

SBDC Webinar FAQ
Working Washington Round 3 Grant

Question	Answer(s)
2 Hello! We applied in April for the Working WA grant, and did not receive it. Do we have to apply for this round separately?	Yes, you will need to apply again.
3 Can I apply for this grant even though I already got another	Yes, you can still apply. Steve will go over this shortly.
4 In the application, they ask for Gross Business Income. Am I right in assuming this is the revenue we receive from our business operations? Facility Rentals and Program Income from registrations. As a nonprofit, we receive grants, donations and sponsorships. Am I right to exclude the income for those	As a non profit you will include all program income. Steve will cover this shortly.
5 is the grant available to 501c7 - OHYC	Possibly, for first round consideration if your non profit has a business component that is in the hospitality area. Such as a public venue or restaurant as part of your operations.
6 Q: We have a painting business that we run out of our home, can we apply being we don't have a store front?	Absolutely!
8 What if we opened in 2020? Can we still receive a grant?	Absolutely!
9 Q. It appears that the Portal is not accepting submissions yet. I filled in all the sections, but after hitting Submit, nothing happens. Screen stays the same.	This seems like a technical issue please contact workingwa3@ndconline.org and please be patient with responses.
10 How do we apply for multiple businesses with different UBI's without overwriting each application?	You will need a unique email for each business/UBI.
11 I started my business in December 2019, but it was to purchase my employer's bike shop which has been in our community since the '80's. Can I still apply even though I don't have any tax info from last year?	Hi Adam, yes you can apply.
12 I have tried several times to complete my application and continue to get 2 error alerts at the very last "submit". The link on the "error" messages go nowhere? I cannot for the life of me figure out what the error is for or how to correct it?	Typically indicates that there is an incomplete element to the application. Either some field is not complete or required documents are missing.
13 Hi Steve, I applied and was approved for a very small grant (in comparison to what we requested) due to the availability of funds in round 2. Since there is now additional funding, are we eligible for additional resources? Or since we've been approved in round 2 (currently waiting for the delivery of these funds) are we no longer eligible? Thank you so much, -	You could be still eligible, please wait a couple of days to see if you get a notice that you don't need to apply if you don't reapply for WW3.
14 Hello, I am trying to submit this application and no matter what I do I am getting the error message below. Says unable to promote. These error messages were found: Compliance Warning. Jump to previous error. Jump to next error. The links don't go anywhere and I can't see any errors. I only have the two documents uploaded so that was already	Typically indicates that there is an incomplete element to the application. Either some field is not complete or required documents are missing.
15 we have 3 separate LLC's. Can I apply for relief for each of the businesses?	Absolutely!
16 When we clicked submit, it says "Unable to promote these error messages were found compliance warning"	This seems like a technical issue please contact workingwa3@ndconline.org and please be patient with responses.
17 Can the applicant be an employee of the small business, or must the applicant be owner?	It should be the owner. If you are a non profit it can be a person that has authority to sign for the business.
18 I've tried to open an account to see the application, I filled out the page (3 times) have not received an email with a link to the application.	This seems like a technical issue please contact workingwa3@ndconline.org and please be patient with responses.

