



OneEastside
SPARK

Preparing to Apply for Working Washington Grants Round 5 and UEI Walk Through

August 4, 2022 | 9:00 – 10:30 a.m.

Simultaneous Interpretation Provided

中文简体 – Chinese • 한국어 – Korean • русский язык – Russian • Español - Spanish

OUR WEBINAR WILL BEGIN SHORTLY



OneEastside
SPARK
WEBINAR

**KRISTINA
HUDSON**

CEO

OneRedmond

Founding Partner

OneEastside



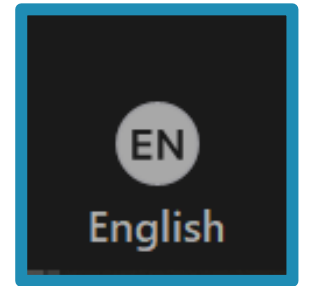
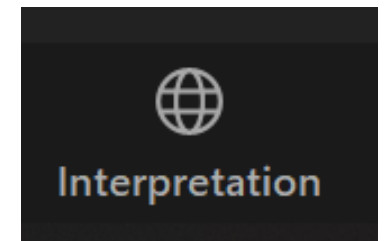
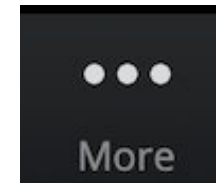


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Simultaneous Interpretation

- Webinar simulcast in 5 languages plus ASL
- For listening in English click on the **Interpretation Icon** on the Zoom toolbar and select **English**

Android | iOS



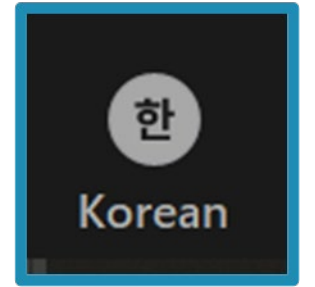
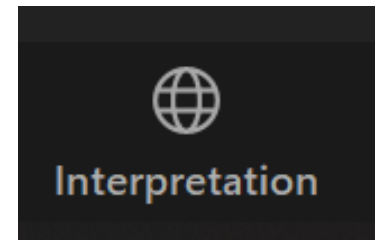
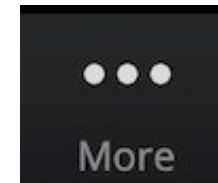


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Simultaneous Interpretation

한국어
Korean

Android | iOS



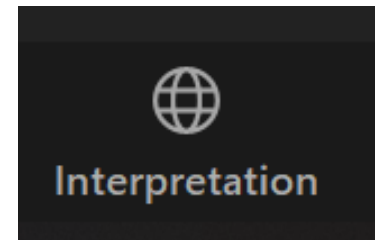
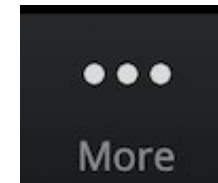


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Simultaneous Interpretation

中文简体
Mandarin

Android | iOS



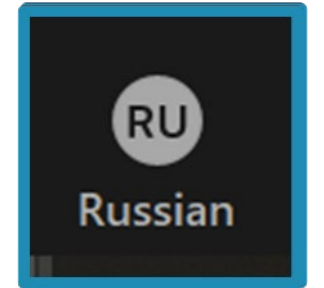
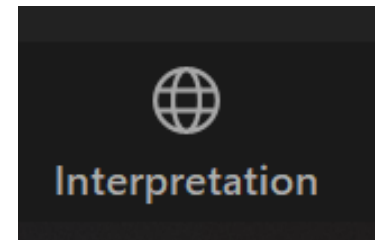
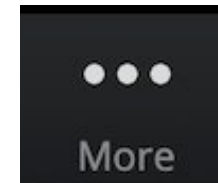


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Simultaneous Interpretation

русский язык
Russian

Android | iOS



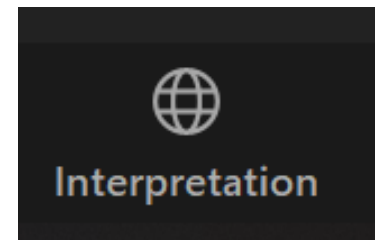
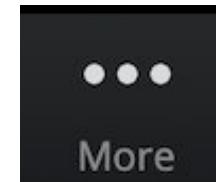


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Simultaneous Interpretation

Español
Spanish

Android | iOS





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SPECIAL THANKS!





OneEastside
SPARK

*Center for Business
Resilience and Innovation*

www.OneEastside.org/SPARK

OneEastside SPARK: *Center for Business Resilience and Innovation*

provides our small businesses and nonprofits with essential support to recover and grow!

Offerings include:

- Programs and webinars in collaboration with our partners
- Database of financial opportunities and other resources
- Businesses and non-profit are invited to connect with your peers on our Facebook Group <https://tinyurl.com/OneEastside-SPARK-Group>



Confidential, No Cost One-on-One Business Advising

Shawn Palmer

ASBC, MSML / Business Consultant

Washington Small Business
Development Center

Sign Up: <https://bit.ly/Biz-Advisor>



Upcoming Events

<https://oneeastside.org/Programs/>



OneEastside
SPARK



SMALL BUSINESSES & NONPROFITS

\$70 MILLION

In pandemic relief funds are now available

Working Washington 5 Grant

Application Walk Through

Thursday, August 18, 2022

9:00 a.m. - 10:30 a.m.

Register today:

<https://bit.ly/WW5web2>

Learn more about the grant program including eligibility requirements at: <https://www.arts.wa.gov/wwr5/>



Washington State
Department of
Commerce



OneEastside
SPARK



OneEastside
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WEBINAR



Chat

Need technical help during
the webinar?
Use the **Chat Box**



Q&A

Questions for the
Speakers?
Use the **Q&A Box**



Record

Recording will be available
following the webinar



SMALL BUSINESSES & NONPROFITS
\$70 MILLION
in pandemic relief funds are now available

Preparing to Apply for **Working Washington Grants Round 5**

& UEI Walk-Through

Thursday, August 4, 2022
9:00 a.m. - 10:30 a.m.

Learn more about the grant program and eligibility requirements at <https://commercegrants.com>



Washington State
Department of
Commerce





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FEATURED SPEAKERS:

- **Lynn Fetch**, *Small Business Grants Program Manager*
Washington State Department of Commerce
- **Shannon Halberstadt**, *Creative Economy Sector Lead*
Washington State Department of Commerce
- **Michael Wallenfels**, *Communications Manager*
ArtsWA – Washington State Arts Commission
- **John Dicus**, *Lead Business Opportunity Specialist*
U.S. Small Business Administration (SBA)
- **Janie Sacco**, *Outreach & Marketing Specialist*
U.S. Small Business Administration (SBA)
- **Kate Hoy**, *PTAC Counselor*
Washington State Procurement and Technical Assistance Center (PTAC)

Update: Working Washington Grants: Round 5 & Convention Center Grants

Washington State's Dept of Commerce & Arts Commission

Lynn Fetch (COM), Shannon Halberstadt (COM) & Michael Wallenfels (ArtsWA)

AUGUST 4, 2022

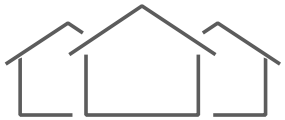


Washington State
Department of
Commerce



WASHINGTON STATE
ARTS COMMISSION

We strengthen communities



**HOUSING
HOMELESSNESS**



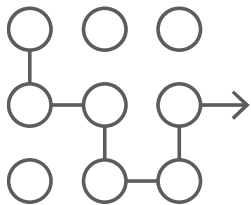
INFRASTRUCTURE



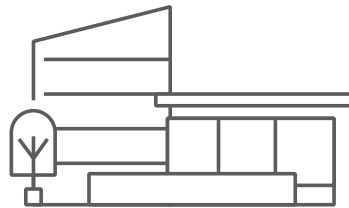
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**



**COMMUNITY
SERVICES**

Agenda

- Program Overviews
- Eligibility Criteria
- Application Requirements
- Review Considerations
- Technical Support Center
- General Timeline
- Additional Resources

Working Washington Grants: Round 5

- **\$70M - Working Washington Grants: Round 5 (WWR5)**
 - 60% is directed to eligible businesses and nonprofit organizations in the arts, heritage, and science sectors, including those that operate live entertainment venues
 - 40% to most other sectors, including hospitality, fitness, taxis & personal services
 - Awards up to \$75,000

This program offers one-time grants to small for-profit and non-profit businesses that have experienced financial hardship due to Covid-19 and related public health measures.

