

# FAQ Commerce WW3 Grant



Question	Answer
<b>Quick Contact for Resources</b>	
Stacey Voigt	(360) 867-8181, stacey.voigt@commerce.wa.gov
Application Questions	Click paper clip in first column
Application Portal	<a href="http://startup.choosewashingtonstate.com/working-washington-round-3/">http://startup.choosewashingtonstate.com/working-washington-round-3/</a>
Main phone number for Biz Grants Questions	(360) 725-5003
Email general grant questions to	bizgrants@commerce.wa.gov
Problems with accessing the application or other errors technical service at Flux	workingwa3@ndconline.org
Translation Needed	<a href="http://startup.choosewashingtonstate.com/small-business-resiliency-assistance/">http://startup.choosewashingtonstate.com/small-business-resiliency-assistance/</a>
Program Guidelines	
Application issues, reopening, uploading issues	workingwa3@ndconline.org
Small Business Resiliency Grant (last grant)	Technical portal questions@zoomgrants.com; Application mtorado@ndconline.org
<b>Technical Portal Questions</b>	<b>Answers</b>
Can I change my application after it's been submitted?	You should be able to log back into your account after you submit your application. If you have issues, please email technical assistance at workingwa3@ndconline.org
Do grant applicants receive a confirmation that they submitted their application?	You will receive a confirmation from "Working Washing 3 Grant" that your application has been submitted. Please check junk mail and add to your contacts
"Note for submit" window shows up, what should I do	You can leave it blank and click OK.
If I applied in a previous round, do I have to apply again or will my application roll-over?	You will need to apply again if you applied in any round. (Small Business Resiliency Applicants who receive funding in their round of grants, will not need to reapply.)
My application page won't let me add my information?	Make sure to click "edit" on the top right to start completing the application.
If I am assisting a business/client, can I screen share and use my own computer?	Yes.
When will online application portal close for submission?	When the funding runs out. However, priority will be given to applicants who submitted by December 11, 2020.
Error messages:	Typically indicates that there is an incomplete element to the application. Either some field is not complete or required documents are missing.
Logging in and not seeing an application	This happens because, in order to access the applications (as included in the instructions), applicants need to read the grant overview, scroll down, and click "Apply for a grant" on the bottom left-hand corner. That will open up the eligibility questions and then the application.
Applicant doesn't see the application when the log into the portal.	In order to see the application, they need to follow the instructions in the "Grant Application Instructions" page and click on "Apply for A Grant" in "Grant Overview" page
Issues creating multiple accounts for multiple businesses	Marco at NDC is working on a solution
Receiving pushback about SSN format not being accepted.	You need to trick the system by changing the format
I can access or create a new account?	Refresh browser and clearing your web browser cache <a href="https://clear-my-cache.com/en/windows.html">https://clear-my-cache.com/en/windows.html</a>
If I open a new account and start an application can I use the same UBI number?	
<b>Grant Questions</b>	<b>Answers</b>
What are the size of the awards? What are the maximum and minimum grant award amounts?	The maximum award grant will be up to \$20,000.
Does anything need to be repaid?	No, these grants do not need to be repaid. However, all taxes associated with the acceptance and/or uses of cash awarded are the sole responsibility of the individual grantee. Cash awarded will be reported to the IRS. Small businesses with annual revenues of \$5 million or less in 2019. AND Businesses in the sectors that are most impacted by the recent public health measures as well as businesses in sectors that have experienced significant, cumulative impacts. Examples include full-service restaurants, fitness centers, bowling alleys and music and event venues.
Who qualifies? These grants are prioritized for?	Certain nonprofits may also be eligible if they have a primary business activity that falls into a similar category as noted above. Example – a nonprofit full-service restaurant or nonprofit music venue. If Commerce is able to fund all the eligible applicants from the priority pool, and funds remain, we may be able to provide grants to additional businesses or nonprofits from other sectors or who have annual revenues larger than \$5 million.
Will receiving a grant impact other federal assistance or unemployment insurance eligibility?	You will need to check with those assistance providers.
Do we qualify if we've received federal assistance through PPP or other grant?	Yes
How long will it take to receive the funds?	Funds will be release prior to December 31, 2020
When does the business need to be established or started	There is no requirement for an established start of business. This is based on Business Revenue from the calendar year 2019, or if the business opened in 2020, cumulative revenue through the present.
How will I be contacted or know if I will receive a grant?	You will receive an email from the application system from the address "WorkingWa3". Please be sure to check junk mail and add it to your contacts.
Where does the funding come from	This funding is from the Federal CARES ACT
Does the business owner need to submit the application?	Yes. The business owner will need to sign the application and upload photo Id verifying identity. As well, the Business owner will be required to sign any documents related to receive funds, if an award is made.
Are marijuana-based businesses eligible?	No, marijuana-licensed businesses in the state of Washington are not eligible for these federally funded grants (Note: CBD is not the same as marijuana)
Who many employee and is Part-time included?	No employee number minimums or maximums with this grant. The business only needs to be recognized as a small business based on SBA definitions You can find small business size regulations in 13 CFR 121
What expenses are classified as eligible expenses?	Grants are intended to reimburse the cost of business interruption caused by mandated closures or requirements resulting from the COVID-19 public health emergency. Cost Eligibility Test 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: The expense is connected to the COVID-19 emergency. The expense is "necessary" to continue business operations. The expense is not filling a shortfall in government revenues. (i.e. taxes, licenses, state, county, federal, and/or city fees) The Business will self-attest that the expense is not funded by any other funder, whether private, State or Federal. The business wouldn't be requesting assistance with expenses if they had not been impacted COVID-19.
What expenses are classified as ineligible expenses?	Salary increases, bonuses, and dividends to owner(s) or investor(s) Additionally, costs already reimbursed previously by federal programs (e.g. SBA Paycheck Protection Program) are ineligible for reimbursement through this grant award, personal expenses, lobbying expenses.
Is this a first-come-first-served program?	No-Priority will be given to applications received by Dec. 10, 2020. If Commerce is able to fund all the applicants who submit by that time, we may be able to consider applicants who submit after the 11th.
Who will decide which organizations receive funding?	The Department of Commerce, will make award decisions, based upon review of a committee who will help ensure equitable distribution.
What kind of reporting will be required as a recipient of these funds?	There will be no reporting requirement. Each awardee will be required to sign an agreement and complete bank wire instructions to receive the funding if and when awarded. The agreement will be re-certifying the self-attest statements you made on the application, along with other provisions regarding the program and what documents the business should retain.
Do I need to include proof and documentation for revenue?	No, the application is complete without revenue proof.
What types of businesses will be prioritized in the award selection process?	Businesses in the sectors most impacted by the recent public health measures as well as businesses in sectors that have experienced significant, cumulative impacts. Examples include full-service restaurants, fitness centers, bowling alleys and music and event venues. Certain nonprofits may also be eligible if they have a primary business activity that falls into a similar category as noted above. Example – a nonprofit full-service restaurant or nonprofit music venue. Related to the Governor's proclamation 2025.8, from November 17, 2020. If Commerce is able to fund all the eligible applicants from the priority pool, and funds remain, we may be able to provide grants to additional businesses or nonprofits from other sectors or who have annual revenues larger than \$5 million.
What documents will be required with the application?	Applicant W-9 Request for Taxpayer Identification Number -Copy of valid government-issued photo I.D. -For tribal-member owned businesses: license or certification if business activity is conducted outside the tribal jurisdiction; letter or certification from the tribe recognizing you as a business if business activity is within the tribal jurisdiction.
What counts as a COVID-19 related expenditure?	Cost Eligibility Test 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: The expense is connected to the COVID-19 emergency. The expense is "necessary" to continue business operations. The expense is not filling a short fall in government revenues. (i.e. taxes, licenses, state, county, federal and/or city fees) The Business will self-attest that the expense is not funded by any other funder, whether private, State or Federal. The business wouldn't be requesting assistance with expenses if they had not been impacted COVID-19.
What does NAICS mean?	The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. <a href="https://www.naics.com/search/">https://www.naics.com/search/</a>
Do I need to use my designated NAICS assigned to me?	If you have been assigned a code you must use it. If you don't know look up your code <a href="https://www.naics.com/search/">https://www.naics.com/search/</a>
How do I know if my business or contractor license is in good standing with the WA State Department of Labor & Industries?	<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>

