

Preparing to Apply For Working Washington Grants Round 5 (WW5) & UEI Walk Through

Q&A

- 1. Is a UEI number required at the time of application, or does the UEI number just have to be obtained by the time of grant funding disbursement?**

Applicants are encouraged to get a UEI in advance of applying so that they can provide it in the application. You may apply without one and we will attempt to collect it from you if you are a potential awardee. You will not be able to receive grant funds without one. You may apply for a UEI here: <https://sam.gov/content/home>.

- 2. There are 3 options when applying for a UEI number: 1) All awards registration, 2) Financial Assistance Awards Only registrations, 3) UEI only. Which option should we choose?**

We recommend choosing option 3 to apply for WWR5 as it is a much faster process.

- 3. How can I check and see if my nonprofit has a UEI?**

If you've registered in the past for any federal funding, you would have registered in [SAM.gov](https://sam.gov) and you will already have a UBI. Go to [SAM.gov](https://sam.gov) and to an "entity search" to see if your business is there or not.

- 4. Are there instructions on how to register for a UEI number?**

There is a PDF here on how to get a UEI number without having to complete a full entity registration: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0049214&sys_kb_id=0a06493e1bee8d54937fa64ce54bcb93&spa=1

- 5. To receive the UEI number, do you have to provide an EIN number, Social Security Number, or ITIN number?**

You are not required to enter your EIN, SNN or ITIN when you are applying for an UEI, only for financial award purposes for the WW5.

- 6. If the business owner has an ITIN and not an SSN, are they still able to receive a UEI number/ apply for WW5?**

A business owner with an ITIN is eligible to apply for these grant programs.

- 7. Is UEI the same as DUNS?**

UEI is the replacement for DUNS.

8. How long is it taking for businesses and nonprofits to receive a UEI?

Plan on it taking up to about 7- 10 days.

9. We have a UEI number. However, our registration went inactive. We have applied to revive it and our status is pending. Does this affect our ability to submit a grant application?

If your business or organization has applied for a UEI number, we encourage you to apply. However, you cannot receive funding from this program until you have a valid UEI number.

10. We had a transition in leadership at our nonprofit and were told we needed to change our SAM account. Will that affect us if we received a grant in the past?

That will not affect your ability to be eligible to apply for WW5 or Convention Center grants. If you cannot provide a valid UEI number in the application, we will do our best to follow up with potential awardees and try to collect that information after the fact. You will not be able to receive grant funds if you do not provide a valid UEI number to the Department of Commerce.

11. If a business owner has an ITIN (individual tax identification number), are they able to apply for a UEI?

Yes, you can use an ITIN.

12. We recently applied for our UEI and are getting an error with receiving CAGE approval. It says we've done this twice. Is there any support I can call to help get this issue resolved?

Getting a UEI only does not involve CAGE. You must be applying for some other contract or federal grant directly, which is a different than the process for applying for a UEI only.

13. I was charged \$597 to apply for a UEI number. Does applying for a UEI cost money?

Please be careful of paying for getting a number. Applying for a UEI is free!

14. If an organization receives a grant, but has not finalized their UEI at that time, will the grant be rescinded? Or is there a grace period?

If you are awarded and no UEI yet, or issues haven't been resolved by the time of award, contact PTAC: <https://washingtonptac.org/contact-wa-ptac/>.

15. We had a DUNS number, but when I went in, the system said I couldn't use a different computer. What do I do?

You should be able to use any computer to login to SAM.GOV. Please reach out to our office (john.dicus@sba.gov) or your local PTAC counselor and we can help figure this out <https://washingtonptac.org/contact-wa-ptac/>.

- 16. A business owner created a ticket to correct business information in the SAM.gov portal. He got a message with introductions to submit other documents, with a due date which expired. Does he need to create another ticket, or is there a way to reopen the existing ticket?**

Do not create another application or ticket. Please reach out via our phone and email support to check on this specific issue: PHONE: (888) 242-0169, EMAIL: commercegrants@Submittable.com. Email and phone support will be available in English, Mandarin, Russian, and Spanish.