WWR5 Requirements for Eligibility

ELIGIBILITY BASICS

- are an active for-profit or non-profit business or organization
- have a UBI or EIN number
- are physically located in Washington State
- have been in operation prior to January 1, 2021

FINANCES

- can show financial hardship because of the pandemic
- did not report more than \$5,000,000 in income in 2019
- had revenue of at least \$10,000 in 2019 or 2020
- generate at least 51% of your revenue in WA

OTHER

- have necessary business costs/expenses that are not government fees or taxes
- have not permanently closed, or do not intend to permanently close in 2022
- follow all COVID-19 health requirements

WWR5 Ineligible

- Multinational corporations
- Childcare provider (not including recreation/entertainment)
- School (Pre-K, K-12 and higher education)
- Public Library
- Science companies, including research and/or development laboratories or services, and science manufacturing
- Professional Services (accounting, insurance, legal, financial services/firms, architects etc.)
- Hospital/Healthcare provider, including dentists and chiropractors (personal services such as massage ARE eligible)
- Property management/real estate (including owners or operators of short-term rental properties)
- Host/operators of a vacation or short-term rental unit (like Airbnb or VRBO)
- Licensed marijuana/cannabis operation (this does not include CBD retailers)
- Drivers of shared ride companies e.g., Lyft or Uber (independent taxi and limo ARE eligible)
- Third-party delivery drivers e.g., Amazon or Door Dash
- Government entities or elected official offices
- Businesses that have permanently closed or intend to permanently close in 2022
- Passive business, investment companies and investors who file a Schedule E on their personal tax returns

WWR5 Ineligible

- Financial business primarily engaged in the business of lending, such as banks, finance company and factoring company
- Businesses that have permanently closed or intend to permanently close in 2022
- Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature (such as rent-to-own businesses and check cashing businesses)
- Businesses of a prurient sexual nature (“adult” businesses)
- Speculative businesses
- Businesses primarily engaged in political or lobbying activities
- Businesses without a physical location in Washington state
- Businesses that restrict patronage for any reason other than capacity or age restrictions per regulations
- Businesses found to be in violation of any COVID-19-related order issued by the governor. This includes remaining open when ordered to close, or disregarding COVID-19 health or safety measures applicable to the business.
- Businesses found to have compliance or regulatory issues as of March 2020
- Businesses that are actively engaged in current/pending lawsuits
- Businesses disbarred by the federal government
- Businesses actively pursuing a bankruptcy declaration

Convention Center Grants

- **\$5M - Convention Center Grants (CCG)**
 - Eligible applicants must show proof that at least 25% of their revenue is created in part by conventions hosted in Washington State
 - Awards up to \$500,000

This program offers one-time emergency relief grants to for-profit and non-profit businesses that are dependent on the economic activity created through conventions hosted in Washington State.

CCG Requirements for Eligibility

ELIGIBILITY BASICS

- are an active for-profit or non-profit business or organization
- have a UBI or EIN number
- Hosted an in-person convention or depended on the function of convention to sell goods and services
- Canceled a convention or experienced a reduction in participants in 2020 or 2021
- Financial documents from 2019, 2020 and 2021

FINANCES

- can show financial hardship because of the pandemic
- make more than 25% of revenue from conventions
- did not report more than \$100,000,000 in income in 2019
- had revenue of at least \$10,000 in 2019
- generate at least 51% of your revenue in Washington State

OTHER

- have necessary business costs/expenses that are not government fees or taxes
- have not permanently closed, or do not intend to permanently close in 2022
- follow all COVID-19 health requirements
- Applicants must apply for one business only. Those with multiple businesses should apply on behalf of their largest or most impacted business.

CCG Ineligible

- Businesses that make less than 25% of annual revenue from convention activities
- Trade shows/exhibitions or professionally exclusive conventions, conferences or summits
- Multinational corporations
- Childcare provider (not including recreation/entertainment)
- School (Pre-K, K-12 and higher education)
- Public Library
- Science companies, including research and/or development laboratories or services, and science manufacturing
- Professional Services (accounting, insurance, legal, financial services/firms, architects etc.)
- Hospital/Healthcare provider, including dentists and chiropractors (personal services such as massage ARE eligible)
- Property management/real estate (including owners or operators of short-term rental properties)
- Host/operators of a vacation or short-term rental unit (like Airbnb or VRBO)
- Licensed marijuana/cannabis operation (this does not include CBD retailers)
- Drivers of shared ride companies e.g., Lyft or Uber (independent taxi and limo ARE eligible). Third-party delivery drivers e.g., Amazon or Door Dash
- Government entities or elected official offices
- Passive business, investment companies and investors who file a Schedule E on their personal tax returns

CCG Ineligible

- Financial business primarily engaged in the business of lending, such as banks, finance company and factoring company
- Businesses that have permanently closed or intend to permanently close in 2022
- Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature (such as rent-to-own businesses and check cashing businesses)
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- Businesses that are actively engaged in current/pending lawsuits
- Businesses disbarred by the federal government
- Businesses actively pursuing a bankruptcy declaration

Applicants will need the following

- **To apply**

- Active WA state Unified Business Identifier (UBI) number (business license, business registration, tax registration)
- Employer Identification Number (EIN), is applicable
- **Unique Entity Identifier (UEI) number**
- Valid Government- issued photo ID(s) of business owner or authorized non-profit representative
 - Identity verification of applicant
- Annual business revenues from 2019, 2020 and 2021

(Businesses established in 2020 need only input 2020 and 2021 revenues for WWR5. However, 2019 revenues ARE required for the Convention Center grant program)

- **To upload**

- Valid government-issued photo identification (IDs) of business owner or authorized non-profit representative
- Verification of Tribal member-owned business, if applicable (license or registration from federally recognized tribe in WA state)
- Financial documentation for 2019, 2020 and 2021 gross annual business revenues

(Businesses established in 2020 need only upload 2020 and 2021 financial documents for WWR5. However, 2019 financial documents ARE required for the Convention Center grant program)

Financial Documentation

- 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

Application review considerations

- **Reduction in revenue or activity between 2019 and 2020**
 - CCG Applications: may also consider size of business measured by 2019 revenue and reduction in revenue from 2019 compared to 2020/2021
- **Recent Working Washington grants received**
- **For-profit and non-profit businesses operating in a distressed area (<https://esd.wa.gov/labormarketinfo/distressed-areas>) and/or owned by someone from a historically disadvantaged or underserved population**
 - Consideration may be given to business owners who self-identify as a minority, Veteran, LGBTQ+ and/or women
 - For eligible non-profit businesses, their mission must provide support or services to underserved or underrepresented communities
 - Consideration may be given to eligible applicants whose physical business is located in one of the 15 counties identified by the state as a “distressed area” (<https://esd.wa.gov/labormarketinfo/distressed-areas>): Clallam, Jefferson, Grays Harbor, Mason, Pacific, Wahkiakum, Lewis, Cowlitz, Yakima, Grant, Franklin, Okanogan, Ferry, Stevens & Pend Oreille

Technical Support

- **August 15: Translated materials**
 - Translated materials available in 15 languages: Spanish, Vietnamese, Russian, Ukrainian, Tagalog, Somali, Korean, Arabic, Punjabi, Amharic, Khmer, Chinese (Mandarin), Lao, and Marshallese.
- **August 17: Portals open**
 - Email & Phone support in English, Spanish, Chinese (Mandarin), Russian
 - PHONE: (888) 242-0169
 - EMAIL: commercegrants@Submittable.com

We encourage all applicants to email for the quickest response!

