

Working Washington Grants Round 5 Application Walk Through

August 18, 2022

Q&A

- 1. We operate on a different fiscal year. Our 990 is only available in draft form at this point. Is the grant accepting draft forms of 990s or alternate financial documents?**

We are not accepting draft 990 forms or alternate documents. We request that the 990 that is submitted be the one that has been submitted to the IRS. Complete financial documents are needed so grant administrators can validate business expenses.

For many businesses and nonprofits, their fiscal year doesn't align with the calendar year. For this grant, in those cases we ask them to submit their gross annual income that matches the calendar year for 2019, 20 and 21. When submitting tax forms, please submit them as submitted them to the IRS in 2019, 2020, and 2021, even if it doesn't align with the calendar year.

- 2. Are all nonprofits eligible to apply, or only those with 501c(3) status?**

Nonprofits are not being defined as whether they are a c6, c3, etc. All nonprofits are encouraged to review the ineligible list on the Program Guidelines document <https://app.box.com/s/6sz9w5ydt5z1gld28qk1zujh3t1dsq5> and the FAQ document <https://app.box.com/s/ufxtwg5jubsb32yr4ce6sal993m9g79c>.

- 3. How many years of tax returns do I need to submit as part of the application?**

We require financial documentation as listed in the program guidelines and FAQs for 2019, 2020, and 2021. However, if you started your business in 2020 and are applying for the Working Washington Grants: Round 5 program then you may submit only 2020 and 2021.

- 4. We received state and federal grants, including a grant from 4Culture, that increased our revenue in 2020 so that it was above our 2019 revenue. As a result, we cannot show a decline in revenue in our 2020 tax return. Are we disqualified from WW5?**

No, this will not disqualify you from this grant opportunity. Enter your revenue as it was received in those years. Important: use the open text field in the application to describe the financial hardship that you experienced due to COVID-19. This is where you can explain how the pandemic affected your organization or your business. We understand that for many nonprofits, their revenue increased due to grants received during the first year of the pandemic. However it was still a difficult time for them.

- 5. If we received a PPP loan that was forgiven. Does that amount need to be included in our revenue in the WW5 grant application?**

Yes, if those grant funds were included as part of your gross annual revenues in your financial documents you must include them in your WW5 application.

6. If my business ends up closing unexpectedly or being sold this year, and I receive this grant, will I be penalized or required to return the funds?

If you intend on permanently closing your business in 2022, you are not eligible to apply for this grant. It is challenging to provide additional guidance without knowing further details. We can approach that issue when/if it happens (hopefully it does not).

7. What if my business underwent a state tax audit in 2022, and we are paying back taxes. Would that render us ineligible for this grant?

I don't believe so. However without knowing more, I would advise that you contact the Department of Revenue and get information about your own specific tax situation <https://dor.wa.gov/>.

8. A business was sold but has not changed its business license. Can the previous owners apply for this grant, if the business is still in operation?

No, the past owners would not be eligible to apply. They must currently own the business. If you've sold the business, you are not eligible to apply.

9. I work for a nonprofit that is operated by an executive director who also owns and operates a for-profit business. If our nonprofit's board president applies on behalf of the nonprofit, would the ED be able to apply on behalf of her for-profit business?

If the ED is a paid employee at the non-profit and then operates their own independent for-profit business separately, then both should be eligible to apply.

10. If I own multiple businesses in Washington state can I apply for each of them?

If you own and operate more than one business in WA state you may only apply for one. We ask that you apply on behalf of your most impacted business.

11. My husband and I are 50/50 owners of our business. Do we have to include both of our ID's on the application, or is just one enough?

Just one should be sufficient.

12. We have an ITIN, but no SSN. Are we still eligible to apply for the WW5 grant?

Yes.

13. I have applied for my UEI it may take weeks to receive it. Will I be disqualified if I do not provide it by September 9?

You are able to submit the application without a UEI however it will be required to receive funding.