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20	Can these funds be used for unemployment claims for a non-profit that self insures unemployment?	The use of the funds will be covered in the presentation. If you have additional questions about uses, please ask later.
21	Q: If we recieved grants from other funds, are we still eligible to apply?	Absolutely!
22	is accomadation sector part of first priority sector?	Yes!
23	I get an error message when trying to add our bank account info.	This seems like a technical issue please contact workingwa3@ndconline.org and please be patience with responses.
24	Q: What is considered first priority?	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 centers and vusinc and event venues.
26	If I still have EIDL funds that have not been used, does that make me ineligible? A loan should not be the first course for anyone right now! I don't want to waste my time	you are still eligible, just make sure to disclose in your application.
27	Q: I did a search for my business at www.naics.com, but it says no results. What should I do?	What is your business' primary offering? You can find your state given NAICS through the DOR business look up feature found here: https://secure.dor.wa.gov/gteunauth/_/
28	If I am an event planner (Weddings mainly) and had to refund all deposits for weddings in 2020 and have proof of them, would that count as expenses incurred due to COVID?	Yes these would be eligible.
31	Q: from the Tri-Cities so must submit application by Dec. 11th?	No-Priority will be given to applications received by Dec. 11, 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.
32	Can funds be used to cover payroll expenses, and is it to cover expenses during a specific timeline only (for example, round 2 was to reimburse expenses between March-November)?	payroll expenses are a relevant expense. There is no specific time period. The funds should be used where other funds are not available/used.
33	It will still require some type of documentation on your eligibility to own a business in WA. I provided a copy of my business license and DCYF license (childcare).	business license will work
34	If I have a business for cutting hair and I am the only person on payroll can I get this grant?	Yes, you can apply.
35	Should the W-9 be under the business and its EIN or is this supposed to be filled out for the owner as an individual with	The W-9 related to the business.
36	I have submitted the first two parts (eligibility), but the status says still pending, and I cannot access the actual application.	Please apply for the third round of funding even though you have applied for the others.
37	We offer photography and videography services.	Apply!
39	Can we begin the application and then go back to it later?	Yes, you will create a password and can come back later.
40	As a non profit, whose photo do we use?	Whomever is able to sign for their organization or the Treasure should be the one uploading their ID. A person who has authority to sign on behalf of the non profit.
41	Q: Do I need to set up a login for each individual client or can I make a profile to submit several. I am an accounting office filling these out for my clients.	Each application is separate and require identification (copy of valid state identification). The applications CAN NOT be combined.
42	I am assisting businesses filling out grant applications through AHANA. Is it posible to get a copy of the application. Thanks, Maria Gutierrez	I will get a copy to you.

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43	Once an application is submitted, will there be a confirmation email sent indicating to the applicant that the application was received?	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. Yes, you will receive an email response verifying receipt of your application.
44	Please could we receive an emailed copy of the powerpoint presentation? This will be helpful when walking our members through the application process. Thank you in advance.	Yes, you will receive the presentation after the webinar.
46	What is the timeline on expenses... When do they need to be	It needs to pay for expenses incurred this year.
47	Q: What is the link to access the application?	http://startup.choosewashingtonstate.com/working-washington-round-3/
48	When it asks for gross business income, as a nonprofit, do I include what we receive from grants, donations and	As a non profit you will include all program income. Steve will cover this shortly.
49	We planned on opening a new business at the beginning of Decemeber in Federal Way Washington. We also had to close 2 business. one was in Bellingham Washington and in Marysville Washington. Can we apply for all 3 businesses in washington for this grant?	Yes!
50	Is there a date the business must have been an established business in order to apply? (prior to March 2020 for example?)	No
51	Our owner is Chinese, living in China...does not have a Gov issued photo id.....we have an officer who is living here and does have a driver's license for WA..	The applicant must have a valid Washington identification.
52	I understand that we will need an unique email for each	no. You need separate email addresses
53	What constitutes "documented business expenses due to COVID impacts"? Does lost revenue qualify?	yes
54	I'm the general manager of the business. Can I fill the application for the business and provide the owner's photo ID?Would it possible I can edit my application once I summit	Yes you can but the owner will need to sign the application. To sign the application you need to type into the singture box.
55	does the government issued ID (business CEO) have to match the account of the person submitting the application (administrator)? Or may an administrator submit on behalf of the CEO (but through the administrator's account) and	If you are a non profit the application. Whomever is able to sign for their organization or the Treasure should be the one uploading their ID. If you are a for profit business an owner or person authorized to sign for the company.
56	I have a UBI # but have not applied for WA Business License yet . do i still apply or do i obtain the license first ? but i have	The UBI wll suffice
57	I had created application account last night. I wrote down password. But, I cannot recall my user name. How do I	please contact workingwa3@ndconline.org and please be patience with responses
58	I have answered eligiility questions and expense eligibility with yes, and I have submitted, but it does not show me how to move on to the actual application.	please contact workingwa3@ndconline.org and please be patience with responses
59	Q: So if there is a mistake we are going to get and error message to edit?	what kind of mistake/error?
62	We have multiple restaurants and bean roastery in Tacoma and Olympia that operate under their own business license; however, technically are owned by a corporation whose revenues exceed the eligibility amount. Can an application be done at the business license level, or only at the Corporate	The business license level will suffice
63	Can you kindly share the link to the application for the grant?	http://startup.choosewashingtonstate.com/working-washington-round-3/
64	what expense is connected to the pandemic? Does it include	Yes payroll is included
65	My expenses as pertains to Covid were installation of a food pickup window and exturnal overhead heaters. Are htese kind of expenses good for this grant?	yes