Grant Program Details

- Partners: Washington Arts Commission (ArtsWA) and Submittable
- Program guidelines, eligibility criteria and FAQs available at: <https://commercegrants.com>
- General Timeline:
 - August 17 – September 9: Application portals will remain open for 24 days
 - Mid – late September: Review of applications
 - Early October: Commerce will notify grantees and disburse funding

Application portals will open the morning of Wednesday, August 17, 2022, and close Friday, September 9, 2022, at 5:00 PM PT

WHERE TO GO

commercegrants.com

- submit your application between August 17 – September 9, 2022
- read the Frequently Asked Questions (FAQ)
- get support in additional languages

sam.gov

- register for a UEI

arts.wa.gov/wwr5

- sign up for email updates
- download the free partner toolkit

Thank you!

Lynn Fetch

MANAGER, SMALL BUSINESS GRANTS

Lynn.fetch@commerce.wa.gov



Washington State
Department of
Commerce

www.commerce.wa.gov



Shannon Halberstadt

CREATIVE ECONOMY SECTOR LEAD

Shannon.Halberstadt@commerce.wa.gov

Michael Wallenfels

COMMUNICATIONS DIRECTOR, ARTSWA

Michael.wallenfels@arts.wa.gov

This project was supported by an award from the US Dept. of Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Dept. of Treasury. Grant funds are administered by the Office of Economic Development and Competitiveness, Washington State Department of Commerce.



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SPEAKERS

- **John Dicus**, *Lead Business Opportunity Specialist*
U.S. Small Business Administration (SBA)
- **Janie Sacco**, *Outreach & Marketing Specialist*
U.S. Small Business Administration (SBA)
- **Kate Hoy**, *PTAC Counselor*
Washington State Procurement and Technical Assistance Center (PTAC)

Getting a Unique Entity ID (UEI) on SAM.gov

August 4, 2022



U.S. Small Business
Administration

John Dicus, *U.S. Small Business Administration (SBA)*
Janie Sacco, *U.S. Small Business Administration (SBA)*



Kate Hoy, *Washington State Office of Procurement
Technical Assistance Center (PTAC)*



**Official U.S. Government Website**
100% Free

The Official U.S. Government System for:

Contract Opportunities
(was fbo.gov)

Contract Data
(Reports ONLY from fpds.gov)

Wage Determinations
(was wdol.gov)

Federal Hierarchy
Departments and Subtiers

Assistance Listings
(was cfda.gov)

Entity Information
Entities, Disaster Response Registry, and
Exclusions

Entity Reporting
SCR and Bio-Preferred Reporting

[Learn More](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

 Check Registration Status

Already know what you want to find?

Select Domain...

e.g. 1606N020Q02

What is a Unique Entity ID (UEI)?

- As of April 4, 2022, all entities receiving federal funds via contracts, grants, etc. must have a UEI
- Working Washington 5 (WW5) is a state grant program, however the **funding for WW5 comes from the federal government**
- A UEI is the **unique 12-character (alpha numeric) ID** assigned by the federal government via SAM: System for Award Management, [SAM.gov](https://sam.gov)

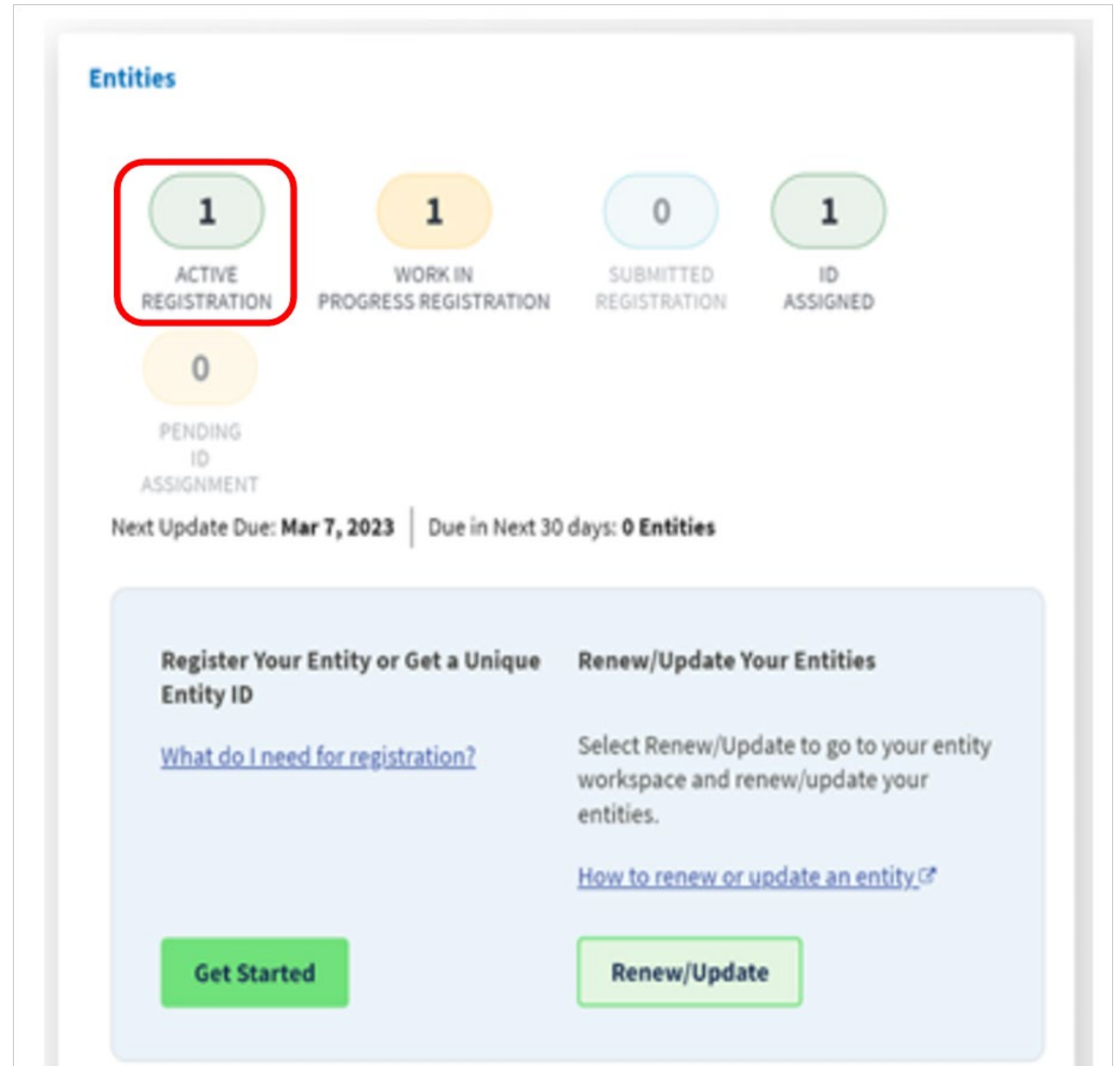
Already Registered in SAM.gov

- If your entity is registered in SAM.gov, you already have a Unique Entity ID (UEI) that is viewable in SAM.gov
- This includes inactive registrations
- Your UEI is located on your SAM.gov entity record

View Your UEI in SAM.gov

Log in to SAM.gov.

