagate all plants and flowers from seed, cuttings or plugs, bulbs or plant division. All finished products offered for sale must have been grown by the vendor and have been under the vendor's control for a minimum of sixty (60) days.
- d) The vendor's application for a permit to sell shall state what is grown by vendor and what products will be sold at the Farmers Market. Any producer who sells produce that is not his or her own production while claiming that it is will be permanently expelled from the Market.

2) Value-added Farm Foods:

- a) Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours, and salad dressings.
- b) All value added farm foods must be made from products/ingredients, *a majority of which are grown and produced by the seller*. Value added farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses required by the State of Washington, City of College Place and Walla Walla County Health Department and made in accordance to their specifications. Vendors must be an active owner and operator of the operation and may not be operating the business under a franchise agreement.
- c) The vendor's application for a permit to sell shall state what is grown by the vendor and what products the vendor will sell at the Farmers Market.

3) Hand-Crafted Products:

- a) Crafters are persons or entities who craft with their own hands the products they offer for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter.
- b) Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their craft products in Washington, or in counties which border the State of Washington.

4) Processed Foods:

- a) Processors are persons or entities offering fresh food products (such as meats, seafood*, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., hand filleted fish, smoked or butchered meats, handmade candies, etc.). Includes juices, wines, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take-home desserts, not prepared on site.
- b) Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the

product, and when possible, use products from the farmers market.

- c) All processed foods must have the proper permits and licenses required by the City of College Place, Walla Walla County Health Dept. and/ or the Washington State Dept. of Agriculture.
- d) Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

** In the case of Seafood vendors, product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia.*

5) Prepared Foods:

- a) Allowed are freshly made foods available for sale and immediate consumption on-site.
- b) Vendor must be active owner/operator of the business and may not be operating under a franchise agreement.
- c) When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in Washington State and by participating market farmers. Vendor must have all required state, county and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the vendor and what will be sold at the Farmers Market.

6) Other:

- a) Vendors selling goods that do not fit into the "Hand-Crafted Products" category, see item three above. These applications will be considered on an individual basis. Limit of one vendor per type/category of non-hand crafted items. Note that imported or secondhand items (unless recycled into a new use), and those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement are not allowed.

Market Participation and Booth Assignments

- 1) The Market Manager will give first priority to returning member vendors who were in good standing the previous season and participated in the market either for a full season or the minimum membership requirement of 8 days.

- 2) The Market Manager will reassign booth/stall space to Member Vendors in good standing from year to year in their same location.
- 3) Non-Member Vendors are assigned on a random basis at the discretion of the Market Manager. Assignments are made with the attempt to balance the needs of the market, i.e. supplying customers with a complete, competitive selection of produce available in season, with the needs of new vendors applying to CPFM without overloading the market with particular products.
- 4) Market Assignments are based on:
 - a) Available space in the market
 - b) The need for a specific product and the ability to produce it
 - c) Number of booth/stalls required. The more space needed, the harder it is to place. Smaller vans and pick-ups are easier to accommodate.
 - d) Vendor performance at the market including:
 - i) Good product quality, display and signage
 - ii) Ability to follow CPFM rules and Market Manager's directions at market. (i.e. punctuality, clean up at end of day, prompt notification when canceling, etc.)
- 5) ***Sales reports are required from ALL Vendors*** – Reports are due the day of the market and must be submitted *no later than the following Tuesday*.
 - a) Reports may be placed in the sales report folders at the Market headquarters table or sent directly to The Market Manager at cpfm@cpwa.us or by phone/text at 509-386-4394.
- 6) Market fees are to be paid in full and on time.

Note: We will try our best to satisfy participants' booth requests. We will do our best to give returning, long-time vendors room to expand without closing the market to new vendors.

Vendor Guidelines / Market Rules

Quality of Products:

CPFM is a not wholesale market or an outlet for excess produce from large producers. The market was established to provide a space for local family farms to sell their produce, processed foods and baked goods to the community at retail pricing. CPFM reserves the right to establish a minimum pricing policy in

order to protect the sales of participating farmers. Vendors are expected to bring quality produce to market. Seconds or “culls” are not allowed.

Pricing:

Pricing of goods sold at the Market is the responsibility of the individual vendor. Vendors are expected to sell their goods at retail pricing. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. **Vendors that sell their produce at a reduced rate - below fair retail rate - will be regarded as dumping their products.** The first violation will result in a verbal and/or written notice from the Market Manager. The second violation will result in a \$50 fine. The third violation will result in dismissal from the market for the remainder of the year.