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66	I am a short term property management business owner.. (management and care of Airbnb properties) given the information discussed so far and what I'm reading on the grant site.. I'm feeling like I'm too small to fit the requirements.. business was opened 10/19 covid hit just as we were ramping up the property owner due to covid sold the property .. we now have a property that we have to start from the ground up.. am I correct in thinking this does not apply to	Stephanie, you are able to apply.
68	Q: If all information was properly not entered will it notify of error or edit option?	Not sure... Did you have an error? If so, please contact workingwa3@ndconline.org and please be patient with responses
69	Is the PUA income included in reporting our business income?	No.
71	Was it mentioned that folks that received PPP or EIDL earlier this year are not eligible?	you are still eligible.
72	How do you submit 2019 and 2020 gross income if your business is on a fiscal year that ends in June and begins in July? Is it acceptable to submit those numbers with an	Yes and You will not need to submit a copy of income, answer to the best of your ability.
74	Would I enter an application then by each Business license? Or one application and then define the restaurants that we	Each business license separately
76	Q: Is there a list of what qualifies as an ADO-funded grant?	If you have received other grants. You can ask the organization if they are ADO. That is the only way to really know.
77	I can't find a code for my business in NAICS	You can find your state given NAICS through the DOR business look up feature found here: https://secure.dor.wa.gov/gteunauth/_/ If you were in business last year, look on the top of your 1040 your NAICS should be on it. If not using the NAICS look up on the website should help. Or finally you can look on the WA department of Revenue website. You can look up your NAICS. Please reach out to me for help on this last one. ron.nielsen@wsbdc.org.
78	Do funds received through a loan need to be disclosed or just through grants?	yes disclosed, but Specify they are loans.
79	so it sounds like he just said you would have to have used your EIDL funds already?	You can not use this funding for the same expenses covered by the EIDL. Having the EIDL doesn't preclude you from this grant.
82	Can rent and utilities be acceptable as expenses. With decreased revenue it is hard to pay these.	absolutely
83	Other grant programs utilizing CARES ACT funds had the stipulation that organization be founded prior to 3/1/19 just want to confirm that is not the case with this grant	This is not a criteria for this grant
84	Our company has 3 stores, each has its own license, do I apply one application for each store or one application for all (we only have one UBI)	You may apply for each of the three. As long as you have a different UBI for each.
85	For nonprofits, are sponsorships/grants/donations included in gross income? Is "gross income" only business revenue? And are contributions in the form of sponsorships and grants listed in "other financial support"? Do individual donations need to	yes apply to the other financial support section
86	Is this grant available to those who got awards in the Washington state community grant?	Absolutely!
87	so can I just use the EIDL funds after this runs out? Or do I need to provide a clear answer as to how the funds will be	provide a clear answer as to how the funds will be used.
88	If the owner of the company is a Canadian citizen can they still qualify for the grant? Company was not allowed to receive SBA loans because of the citizenship issue	No but the business must be a licensed WA business.