In the Entities section of your Workspace, select the numbered bubble above “Active Registration”



View Your UEI in SAM.gov

Your Unique Entity ID (UEI) will be displayed below your Entity Name

The screenshot displays the SAM.gov interface for a user's workspace. On the left, a sidebar contains a 'Show Workspace For' dropdown set to 'Non-Federal Entities', with sub-options for 'Non-Federal Entities', 'BioPreferred Reporting', and 'Service Contract Reporting'. Below this is a 'Filter By' section with search options: 'Search by Keyword', 'Search By Entity', and 'Search By Status'. At the bottom of the sidebar, there are checkboxes for registration status: 'Work in Progress Registration', 'Submitted Registration', 'Active Registration' (which is selected and highlighted with a blue border), and 'Inactive Registration'. The main content area shows a single result for 'Non-Federal Entities LLC' with an 'Active Registration' status. The 'Unique Entity ID' is displayed and highlighted with a red rectangular box, with a red arrow pointing to it. Below the UEI, the 'CAGE/NCAGE' is listed as '(blank)'. To the right of the main content, additional details are shown: 'Purpose of Registration: Federal Assistance Awards' and 'Physical Address: Brooklyn, NY, USA'.

Show Workspace For
Non-Federal Entities

Non-Federal Entities
BioPreferred Reporting
Service Contract Reporting

Filter By

Search by Keyword
Search By Entity
Search By Status

☐ Work in Progress Registration
☐ Submitted Registration
☒ Active Registration
☐ Inactive Registration

1 of 1
Results per page
25

Non-Federal Entities LLC • Active Registration

Unique Entity ID: [Redacted]

CAGE/NCAGE:
(blank)

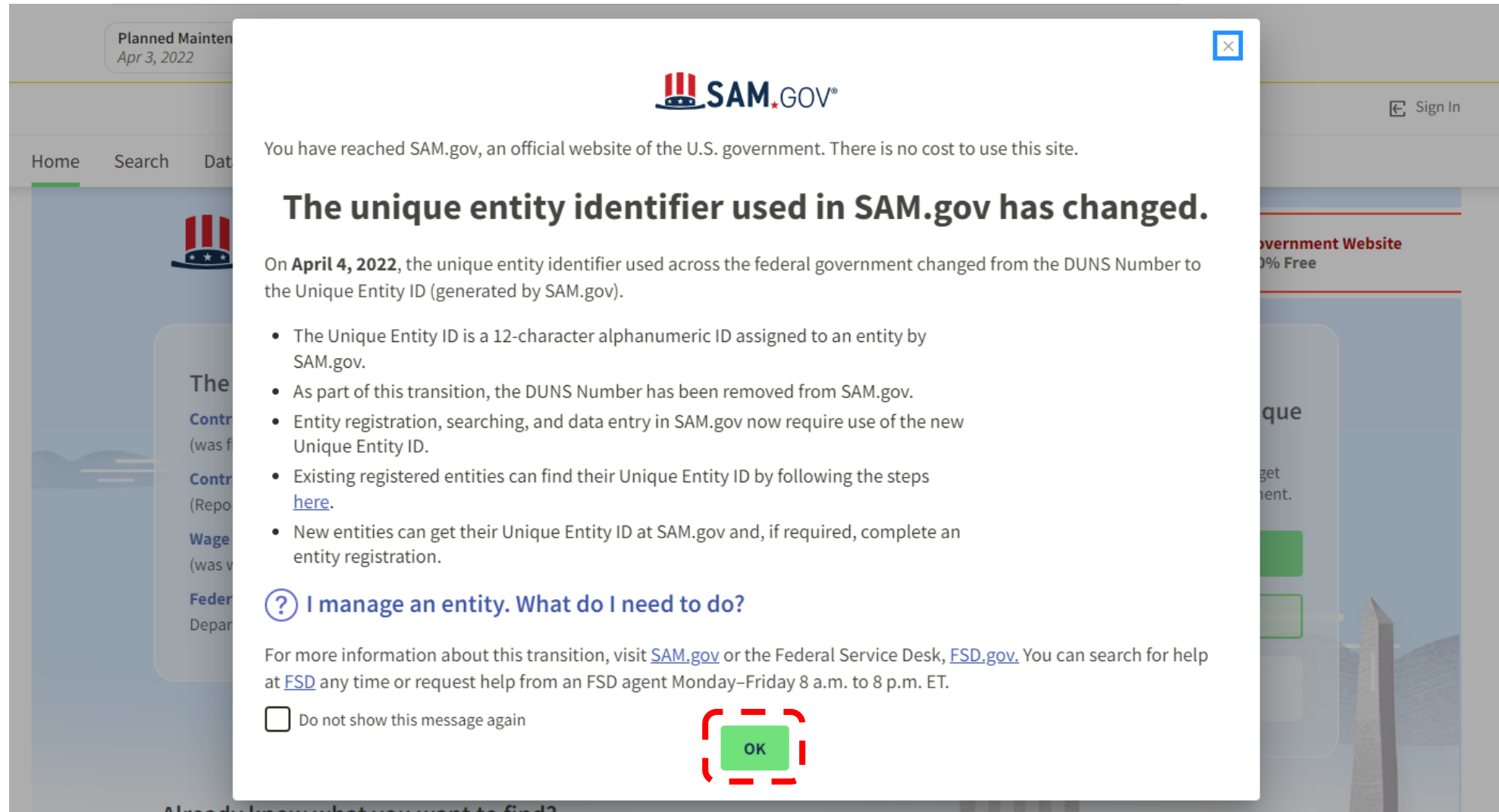
Purpose of Registration:
Federal Assistance Awards

Physical Address:
Brooklyn, NY, USA

Obtaining a Unique Entity ID (UEI) from SAM.gov

Go to
www.SAM.gov

Review the
updates to the
system and hit
“OK”



The screenshot shows the SAM.gov website interface. A modal dialog box is centered on the screen, containing the following information:

SAM.GOV®

You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

? I manage an entity. What do I need to do?

For more information about this transition, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at [FSD](#) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.


☐ Do not show this message again


OK

Registering Your Entity with SAM.gov

Click on the
“Get Started”
button twice

Home Search Data Bank Data Services Help

 **SAM.GOV®**



The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, and Exclusions
- Entity Reporting**
SCR and Bio-Preferred Reporting


[Learn More](#)

Register Your Entity or Get a Unique Entity ID


Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

 **Check Registration Status**

Already know what you want to find?

Select Domain... ▼ e.g. 1606N020Q02 

Accept the Terms to Sign Into SAM.gov

The image shows a screenshot of the SAM.gov website. At the top left is the SAM.GOV logo. To the right is a 'Sign In' link. Below the logo is a navigation bar with links: Home, Search, Data Bank, Data Services, and Help. The main heading is 'Get Started with Registration and the Unique Entity ID'. Below this is a sub-heading 'Submitting a registration and getting a U'. On the right side, there is a button labeled 'Entity Information Home'. The left sidebar contains a section 'Before You Get Started' with a progress indicator showing step 1 'About Registration' and step 2 'Set up Account'. The main content area on the right has buttons for 'Get Started', 'Renew Entity', and 'Check Registration Status'. A modal window is centered on the screen, titled 'SAM.GOV'. It contains the following text: 'You must accept the U.S. Government System terms to sign into this website', 'This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."', 'This System is subject to monitoring.', 'Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.', a warning icon followed by 'Using another person's email address and password to access SAM is strictly prohibited.', and 'Keep your login information confidential.' At the bottom of the modal are two buttons: 'Cancel' and 'Accept'. The 'Accept' button is highlighted with a red dashed border.