Reporting:

Vendors are required to turn in sales reports for each market day. Reports may be placed in the sales report folders at the Market Information Booth or sent directly to the Market Manager at cpfm@cpwa.us or by phone/text at 509-386-4394. Reports are due the day of the market and must be submitted no later than the following Tuesday.

CPFM has a responsibility to the City to track gross market sales. Each Market participant is expected to cooperate with sales monitoring activity by Market management. Reported gross sales figures are strictly confidential. They are used only by CPFM to determine the Market’s OVERALL success and comply with USDA reporting requirements for SNAP/EBT eligibility. Sales reporting is required for participation in the Market. Your reported figures are anonymous and confidential. They are totaled with all other vendor sales to provide a bottom line for the Market. They are used to create trending information to determine if and when we need additional promotions for the Market.

Who Can Sell at the Market?

The principal/majority owner must be present at the market at least two (2) Thursday’s per month. Principal farmer/producer and majority owner may send family members, partners, or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and violation policies.

Non-Profits at the Market

Non-Profit Organizations are allowed to have a booth at the market on a limited basis, to provide information to residents about their organization/services. The organization must complete a vendor application stating the intention of the booth. The Market Manager will schedule each approved non-profit booth in a manner to offer fair opportunity for others, while limiting this type of booth to no more than two or three per market day.

Youth Entrepreneur

CPFM offers a discounted rate for a booth to youth entrepreneurs. Youth entrepreneurs must follow the same guidelines as the vendor population. Youth Vendors shall adhere to the following:

1. Be the grower or producer of items for sale
2. Vendor registration form
3. Actively sell their goods and items without the assistance of a parent and/or chaperone where possible.
4. Have an adult chaperone present at the Market or be supervised by a parent and/or guardian.
5. Be limited to no more than three individual youths in the cases of group participation.

Parents/Guardians: Review the current Vendor Handbook with your interested youth vendor(s). This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. By signing the registration form, youth vendors and their parents agree to CPFM policies as set forth by the City of College Place.

CPFM reserves the right to prohibit anyone from selling or any product from being sold.

Setup Time:

2:15 PM to 3:45 PM Must be set up and ready to vend at 4:00 PM. Vendors arriving after 3:45 PM will be subject to a \$15.00 fee.

Vendors are required to stay until closing unless they have received permission from the Market Manager in *advance*. Vendors who sell-out early must post a

sign letting customers know they have sold-out and should not leave their booths and possessions unattended. Vendors will load up unsold merchandise; clean area/space/stall used, and vacate the Farmers Market site no later than one (1) hour after the Market is closed. Any exceptions must be cleared with the Market Manager.

Electrical:

Standard electrical connections and some 30 and 50 amp connections are available for an additional fee. **(Supply is limited.)** Please note electrical requirement on application.

Equipment:

Vendors need to provide tables, shade structures, and everything within the space. The City of College Place does not have equipment to rent.

Insurance:

The City of College Place will not insure the contents of the vendor booths.

Signage:

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$10 fine.

Pricing Signage:

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard

Space Size:

10' x 10' standard or 10' x 20' oversized

The vendor sales area (where vendor produce is marketed) must not extend beyond the allotted boundaries of the stall/space.

Vendor Vehicles and Loading/Unloading:

Vendor stalls/spaces and/or vehicles must not extend beyond allotted space.

Some Market stalls/spaces have been designed with on-site vendor vehicles in

mind. If you have a second vehicle, please have it off the Market site no later than **½ hour before the Market starts.**

Vendor Music:

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. Remember, not everyone likes the same type of music. *Vendor music must not interfere with the live music performance at the market.*

Smoking:

Smoking is not allowed in the vendor sales areas.

Safety:

Producer vehicles, tables, and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. Shades must be tied down or weighted. Tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays. All vendors who wish to erect canopies on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely weighted (25+ lbs per leg) to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly weight their canopy legs will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy.

Children:

Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market cannot take responsibility for their safety or whereabouts.

Courtesy/Conduct:

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language, behavior or conduct considered to be harmful to the normal operation of the Market will be grounds for termination of vendor's permit to sell. Smoking is not allowed in

the vendor sales areas. Illicit activities that take place at the Market or any other Market will be grounds for immediate expulsion from the Market.

Sampling:

Special Health Department guidelines and regulations must be followed by vendors for food demonstration and sampling. Please consult with the Walla Walla County Health Department regarding these regulations.

Other:

CPFM is not responsible for loss of property or damage. There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality.



On-Site Vendor Compliance Checklist

On Market day, use this checklist to help remind you of some of the basic market operation rules and policies. All rules previously listed also apply.