- 17. Once a business has a UEI #, do they still have to submit their UBI on the grant application? Can they substitute the EIN in place of the UBI?**

Having a UBI is required. If you don't have one, you will need to get one. You may not substitute an EIN.

One exception is businesses or nonprofits registered with a tribal government, although the majority of tribal member-owned businesses do have UBIs. Some that are exempt from having a UBI would need to provide a valid registration or license with a federally recognized tribe in Washington State.

- 18. Can you explain what a UBI number is in case someone may not have one?**

A UBI number is a unified business identifier. It is issued to by state agencies to track your business across state agencies, and it can be issued through the Department of Revenue. It can also be issued through Secretary of State if you incorporate. You can receive your UBI number through a secretary of state as well. That number is used by all state agencies to identify you as a business.\

- 19. How do I find my UBI number?**

You can go to Department of Revenue at <https://dor.wa.gov/>. Input your entity name and do a search. That will pull up the information for the entity for the State of Washington.

- 20. How do I receive a UBI number?**

You can find information about UBI numbers here: <https://dor.wa.gov/open-business/apply-business-license>

- 21. If companies or nonprofits started in 2022, do they qualify for these grants?**

No, they are not eligible to apply for these grants. A business must have been active and an operation prior to January 1 2021.

- 22. Can I submit the IRS 990 for years 2021-2022, if I don't have a form for 2019?**

We ask that you submit the financial records for 2019, 2020 and 2021 that you submitted to the IRS.

- 23. Our nonprofit has not yet finalized their IRS 990 for 2021. Will you accept another form of financials like a profit and loss statement?**



As of now, we are asking that nonprofits submit a completed Form 990. We can look into whether there is a draft 990 Form that's available for 2021 and whether that can be accepted. However, currently, we're only accepting completed 990 Forms.

24. Our fiscal year ends August 31 so it's impossible to get our 2021 990 done by the application deadline. What do we do?

For nonprofits or businesses whose fiscal years don't align with the calendar year, submit your tax documentation that you submitted in 2019, 2020, and 2021.

25. Will a quarterly report work as a financial document for 2021?

No. The accepted financial documents are listed in our FAQs as follows: Financial Documentation:

- Financial documentation for 2019, 2020 and 2021 gross annual business revenues (Businesses opened in 2020 will need to provide documentation for 2020 and 2021)
- Applicable financial documents may include one or more of the following:
 - IRS form 1040 (sole proprietors) and the following: Schedule C, Profit and Loss from Business
 - IRS form 1065 Partnership Return (no K-1s required)
 - IRS form 1120 Corporation Return (no schedules required)
 - IRS form 1120S S Corporation Return (no K-1s required)
 - IRS Form 1099-MISC for independent contractors
 - IRS Form 990, 990EZ, or 990N for non-profits
 - For fiscally sponsored non-profits only: Profit and Loss Statement

26. Could I submit just a Schedule C for 2021, or do we need to submit a full 1040?

Your schedule C showing business revenues is sufficient.

27. For tax documents for a Sole Proprietor, do you need form 1040 and Schedule C or is the full tax return required?

Whatever shows your legal name and address. You typically do not have to include everything.

28. Which documents need to be certified?

The best document to submit is the Articles of Incorporation. You can download these from the Washington Secretary of State's website here: <https://ccfs.sos.wa.gov/#/>. This download may show a date and time be sufficient.

29. Our incorporation documents are more than 5 years old. Can we use them?

We recommend uploading the incorporation document (if even more than 5 years old) with the most recent annual update or filing.

30. Our nonprofit had no income last year. Can we still apply?

In order to be eligible, you must have had a minimum of \$10,000 in revenue in 2019 or 2020. If you meet that eligibility criteria and the additional eligibility criteria, we encourage you to apply. Use those open text fields in the grant applications to explain to us why you may not have revenues for last year. However, you must meet that minimum revenue requirement to be eligible to apply for these grants.