14. How long does it take to get a UEI number?



As of now we have being hearing between 10-15 business days but will likely depend on volume and other variables.

15. If we get a UEI after applying, how do we notify you when it is received?

If you are not able to provide your UEI number in the application, we will be sending out an email where you can provide it to us after you submit.

16. Should the UEI number be connected to the LLC or the sole proprietorship?

Please contact your local PTAC office so they can best advise on this issue.

Procurement Technical Assistance Centers (PTACS) are an official government contracting assistance resource for small businesses. Find your local PTAC to get free help completing registration in SAM.gov. <https://washingtonptac.org/contact-wa-ptac/>

17. Why is a UEI needed in order to receive this grant?

The UEI is a federal requirement in order to receive federal funding. This grant uses federal funds.

18. Which year is the 51% WA revenue requirement looking at?

This requirement is to ensure that the business is physically located and operating out of Washington state. This should be the case for all relevant years – 2019, 2020, and 2021.

19. Our business has multiple locations in WA. Would the \$5,000,000 revenue ceiling apply to our entire company, or is it location-specific?

If your business operates all under one UBI number, then you would not be eligible since you are above the revenue threshold as set forth by the legislature for Working Washington Grants: Round 5.

20. I'm uncertain about the difference between "revenue" and "income." For example, our "net income" is very different from our "gross" income.

This application is asking for your gross income, not net income.

21. Do you need to meet the \$10,000 in revenue in 2019 AND 2020 to be eligible, or just one of the 2 years?

You must have more than \$10,000 in gross revenue in 2019 or 2020.

22. Which types of businesses fall under "heritage" and "science"?

Examples include cultural entities such as museums/interactive displays or botanical gardens.

23. Are YMCA's eligible? We do offer childcare but it is not our sole service to the community. We provide multiple services and programs.

Yes, if you meet all other eligibility criteria.



24. We have been in operation prior to 2021, but recently changed to a new trade name. Will this impact our eligibility?

If your business still operates under the same UBI you should still be eligible- as long as your current business meets other eligibility requirements.

25. Where can nonprofits find their NAICS code?

Nonprofits and businesses can find their NAICS code here <https://www.naics.com/search/>.
There is not a specific NAICS for

26. How will the grant funds be dispersed?

Grant funds will be disbursed by our partner Submittable via direct bank transfer through US Bank.

27. Can we use grant funds to cover the wages of a new staff member?

Grant recipients must use the funding for costs incurred between March 3, 2021 and June 30, 2023, as required by state law. Awardees may expend grant funding for any eligible expenses due to the impact of COVID-19 as long as they have not been previously funded through other grant awards.

If all responses for the particular incurred cost are “true” for all five statements below, then the applicant can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary” to continue business operations.
3. The expense is not to be used to pay government related fees (i.e. taxes, licenses, state, county, federal, and/or city fees).
4. The Business will self–attest that the expense is not funded by any other funder, whether private, State or Federal.
5. The business wouldn’t be requesting assistance with expenses if they had not been impacted by COVID-19.

28. What file formats are accepted for uploaded documents? Can we upload photos of each page?

Yes, most photos are accepted, in addition to Word documents, JPGs, PDF,s etc. Numerous file formats are accepted.

29. How will grant award amounts be determined?

The grant amount will be based on volume of applicants, prior Working Washington grants received, and other factors- please see our FAQ's on commercegrants.com for more information.

30. Will paper copies of the application be available?

Applications will only be accepted via our online application portal

31. Does the owner of the company have to fill out the application or can our accountant fill this out on his behalf?

You can have your accountant fill out on your behalf, however they will need to upload a valid photo ID of the business owner in the application.

32. How can we ensure the strongest application possible? Does a rejection in a previous Working Washington grant round impact our chances in this round?

Make sure you review your application for completeness and provide all required information. No, all eligible applications will be considered for a grant.

33. Will we be notified if we do NOT receive a grant, or only if we DO get awarded a grant?

You will be notified in both cases.