

Background: This project proposes that the City of Foggyton's Digital Services (FDS) team develop a centralized form for all businesses seeking relief for COVID-19. This form would match businesses to all potential relief opportunities and would allow them to apply to all within a single application.

To create a universal application form, FDS would need to partner with numerous city agencies to consolidate permitting and financial aid application processes. This document serves as a draft letter that the Foggyton Digital Services Team could send other city agencies to encourage them to join this initiative.



Foggyton Digital Services
1234 Foggyton Blvd.
Foggyton, FG 65432



Dear City of Foggyton agency,

Foggyton Digital Services (FDS) would like to invite you to participate in a new initiative that will make it easier for small businesses to access COVID-19 relief and permitting opportunities. Your participation will help small businesses obtain the relief they deserve.

Small businesses are struggling because of the COVID-19 pandemic. As of late 2020, more than 2,000 Foggytonian area-businesses closed permanently. The City of Foggyton has a responsibility to support these businesses and ensure that the City can be a welcoming place for all.

Foggyton Digital Services is announcing a universal application process where small businesses can easily identify all relief opportunities available to them, regardless of under which agency the relief opportunity is housed. The new application form will provide a one-stop shop for businesses to provide information about their business, identify which relief and permitting opportunities are available to them, and apply for said opportunities. On the back end, city agencies will receive data from this form and reach out to businesses individually on what opportunities are available to them.

To make this form a reality, **we need your help**. Though we hope you will partner with us to develop the form, the time required is minimal. We're looking for City agencies to:

1. Provide us with a list of the types of COVID-19 relief and permitting opportunities offered, along with their associated application forms, eligibility criteria, and verification criteria;
2. Agree to a consistent process for updating small businesses on application status, approvals and remediation requests using this universal form.

FDS is hosting a meeting on June 5, 2021 for city agencies to learn more about this universal application form, and what partnering with us would entail. Registration for this meeting can be found [here](#). We hope to see you there.

Best,

Janet Patel, Director of Foggyton Digital Services