31. Is this grant only for those businesses and nonprofits that can demonstrate quantifiable and proven monetary loss?

This grant is intended for those eligible businesses that experienced financial hardship and can demonstrate that revenue loss, and/or provide a description of how they have experienced financial hardship if the revenues do not show a reduction (for example, if you opened your business at the end of 2019 but had larger revenues in 2020, even though you experienced financial hardship because you were forced to close in 2020 due to COVID-19 mandated health measures).

32. For WW5, how is financial hardship as a result of the pandemic being defined? Is it as a drop in revenue between 2019 and 2020? What about businesses that started operations in 2020?

For those businesses that were in operation prior to 2019 we'll be looking at the revenue decrease as the primary way to demonstrate that the impact for COVID-19

For businesses that started in 2020, a way that they can demonstrate they experienced financial hardship is by describing it to us in an open text field in the application itself. They are encouraged to tell us their story there. We understand that their financials might not show that revenue decrease, however, likely they were either forced to close by the public health measures, and or experienced financial hardship.

33. Because of one large donation, we had an increase in revenue from 2019 to 2020. However, we had a large decrease in revenue between 2020 to 2021. Are we still eligible to apply for the grant?

I would encourage you to still apply. You will be required to provide your financial documentation and describe to us the financial hardship that you experienced due to COVID-19. Your financial hardship must be directly related to the COVID-19 pandemic, not any other extenuating circumstances.

34. Are we eligible for WW5 if we received for funds from Revive Washington, Working Washington grants, or the Festivals and Events grant program in the past? Do grants from these sources count as "income" which reduces your losses in any given year?

Yes, you are eligible to apply for this round of grants if you received a grant through ArtsWA, 4Culture, and/or received a previous Working Washington grant. If you meet the eligibility criteria, we encourage you to apply.

If you received these grants, you will need to include them as annual gross revenues if they are listed as part of your annual gross revenues on your financial documents.

- 35. I recently received a small business loan funded by the WA State Commerce Department via Craft3. Am I still eligible to apply for grant funding?**

Yes, you are still eligible to apply.

- 36. If I received a loan from the Paycheck Protection Program (PPP), would that affect my eligibility for this grant?**

You still are eligible to apply if you have received PPP loans, as long as you meet all the other eligibility requirements.

- 37. Will PPP loans be counted as revenue?**

Yes, if they are included on your financial records as revenues/income.

- 38. If our nonprofit arts organization was forced to close and lost revenue during the pandemic, but was supported by PPP loans, can we demonstrate hardship due to COVID?**

That will be a question that organizations need to consider before they apply. If you received substantial forgivable loans and grants, then it's up to you if you feel confident that you can demonstrate financial hardship. Go through the applications and answer the questions truthfully and honestly. If you deem that you still have experienced financial hardship, then I encourage you to apply.

- 39. We had annual gross receipts of more than \$5,000,000, but still show a net loss on our tax return for 2019 and 2020. Are we eligible?**

No, if you had annual gross receipts of more than \$5 million you are not eligible for this round of grants.

- 40. Does a franchise qualify for the grant?**

Yes, as long as they are independently owned and operated and meet the eligibility requirements.

- 41. The business address is misspelled on tax returns. Will these tax returns be an acceptable form of documentation?**

That may be an issue. It would be good to use another document with correct spelling.

- 42. Our nonprofit does not have a physical address because we use a city facility. What do we do?**

What address was used in your UEI application, or which address is on file with the Washington State Department of Revenue? The address that you use cannot be a city address.

- 43. Does a physical location in Washington state mean you have to have a "storefront"/ brick and mortar location in the state, or is having an office where you operate your business sufficient?**

The business or non-profit needs to be based in Washington state, but does not need a storefront.

- 44. We have a fiscal sponsor, and we are applying for 501 C3 status. Can we still apply for the grant?**



Organizations that are fiscally sponsored can apply for the grant, so long as they have their own independent UEI number. They will need to have their own independent financial documentation for fiscally sponsored programs. We do allow use of profit and loss statements.