- Vendor sets up where assigned
- Vendor unloads and removes vehicle **before** 3:30 p.m.
- Vendor parks in assigned area to allow adequate parking for customers
- Vendor returns vehicle and loads after 7:00 pm but before 8:00 pm
- Vendor does not leave booth unattended

- Vendor maintains booth space in safe, clean and sanitary manner and keeps products and displays within booth confines
- 25+ lbs. canopy weights on each leg if canopy is used
- Children are supervised
- Signage with the name and location of the business is clear and visible
- All product prices are posted
- Product claims are truthful/verified
- Any scales used are “legal for trade”
- Vendor conducts themselves in a courteous manner, including not smoking

Licenses, Permits and Special Requirements

Taxes:

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors who are required by law to have a Washington State Master Business License Number must supply this number on their application to sell at the Market.

Insurance:

All vendors must show proof of current automobile insurance for on-site vehicles, and provide the Market with policy numbers, which will be kept on file.

Permits and Licenses:

All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the vendor's Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License or Department of Fisheries Wholesale License. When applicable, sellers of plants, bulbs or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture.

Organic Products:

If a product is labeled “organic,” it must be certified as required by Federal Law. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor's application/permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly

separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Processed Foods:

Must be licensed by the Department of Agriculture as a Food Processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings. Beekeepers who process their own honey do not need a Food Processor's license.

Labeling:

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include 1) The name of the product 2) Company name 3) Address (if not found in the phonebook) 4) Net weight on bottom 1/3 of label and 5) Ingredients listed in decreasing order of predominance.

Food Handler's Permits:

All prepared foods and baked goods vendors must have a current Walla Walla County Health Department Food Handler's Permit.

Market Membership, Fees* and Booth Types

Membership Vendors:

Vendors who commit to attendance at a minimum of 8 planned market dates can become a member vendor and receive member benefits. At least 8 dates must be selected at time of application. Membership fee is \$50.00 annually. [\(Note: The annual membership fee will be dedicated to marketing promotion of the CPFM and Member Vendors.\)](#)

Member benefits include:

- Reserved booth space – Same booth each day selected on vendor application. *(If you should choose to attend a date not originally planned, the Market Manager will make every effort to place you in the same location; however, we are unable to guarantee locations for those additional dates.)*
- Reduced daily and electrical fees
- 50% discount on vendor fees for all additional City events.
- Business name included in Market promotional advertisements.

Non-Member (Daily) Market Vendors:

Vendors unable to commit to attendance of at least 8 market dates are not eligible for member rates. An application fee of \$10.00 must accompany the application at time of submission. All other fees may be paid on Market day, *prior to the start of the Market*.

Daily Vendor Responsibilities:

- Must notify Market Manager no later than Tuesday of the week you want to attend. Market Manager will inform you of space availability.
- Dates selected at the time of application will ensure space availability on those dates.

*** Discount of 10% on Daily & Electricity fees that are paid at the time of application.**
(Dates must be selected, advance commitment benefits everyone involved.)

Booth Types:

- Tree line Row - Includes one 10x10 selling area and one on-site vehicle
- Clubhouse Row – Includes one 10x20 space for vehicle / food truck booth
- Market Row – Includes one 10x15 space selling area

Absences: All vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. *Failure to notify Market Manager within the specified time may result in the forfeiture of your fees for that day.*

**For more information contact the Market
Manager at 509-386-4394 or email
cpfm@cpwa.us.**

City of College Place: Development Activity -May 2021

Project Name	Use	Location	Status	Lead Generated
Commercial/Industrial				
Project CK	Gas Station & Convenience Store	NW corner of 12th & Myra	- Jan 2019 In site negotiations. - March 2021 Still conducting due diligence, also considering franchising the convenience store moniker to existing business on College Ave corridor. - April 2021 No update. - May 2021 New Real Estate Manager. Conducting due diligence. If buying looking at also developing other retail plaza uses adjacent.	ICSC Las Vegas
Project Dominick	Existing retailer in the valley.	NW corner of 12th & Myra	- May 2021 Contacted by real estate manager. The business is one year out from end of 20 year lease at shopping center on Plaza Way. With the construction and tandom roundabout and traffic light they are concerned about traffic patterns. Weighing weather or not to renew lease or relocate.	Phone call from business.