Question	Answer
<b>What if my business has a multi-location can I apply for each location?</b>	The business owner may apply for each location as long as each location has its own unique UBI number.
<b>I have more than one business with a unique UBI, do I need an email for each location?</b>	Yes, you need to have a different email for each business.
<b>Can my government-issued ID be expired?</b>	No, it must be valid and in current standing?
<b>I am a LLC and don't have EIN?</b>	Please use Social Security Number (SSN)
<b>Nonprofit: If gross income includes only the income they have made (which would be zero) or any type of income (donations, etc. bc they do receive money)?</b>	Any income, which includes any donations, grants, or other types of funding. However, this revenue would be included in the "Other Financial Support" section of the application. Yes, they would add "0" into gross income, if that is the case.
<b>Are Unions allowed to apply for assistance for administrative expenses (rent and payroll primarily)? (Union representing theatrical costume builders and backstage wardrobe crews for live events.)</b>	No on Unions. Unions are member organizations and would fall under a category like chambers and associations (Like AWB or Master Builders Assoc.).
<b>Multi-locations, under one UBI = 1 application, yes? And add the multiple P&amp;Ls together?</b>	Yes-1 application, yes-add P&L together.
<b>Nonprofit applying, who's government issued ID should be tied to the application? The person filling out the application or does it have to be a specific member of the nonprofit?</b>	Whoever is able to sign for their organization or the Treasure should be the one uploading their ID.
<b>Have additional questions type in below</b>	<b>Answer</b>
<b>Question about Business Resiliency Grant - where to send?</b>	If it technical questions about Zoom grants questions@zoomgrants.com Application questions email stacey.voigt@commerce.wa.gov