SAM.GOV

Sign In

Home Search Data Bank Data Services Help

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a U

Entity Information Home

Before You Get Started

Review these steps to choose which and apply for federal awards or you having to complete a registration.

1 About Registration 2 Set up Account

Get Started

Renew Entity

Check Registration Status

SAM.GOV

You must accept the U.S. Government System terms to sign into this website

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."

This System is subject to monitoring.

Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

⚠ Using another person's email address and password to access SAM is strictly prohibited.

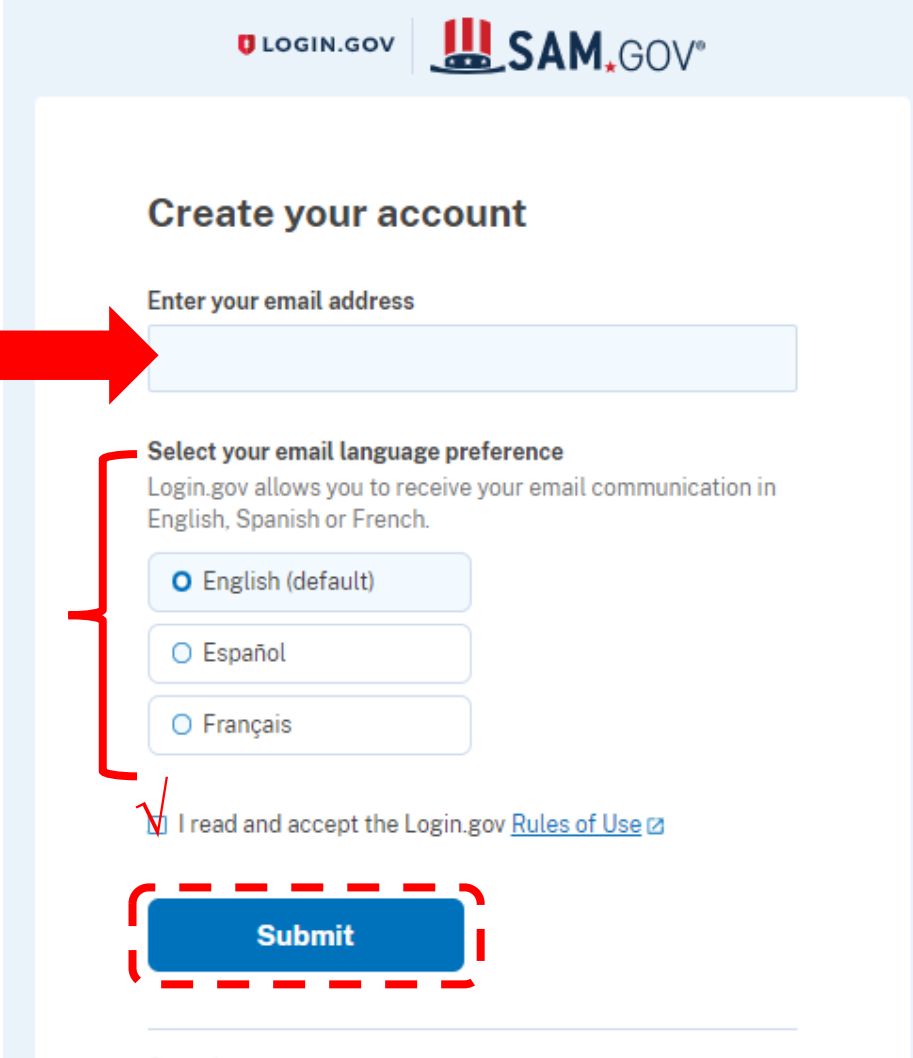
Keep your login information confidential.

Cancel Accept

Signing up with Login.gov

To sign into
www.SAM.gov you
will first need a
login.gov account

*You can select to receive
email communications in
English, Spanish or French*



The screenshot shows the 'Create your account' page on Login.gov. A large red arrow points from the text 'login.gov account' to the 'Enter your email address' input field. A red bracket groups the language selection options, with a red checkmark next to the 'I read and accept the Login.gov Rules of Use' checkbox. The 'Submit' button is highlighted with a red dashed border.

LOGIN.GOV | SAM.GOV®

Create your account

Enter your email address

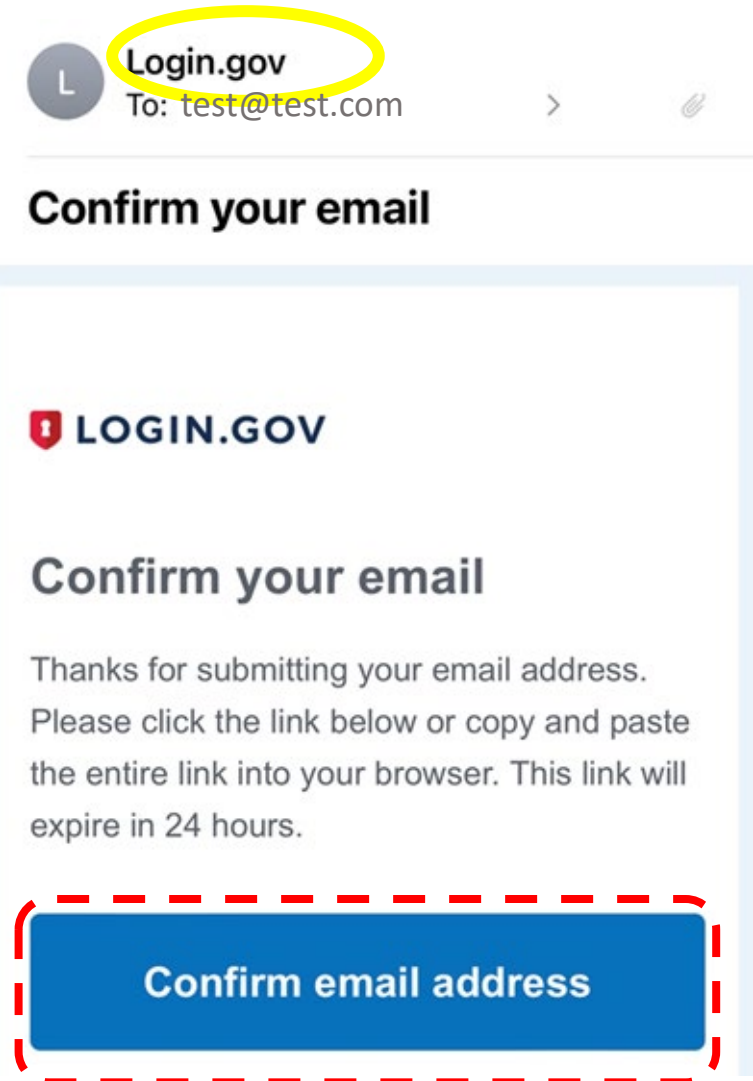
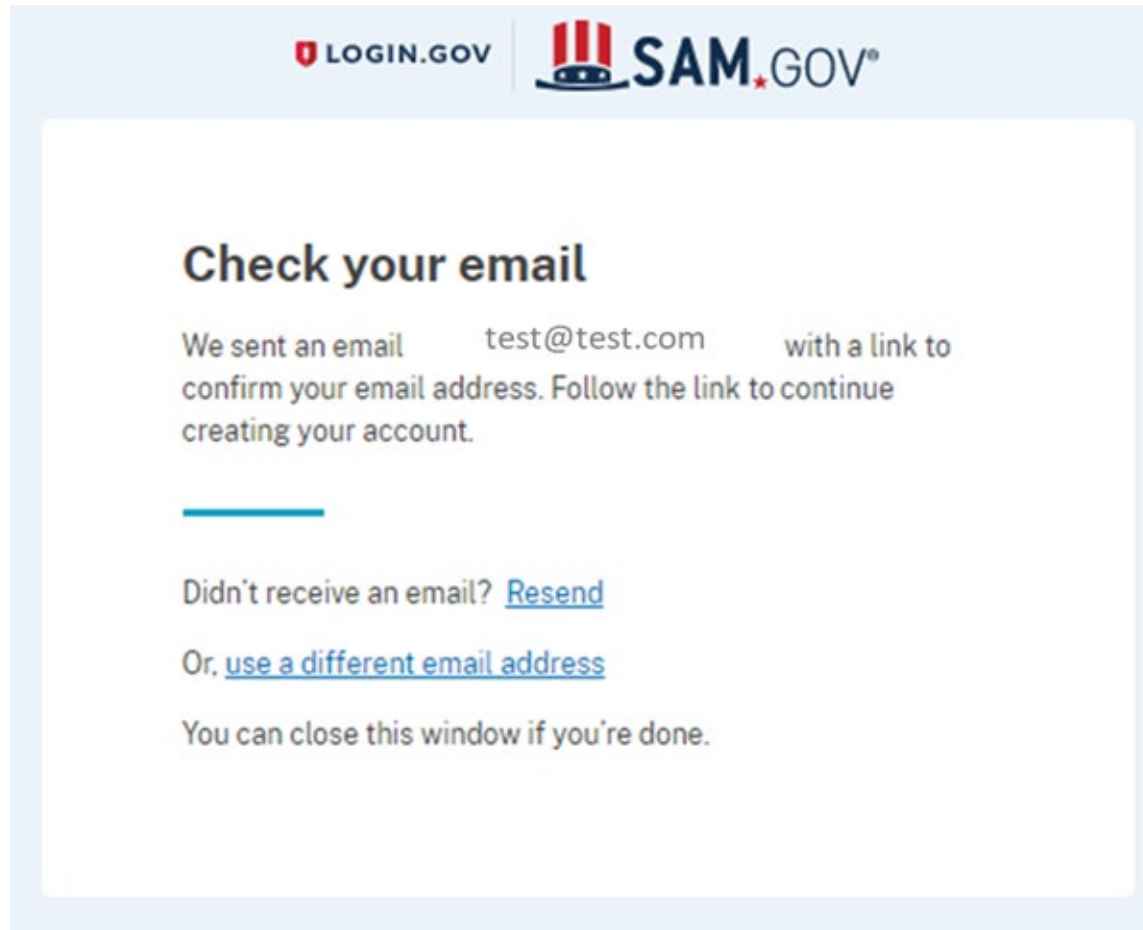
Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