Project HM	Automotive	College Avenue Corridor	- March 2020 Coffee shop located on west side of Walla Walla is potentially interested in opening a second location as primarily a drive through with large outdoor patio seating at southwest corner of 9th and College Avenues. Preliminary engineering meeting scheduled. - March 2021 Old car wash demo'ed. No update. - April 2021 No Update - May 2021 Adjusting site plan. New architect. Still plan on doing business.	Local Business.
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Project FM	Medium sized grocery and general merchandise store.	College Avenue, across from College Place High School.	- Jan 2019 This site is shortlisted with another site at end of Myra Rd in Walla Walla. User would like to open up by 2021/2022. - October 2019 Will commit to site once wastewater trunk is done next Summer. Gave city benchmarks to hit. Closing on lift station sewer property. - November 2019 City closed on lift station property. Achieving timelines. - February 2020 No change. - March 2020 Wastewater engineering plans will be done by June then to construction of sewer. This project is contingent on City getting sewer constructed. - March 2021 Company still interested. Waiting on SW Sewer to be completed. - May 2021 Awaiting Sewer.	Discussion with potential client.
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Project BK	Fast food burger establishment.	Either SR 125 & Commercial Dr or Tamaurson & SR 125.	- Jan 2019 Two sites are shortlisted. In due diligence/negotiation phase. - August 2019 Due diligence. - September 2019 Site agreement signed. - October 2019 Construction to take place next Spring. - December 2019 Getting plans together. - January 2020 Conceptual plans turned into City. - February 2020 Also reviewing a site on Commercial Drive. - March 2020 Continue to work with corporate on final location of Burger King. - July 2020 On hold. - March 2021 Going through final site plan process on vacant site adjacent to Aspen Dental. - April 2021 Corporate has given consultants permission for site. - May 2021 Corporate is turning in additional plans. Will happen.	ICSC Las Vegas
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Project W	Fast Food restaurant	Meadowbrook Area	- June 2019 Corporate looking to open up a tri-branded location of a fast food restaurant. - August 2019 Due diligence underway on Meadowbrook taxlots. - October 2019 Sites narrowed to Commercial Drive and Tamaurson - November 2019 Narrowed to Commercial Dr site. - March 2020 Site negotiations ongoing for Commercial Drive. - July 2020 Project on hold. - May 2021 Project on hold. However, may come to fruition tied to Project K above.	ICSC Las Vegas
Project D	Sit Down restaurant	Sites are either SR 125/Commercial Drive or SR 125/Tamaurson.	- Jan 2019 Two sites are going through due diligence. - Mar 2019 Due diligence continues. - April 2019 Awaiting plans from State about SR 125 to determine next move. - June 2019 Waiting for the Myra and SR 125 intersection to be improved for site to be acquired. - August 2019 Awaiting permanent Myra/SR 125/Commercial Dr plans. - March 2020 No Change - March 2021 Project on hold. Waiting for left turn lane from North Myra onto Commercial. - May 2021 No change.	ICSC Las Vegas

Project Flight	Aerospace Manufacturing	Martin Airfield	- September 2019 Interest by incoming owner of Airfield about potential siting of facility on west side of property. Improve airport. Likely this project will start between four and five years. - October 2019 Airfield now owned by Tarragon/Mike Corliss. - February 2020 No Change. - August 2020 Tarragon doing preliminary planning of site. - April 2021 Tarragon is working on a Light Industrial Airport Zoning Overlay proposal to County and City.	Property owner.
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			- September 2019 Board of company getting ready to approve purchase of 1.94 acre John Stejer site behind Banner Bank. - October 2019 Awaiting word from Board of this company. - November 2019 Property deal closed. Goodwill is moving to College Place by March 2021. - December 2019 Goodwill is working on site plans. They control site. - February 2020 Plans are in development. - March 2020 Developing preliminary site plans. - March 2021 Working through final engineering plans. Plan for Spring ground breaking. - April 2021 Planning to submit permits in two weeks. - May 2021 Continue working with them on minor details.	
Project GW/Goodwill	Second hand store	C Street across from Home Depot		Board member of Company
Project Medical	Urgent Care Facility	Commercial Drive	Urgent care facility is interested in locating on Commercial Drive.	Random email.
Residential				