45. Are all types of non-profits eligible for a grant? Or only 501(c) 3 nonprofits?

Non-profits that meet the eligibility criteria are eligible to apply. Please refer to our [Program Guidelines](#) and [FAQs](#) available through commercegrants.com.

46. How can a business find out if they have been reported as being violation of COVID 19 rules? How is being in violation defined?

Likely a business would've received a notice or warning from a regulatory entity. I would suggest checking with L&I or DOH if you have concerns about whether or not your business was in violation of any mandated COVID-19 related health measures.

47. I own a graphic design and communications company. Are we on the professional services list that are not eligible for WW5? We create and deliver physical goods for our client's printed materials, but also build communication strategies that include branding and consulting. Are we eligible?

Read through the [program guidelines](#) and [FAQs](#). There will also be a quick Eligibility Quiz at the start of both grant applications, so walk through these eligibility questions as well. It seems like you would be eligible to apply just based off the brief description of your company. You would qualify under the creative economy sector, which includes graphical services. I would encourage you to apply.

48. Can a travel agency apply for WW5 and or the convention center grants?

Yes, if they meet the eligibility criteria.

49. Are restaurants eligible to apply?

Yes, if they meet the eligibility criteria.

50. Are construction companies eligible to apply?

Yes, if they meet the eligibility criteria.

51. Are nail salons and barber shop considered "Personal Services"? Will a nail salon or a barber shop qualify for WW5?

Yes, nail salons and barber shops are eligible, as long as they meet all other eligibility requirements.

52. Would an automotive parts exporter be eligible, realizing most grants are for art and convention business?

Yes! While 60% is identified for the arts, heritage, and science sectors, 40% is identified for most other sectors.



53. Are insurance companies eligible to apply?

Professional services are not eligible for this round of grants. This includes insurance companies.

54. Are small physical therapist clinics eligible to apply for this grant?

No, healthcare providers are not eligible for this round of grants.

55. Are residential care homes eligible (Adult Family Homes)?

Adult care facilities are not eligible for this grant program.

56. We are nonprofit church. Are we eligible to apply for WW5?

No. Religious organizations do not qualify for this grant program.

57. Is funding limited?

Yes, these are one-time grant relief funds. The legislature appropriated \$75M for the grant programs; the Working Washington Grant: Round 5 (\$70M) and Convention Center grant (\$5M) programs.

58. Is there a maximum amount that a business can receive as part of these grants?

We have not set a maximum grant amount as award amounts will vary.

The max grant amount will be determined by application volume, magnitude of reported losses, and some additional considerations, such as recent Working Washington grants received and max caps of 30% of revenues for any final award. Please refer to our [FAQs](#) available through commercegrants.com.

59. Could you clarify what “disbarred” means? How does a business become disbarred by the federal government?

Disbarred is what happens when someone who previously received a contract or grant from the federal government mis used the funds. When a contractor or grantee mis-uses funds, they are "disbarred" from receiving funds in the future.

60. Regarding Convention Center grants, does 25% of income need to come from activities at ONLY the Washington State Convention center (not other conventions or large events at other locations)?

No, the convention center grant program is not tied to any specific convention center. You can review the eligibility and criteria including the extensive FAQs for the Convention Center grants program through our website at <https://commercegrants.com/>.

61. If an organization is using a volunteer to apply, can that volunteer submit the grant application, or does it have to be an official board member?

If the volunteer is authorized to apply on behalf of the organization, they are able to apply for the organization. However, they will need to verify their identify and upload a valid government issued photo ID of an authorized representative.



62. What time does the application portal open on August 17?

The portal will open the morning of August 17th. You have until 5pm on September 9th to complete the application. This is not first-come first-served. All applications received before the deadline will be considered equally.

63. Is this a reimbursement style grant? Do I need to submit receipts for expenses already incurred in order to receive reimbursement?

No, this is not a reimbursement style grant.

64. How long after the application period closes will the awards be announced?

Presently, Commerce plans to begin notifying grantees and disbursing funding in early October.