☒ I read and accept the Login.gov [Rules of Use](#)

Submit

Check and Confirm Your Email



Create a Password for Login.gov


✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☒ Show password

Password





Password strength: **Great!**

Continue


NOTE:
Password must be at
least 12 characters long


Set-up Authentication for Login.gov





Authentication method setup


Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

☐  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.



☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.


☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☒  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue






Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number
Example: (201) 555-0123

 (123) 123-4567

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call


[Mobile terms of service](#)


Send code

[Choose another option](#)

Login.gov → SAM.gov

LOGIN.GOV

SAM.GOV®



**You've created an account with
Login.gov**

We'll share this information with sam.gov:

✓ Email address


test@test.com


sam.gov will only use this information to connect to your account.

⚠ [Add a second authentication method.](#) You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

LOGIN.GOV

SAM.GOV®



**sam.gov is using Login.gov to allow
you to sign in to your account
safely and securely.**

You are already signed in with the following email:

✓ Email address

test@test.com

Continue

Or

Switch emails

Get Started in SAM.gov



Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

Entity Information Home

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity



Check Registration Status

Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

You will return to the Get Started screen, but this time from within your new profile

Get a Unique Entity ID Only

The information required for the **Get a Unique Entity ID Only** option is minimal

The system will validate your organization's business name and address

What do you want to do?

Choose what you need and we will show you what information to prepare.

☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [go](#)
- Includes getting a Unique Entity ID and entity registration.



☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [go](#)
- To apply for grants and loans as described by 2 CFR 200. [go](#)



☒ Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.



[What's the difference between getting a UEI only and registration?](#)



What do I need for registration?
Download our guide.

[Download](#)



Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) [go](#) to submit a request.



Previous



Cancel



Next

Enter Entity Information

Enter your Legal Business Name and Physical Address and hit next

The system will search for a match for your information

1 Get Started 2 **Get Unique Entity ID** 3 Done

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.


Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Test Account

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country
UNITED STATES



We are searching millions of records to find a match for your entity.
Thank you for your patience.

98101

City
Seattle

State
Washington

< Previous X Cancel > Next

Validate Your Entity Information

Review your entity matches and select an option:

- **My entity is listed and all details are correct**
- **My entity is not listed**
- **My entity is listed, but some details are incorrect**
 - My legal business name is incorrect
 - My physical address is incorrect
 - My legal business name and physical address are incorrect

1Get Started

2Get Unique Entity ID

3Done

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Test Account
1234 Test Avenue
Seattle, Washington 98101
UNITED STATES

1. Select an option

☐ My entity is listed and all details are correct.

- Legal business name
 - Including INC, LLC, LLP, etc.
- Physical address
 - Including suite, room, floor, etc.
- Doing business as (if applicable)

☐ My entity is not listed. For example

- My department or branch is missing
- There is a similar entity name, but we have never used the address
- The address is the same, but we have never used the name

☐ My entity is listed, but some details are incorrect.

- Select -

2. Select an entity

Showing 1 - 10 of 15 results

☐ **TEST ACCOUNT**
1234 Test Avenue
Seattle, WA 98101
USA

☐ **OXYFRESH TEST ACCOUNT**
701 5TH AVE
SEATTLE, WA 98104-7097
USA

☐ **TEST VENDOR ACCOUNT**
3101 WESTERN AVE
SEATTLE, WA 98121-3017
USA

☐ **TEST CORP**
123 TEST
TAMPA, FL 33604 USA

<Previous

✕Cancel

Next>

My Entity is Listed and All Details Are Correct

Click on the Entity and Address match

Select the first option: My Entity is listed, and all details are correct

1Get Started

2Get Unique Entity ID

3Done

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Test Account
1234 Test Avenue
Seattle, Washington 98101
UNITED STATES

1. Select an option

☒ My entity is listed and all details are correct.

- Legal business name
 - Including INC, LLC, LLP, etc.
- Physical address
 - Including suite, room, floor, etc.
- Doing business as (if applicable)

☐ My entity is not listed. For example

- My department or branch is missing
- There is a similar entity name, but we have never used the address
- The address is the same, but we have never used the name

☐ My entity is listed, but some details are incorrect.

- Select -

2. Select an entity

Showing 1 - 10 of 15 results

☒ **TEST ACCOUNT**
1234 Test Avenue
Seattle, WA 98101
USA

☐ **OXYFRESH TEST ACCOUNT**
701 5TH AVE
SEATTLE, WA 98104-7097
USA

☐ **TEST VENDOR ACCOUNT**
3101 WESTERN AVE
SEATTLE, WA 98121-3017
USA

☐ **TEST CORP**
123 TEST
TAMPA, FL 33604 USA

Previous

Cancel

Next

Validate Additional Information

Select
State of Incorporation

1

2

3

Get StartedGet Unique Entity IDDone

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

TEST ACCOUNT
1234 Test Avenue
Seattle, WA 98101
USA

Enter the state of incorporation for your entity.