Homestead Subdivision Phase 3C, 3D, and 3E.	Residential subdivision constructed by Hayden Homes.	Homestead and Doans Street south of Fourth Street.	- August 2019 Phase 3D is wrapping up. Plans for 3E still being revised. Still dealing with stormwater. - March 2020 MOU signed. - July 2020 Doans put through. Utility infrastructure is being installed. No permanent installed stormwater solution yet. - August 2020 Contractor working on roadways south of Virginia Street between Homestead and Doans. - April 2021 Water connections installed for Phase 3E. Homes under construction. - May 2021 Working on Phase 3E on Julia. Have submitted Phase 3F wisize homes to the east of Doans.	Hayden Homes has owned property for the last decade.
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Villages at Fort Walla Walla	180 multi-family apartment units.	South side of Whitman Drive/Deccion intersection.	- Jan 2019 Plan submittal is being reviewed by development staff. Spring 2019 construction. - Feb 2019 Plans reviewed and approved. - October 2019 Engineering issuing approval for first group of buildings. - November 2019 Engineer will likely be starting work again. Was told to idle by developer. - February 2020 Farran requested groundbreak meeting with staff in February. - July 2020 Q4 groundbreaking. - March 2021 Invoiced developer. They have not communicated future plans after several follow up emails. - May 2021 Developer has communicated with City. Issues with original land owner.	Port of Walla Walla was approached by Farran Group about property and was directed to Bob Price and the City.
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Stepper Addition	Multi-family apartments.	South side of C Street near Della intersection.	- Jan 2019 Plan submittal is being reviewed by development staff. - Feb 2019 Developer about to break ground. - Mar 2019 Plans approved. Waiting for snow to melt to break ground. - April 2019 Wrapping up bonding issues and will be ready to go. - June 2019 Site has broken ground. - August 2019 Road and utilities are installed and in place. - Sept 2019 Construction of structures to begin. -February 2020 Under construction. - March 2020 Getting ready to release bond on this. - July 2020 Structures being built. - March 2021 Continue work. - May 2021 No Change.	Property owner.
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Country Estates	Additional manufactured units on former Poor Form House property.	924 SE Scenic View Dr	- Jan 2019 Poor Farm House is demolished. Site ready for manufactured unit construction. - Feb 2019 Development plans for additional units turned into the Community Development Department. - March 2019 Waiting for additional information from Country Estates. - April 2019 Met with property owner to discuss plans and what was needed to move development along. - June 2019 First double wide is on site. Waiting for plans for others. - August 2019 Awaiting revised plans. - November 2019 No change - July 2020 No change. - March 2021 Working through site plan process. - April 2021. Out for public comment. Short Plat. - May 2021 No change.	Property owner.
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Sirmon Development	Multi-family apartments.	942 NE Spitzenburg St	- Jan 2019 Plan submittal is being reviewed by development staff. - Feb 2019 Development needs fire flow test. Applicant will coordinate with Green Tank Irrigation District. - March 2019 Planning approvals done. Contingent on fire flow water test with Green Tank. - April 2019 No Update. - June 2019 No Update. - August 2019 No update. - Sept 2019 Site passed flow test. It does support multifamily now. - November 2019 Planning to develop next Summer. - March 2021 Still planning on doing this development this year. - April 2021 Awaiting final engineering drawings. - May 2021 Getting close to issuing permits. Problems with conforming to new State building code cycle.	Property owner.
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Stone Creek Development.	Single & Multi-Family	197 Mojonner Rd	- Feb 2019 SW Trunk Line MOU contents agreed upon with property owners. MOU needed to make this property and others developable. - Jan 2020 Working on easements right-of-way for wastewater trunk line. March 2020 Property owner short platting development to permit more developable tracts. - March 2021 Boundary line adjustments approved. Processing short plat for Christianson part of property. - April 2021 Community Development is working on getting comments for Mr. Christensens short plat.	Property owner.
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			- June 2019 Turned in preliminary plans for additional multifamily structures. -November 2019 Planning approvals done. In Civil review. - December 2019 Ongoing - January 2020 Apartment building under construction. - February 2020 Under construction. - March 2020 Apartments continue to be under construction. - July 2020 Construction continues. - March 2021 No change. - May 2021 No change.	
Hanby	Multi-family apartments.	West side of College & Sunny		Property owner.
			- March 2021 Working through developer inquiry on potential for cottage housing development for developmentally disabled. Would need County to bring whole property into College Place UGA. Only part of it is. - May 2021 No change.	
Project Wallula	Cottage housing for developmentally disabled.	North side of Wallula Rd adjacent to Sunset Villa		Property owner.

Whispering Creek Subdivision	Single Family	620 SE 8th Street	- Feb 2019 Annexation hearing set for the property. - Mar 2019 Property annexed at February 26th, 2019 Council meeting. Awaiting plans. - Sept 2019 Awaiting revisions from developers engineer. - Dec 2019 Scheduled public hearing with Hearing Examiner. - Feb 2020 Hearing examiner issuing conditions for development. - March 2020 Working with developer and engineer on final review. - July 2020 Utilities installed. Roadway is being constructed. Housing construction has started. - March 2021 Continue constructing homes. - May 2021 Homes under construction.	Property owner.
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