State of Incorporation

Washington

If you have an entity that is not incorporated, provide the state in which your entity legally began doing business.

State of incorporation could be where

- your organization is located
- you filed your certificate or articles of formation
- you file taxes

All Details Are Correct Receive Unique Entity ID

Make your listing private by
unchecking the **Include in public
search box**

**Certify you are authorized to
conduct transactions on behalf of
the entity**

1

2

3

Get StartedGet Unique Entity IDDone

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

TEST ACCOUNT

1234 Test Avenue
Seattle, WA 98101
USA

☒ **Include in public search**

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

SDAELFKTLSY7

VERIFIED SAM RECORD

TEST ACCOUNT

**1234 Test Avenue
Seattle, WA 98101
USA**

**State of Incorporation
Washington**

You can [go to your Workspace](#) to view your Unique Entity ID or update your entity record.

This entity does not have a registration in [SAM.gov](#), it only has a Unique Entity ID. This means you may not be eligible for some awards. You can choose to register your entity now or in the future. [Learn more about the difference between only getting a Unique Entity ID and registering your entity.](#)

[Go to Homepage](#)[Go to Workspace](#)

My Entity is Not Listed

Select **My Entity is Not listed**

Click on the
Verify Entity Details button

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Test Account

1234 Test Avenue
Seattle, Washington 98101
UNITED STATES

1. Select an option

- ☐ My entity is listed and all details are correct.
- Legal business name
 - Including INC, LLC, LLP, etc.
 - Physical address
 - Including suite, room, floor, etc.
 - Doing business as (if applicable)
- ☒ My entity is not listed. For example
- My department or branch is missing
 - There is a similar entity name, but we have never used the address
 - The address is the same, but we have never used the name
- ☐ My entity is listed, but some details are incorrect.

- Select -

2. Select an entity

Showing 1 - 10 of 15 results

☐ **TEST ACCOUNT**
5207 5TH AVE NE
SEATTLE, WA 98105-3718
USA

☐ **OXYFRESH TEST ACCOUNT**
701 5TH AVE
SEATTLE, WA 98104-7097
USA

☐ **TEST VENDOR ACCOUNT**
3101 WESTERN AVE
SEATTLE, WA 98121-3017
USA

☐ **TEST CORP**
123 TEST
TAMPA, FL 33604 USA

Select **Verify Entity Details** to complete your entity validation.

Try Again

Verify Entity Details

My entity is listed, but some information is incorrect

Click on the **Entity** listing that is closest to a match

Select **My entity is listed, but some of the information is incorrect**. Choose the relevant dropdown options

- My legal business name is incorrect
- My physical address is incorrect
- My legal business name and physical address are incorrect

Click **Verify Entity Details** button

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Test Account

1234 Test Avenue
Seattle, Washington 98101
UNITED STATES

1. Select an option

- ☐ My entity is listed and all details are correct.
- Legal business name
 - Including INC, LLC, LLP, etc.
 - Physical address
 - Including suite, room, floor, etc.
 - Doing business as (if applicable)
- ☐ My entity is not listed. For example
- My department or branch is missing
 - There is a similar entity name, but we have never used the address
 - The address is the same, but we have never used the name
- ☒ My entity is listed, but some details are incorrect.

My physical address is incorr

2. Select an entity

Showing 1 - 10 of 15 results

- ☒ **TEST ACCOUNT**
5207 5TH AVE NE
SEATTLE, WA 98105-3718
USA
- ☐ **OXYFRESH TEST ACCOUNT**
701 5TH AVE
SEATTLE, WA 98104-7097
USA
- ☐ **TEST VENDOR ACCOUNT**
3101 WESTERN AVE
SEATTLE, WA 98121-3017
USA
- ☐ **TEST CORP**
123 TEST
TAMPA, FL 33604 USA

Select **Verify Entity Details** to complete your entity validation.

Try Again

Verify Entity Details

Verify Entity Details

The Federal Service Desk (FSD) will help to resolve your issue

You will need to attach documents and provide additional details

Watch for emails from
**General Services
Administration Federal**
<fsdsupport@gsa.gov>

Verify Entity Details

The Federal Service Desk will review your entity search history to help resolve your issue requesting a unique entity identifier. You may add attachments and enter any additional details for customer service below.

1. Review official documentation requirements.

[Read the list of acceptable documents and file types.](#)

Official documentation must contain your:

- Legal business name and physical address in the same document. The document must be less than 5 years old.
- Legal business name and date of incorporation in the same document
- U.S. state of incorporation (U.S. entities only)
- National identifier (non-U.S. entities only)

2. Attach documents.

You must attach documents that prove your current, correct information to complete entity validation.

Drag file here or [choose from folder](#)

Attachment Name	File Size (kB)	Upload Date	Virus Scan	Action
No Attachments				

3. Provide specific details.

Please describe your specific situation. For example:

- My current registration is correct and I've provided supporting documents.
- My legal business name has changed and I've provided supporting documents.
- My physical address has changed and I've provided supporting documents.

500 characters allowed

Cancel

Submit

Acceptable Documents to Validate Your Info

- Certified copies of Share certificates, Articles of organization/incorporation, Tax returns/filings*, Certificate of formation, Articles of formation, or Certificate of organization
- Utility bills
- Bank statements*
- “Doing business as” documentation
- Stock ownership
- Employer Identification Number documentation from IRS
- Tax ID confirmation documents from IRS
- Company bylaws
- Operating agreements
- Non-expired driver’s license (does not need to be a REAL ID)—sole proprietors and individuals doing-business-as only

Sample Documents

Acceptable for:

- ✓ Legal business name
- ✓ Physical address
- ✓ Shows it was officially accepted by an authoritative source (e.g. a seal, stamp, etc.)

Acceptable for:

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ Physical address (if it's the same as the Service Location on this sample statement)

Electronic Articles of Organization For Florida Limited Liability Company

Article I

The name of the Limited Liability Company is:

ACME, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

123 Main St.
Anytown, FL
12345

The mailing address of the Limited Liability Company is:

Article III

The name and Florida street address of the registered agent is:

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature:

FILED 8:00 AM
February 25, 2014
Sec. Of State

ComEd
An Exelon Company

Visit ComEd.com

Customer Service / Power Outage

English 1.877.4COMED1 (1.877.426.6331)

Español 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired 1.800.572.5789 (TTY)

Your Usage Profile
13-Month Usage (Total kWh)



Electric Usage

Month	kWh
Feb-21	1594
Mar-21	1675
Apr-21	1595
May-21	1555
Jun-21	1386
Jul-21	2142
Aug-21	2344
Sep-21	2343
Oct-21	2333
Nov-21	1674
Dec-21	1630
Jan-22	1799
Feb-22	1959

Month Billed	kWh	Average Daily
Last Year	53.1	29
Last Month	51.4	38
Current Month	59.4	23

Page 1 of 2

Account Number 9999999999

Name COMED COMMERCIAL CUSTOMER

Service Location 100 MAIN ST CHICAGO

Phone Number 999-999-9999

Issue Date January 31, 2022

Bill Summary

Previous Balance	\$301.63
Total Payments - Thank You	\$301.63
Amount Due on February 15, 2022	\$332.82

Meter Information

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier	Usage
12/29-1/31	999999999	General Service	Total kWh	77101 Actual	79060 Actual	1959	1	1959
12/29-1/31	999999999	General Service	On Pk kW	0.00 Actual	10.82 Actual	10.82	1	10.82
12/29-1/31	999999999	General Service	Off Pk kW	0.00 Actual	11.17 Actual	11.17	1	11.17

Service from 12/29/2021 to 1/31/2022 - 33 Days

Commercial Demand - 0 to 100 kW

Electricity Supply Services

\$164.08

Electricity Supply Charge	1,959 kWh	X	0.06522	127.77
Transmission Services Charge	1,959 kWh	X	0.01353	26.51
Purchased Electricity Adjustment				9.80

Delivery Services - ComEd

\$116.19

Customer Charge				17.32
Standard Meter Charge				5.75
Distribution Facilities Charge	10.82 kW	X	8.38000	90.67
Electric Distribution Charge	1,959 kWh	X	0.00125	2.45

Taxes and Other

\$52.55

Environmental Cost Recovery Adj	1,959 kWh	X	0.00053	1.04
Renewable Portfolio Standard	1,959 kWh	X	0.00502	9.83
Zero Emission Standard	1,959 kWh	X	0.00195	3.82
Energy Efficiency Programs	1,959 kWh	X	0.00363	7.11
Energy Transition Assistance	1,959 kWh	X	0.00082	1.61

For Electric Supply Choices visit

Creating an Incident:

Attach Documents and Complete the Text Box

- Clearly state what is not correct or state that no matches were presented
- Include the correct name, address, or other data for which you are providing documentation. Provide the name (electric bill, articles of incorporation. etc.) of the document(s) you are including
- Providing as much detail as possible will help the validation agents to resolve your issue

“There were no matches for my entity. I have included a recent utility bill to show my legal business name and physical address.”

“My entity’s physical address does not show in any of the matches presented. My correct name and address is _____. I have included a recent utility bill with my correct legal business name and physical address for evidence.”

Tips for Validation Tickets

- If you run into issues **this process can take a while**, so visit SAM.gov and work on getting your Unique Entity ID (UE) as soon as possible.
- **Only create one Help Ticket/Incident per entity**, creating multiple tickets does not speed up handling of your issue and actually slows down the overall process.
- **Do not call or start a chat with the helpdesk at FSD.gov about entity validation.** The specialists that handle entity validations are on a different team and can only communicate with you through your created help ticket/incident.



OneEastside
SPARK

Q&A:

- **Lynn Fetch**, *Small Business Grants Program Manager*
Washington State Department of Commerce
- **Shannon Halberstadt**, *Creative Economy Sector Lead*
Washington State Department of Commerce
- **Michael Wallenfels**, *Communications Manager*
ArtsWA – Washington State Arts Commission
- **John Dicus**, *Lead Business Opportunity Specialist*
U.S. Small Business Administration (SBA)
- **Janie Sacco**, *Outreach & Marketing Specialist*
U.S. Small Business Administration (SBA)
- **Kate Hoy**, *PTAC Counselor*
Washington State Procurement and Technical Assistance Center (PTAC)



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Assistance | 보조 | 协助 | Asistencia |
ПОМОЩЬ

Email & phone support in English,
Spanish, Chinese (Mandarin), Russian
Starting August 17th



Washington State
Department of
Commerce

PHONE: (888) 242-0169

EMAIL: commercegrants@Submittable.com

All applicants are encouraged to email for the quickest response!



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OneEastside SPARK

OneEastside SPARK will be offering a series of in-person, small group meetings to assist organizations in East King County with their applications starting the week of August 22. Please stay tuned for more information.

CONTACT:

info@oneeastside.org



OneEastside
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Assistance

보조 | 协助 | Asistencia | помощь

African Chamber of Commerce of the Pacific NW

The African Chamber of Commerce (ACCPNW) is available to assist organizations with linguistic and technical support for the Working Washington 5 Grant



CONTACT:

Emmanuel G. V. Dolo, gvdolo@gmail.com

Director of Programs

African Chamber of Commerce of the Pacific Northwest



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BigHug / Korean American Resource Center (KARC)



주 상무부제공 제5차 월킹 와싱턴 신청서 지원은 빅허그 봉사자들이 도움을 드릴것 입니다. 언어나 온라인 신청서 작성시 어려움이 있으면 빅허그 로 전화주세요. (425) 477-9279, 1 – 5 p.m.

BigHug Volunteers will help with the Working Washington 5 Grant application. If you have any difficulties with language or filling out the online application form, please contact BigHug.

CONTACT: BigHug (425) 477-9279, 1– 5 p.m.



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Centro Cultural Mexicano

Si necesitas ayuda para clarificar dudas acerca de los lineamientos y requisitos de la subvención, El Centro Cultural Mexicano puede asistirte.



If you need help clarifying guidelines and the requirements of the grant, Centro Cultural Mexicano can assist you.

CONTACT: Marissa Corona, marissa@centroculturalmexicano.org, or Mayra Muñoz mayra@centroculturalmexicano.org 425-896-7067, 16300 Redmond Way, Suite 100, Redmond, WA 98052 www.centroculturalmexicano.org



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Chinese Chamber of Commerce in Washington State

CCCWA 华盛顿州中国总商会做为此次活动的协办单位之一，
供中文服务。



CCCWA

Chinese Chamber of Commerce
in Washington State

联系方式：电话 (206) 228-4158（如果没有马上接通电话，
请留言，总商会工作人员会尽快回复。） 微信：lili2999

The Chinese Chamber of Commerce of Washington State (CCCWA) is a
resource for businesses to contact if they have questions about WW5.

CONTACT: Lili Lu, (206) 228-4158, WeChat: lili2999 *NOTE: If not connected, you can
leave a message and we will reply as soon as possible*



OneEastside
SPARK

Assistance

보조 | 协助 | Asistencia | помощь

El Centro de la Raza

El Centro de la Raza is available to help with the Working Washington 5 grant opportunity



CONTACT:

Victor Cerdeneta

Business Opportunity Center Specialist, Federal Way

(360) 986-7022

vcerrato@elcentrodelaraza.org



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Indian American Community Services

Indian American Community Services (IACS) is available to help business owners and nonprofit leaders with the Working Washington 5 grant opportunity including getting your UEI.



CONTACT:

directorcommunity@iaww.org

(253) 234-9989 #5



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Muslim Association of Puget Sound (MAPS) Small Business Resiliency Network (SBRN)

MAPS SBRN is available to assist organizations interested in the WW5 grant opportunity. They will be hosting a session on Thursday, August 19 from 2-5 p.m. for those needing hands-on assistance.



SBRN
Small Business
Resiliency Network

CONTACT:

MAPS SBRN at smallbiz@mapsredmond.org



Thank you to our speakers!

- **Lynn Fetch**, *Small Business Grants Program Manager*
Washington State Department of Commerce
- **Shannon Halberstadt**, *Creative Economy Sector Lead*
Washington State Department of Commerce
- **Michael Wallenfels**, *Communications Manager*
ArtsWA – Washington State Arts Commission
- **John Dicus**, *Lead Business Opportunity Specialist*
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- **Janie Sacco**, *Outreach & Marketing Specialist*
U.S. Small Business Administration (SBA)
- **Kate Hoy**, *PTAC Counselor*
Washington State Procurement and Technical Assistance Center
(PTAC)



Working Washington 5 Grant

Application Walk Through

Thursday, August 18, 2022
9:00 a.m. - 10:30 a.m.

Register today: <https://bit.ly/WW5web2>

Learn more about the grant program including eligibility requirements at: <https://www.arts.wa.gov/wwr5/>



Washington State
Department of
Commerce



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SMALL BUSINESSES & NONPROFITS
\$70 MILLION
In pandemic relief funds are now available

SPECIAL THANKS!





OneEastside
SPARK

www.OneEastside.org/SPARK



OneEastside
SPARK

Thank you for joining us!

感谢您加入我们!

함께해주셔서 감사합니다!

Спасибо, что присоединился к нам!

Gracias por unirte a nosotras!

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