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89	Whose ID needs to be uploaded for a nonprofit organization?	The authorized agent completing the application
90	Payroll outside of the 8 week window for the PPP is an eligible expense. Correct? And this is for expenses, not loss of revenue (2019 vs. 2020) correct?	Payroll not covered by the EIDL or PPP is eligible for this grant. Uses of the funds is to cover expense as outlined in the grant.
92	Q: Does my ID have to be from Washington State?	Yes
93	Also does the business start date have to be before March	No
94	What is the certified document that is needed to illustrate authroization of doing business in Washington?	As a Tribal member?
95	Another qestion: my Dirver license is expired at the moment. IS that still considered "valid ID"?	You need a current license.
96	Is it a UBI?	the documentation required is a w9 form and a valid Washingtong State identification
97	Will the SBDC be assisting in reviewing the grants?	No Commerce will be reviewing.
100	I suppose we could use these funds for payroll alone and just use EIDL funds for Lease payments???	Yes
101	I had a Wahington license last year. Does that matter?	Your license needs to be current
104	In March we were beginning an expansion - had just purchased a larger space and were remodeling - but due to COVID we've had to put that project on hold. Can these funds be used to continue with the expansion?	I believe so. Just apply!
107	i have never taken a grant before . this is my first will that be a hindrance. and do i pay it back and how long do i pay tax on it	This grant does not need to be paid back. You will need to claim it when you complete your tax returns to the IRS.
110	Q: What is the criteria definition for a 1st Priority Applicant?	Just apply and your application will be processed accordingly
111	If a business that started on July 26, 2020 eligible for this	yes
112	W9 doe snot validate authorization of doing business in	Yes
113	Can we do one part of the application at a time? How de we re enter?	Yes
114	What if I'm not computer savy It looks like I opened 4 different apps how do I delete the 3 and keep 1	please contact workingwa3@ndconline.org and please be patience with responses
115	In a retail business, is the cost of inventory eligible?	Yes
120	Do I use our physical restaurant location or our mailing	yes
121	Can funds be used to cover incurred taxes, speically unemployment charges?	no. Government funds can not pay government expenses
125	Photo id-license ok	yes as long as it is valid
126	do all funds received need to be spent by the end of December 31, 2020?	No
127	Are these funds for reimbursing expenses or for buying new needed items?	both
128	My wife has a Washigton ID but isn't on the LLC. Can I add	the applicant must have a valid WA state identfication
131	Do previous Working WA applicants need to re-apply, or can their applications be forwarded to Commerce for consideration for this round?	Yes, please reapply
132	Will it be taxed?	yes
133	When will we be notified if we have been approved for the grant or not?	as soon as approved; within two weeks
137	If I have already submitted the application can I go back and	yes
138	Will I be asked to upload my business tax return from 2019?	no
140	I start my bussines in August 2019? that still qualify for this	Yes
141	Q I have completed the applicaiton and saved it. I am getting the following error. How do I fix it? "These error messages found: Compliance Warning"	please contact workingwa3@ndconline.org and please be patience with responses
143	What browsers are supported - Fire Fox, Chrome or Edge?	All browsers are supported, with preference toward Chrome or Edge

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146	Where can I view the list of what funds can be used for? Sorry if I missed it	you will receive a copy of the presentation
148	I started filling out the application for my wife who is the business owner and put my information. Do I need to start a new application or will I be able to change what I filled out to include her information?	yes
149	Q: With \$50Mil available, that is \$20,00 to 2500 businesses. Is there more than that available?	not right now
150	Once I get to the expense eligibility test page, it comes up blank. Also, in trying to move further, I answered eligibility question twice it seems to have formed 2 applications.	please contact workingwa3@ndconline.org and please be patience with responses
152	I know of a small hotdog stand business in need of funding, is he eligible?	yes
154	Where do we input the amount we are requesting?	There is no option for that. You can explain it in the end of the application
155	When will I know if my application is considered after receiveing the SBRA grants?	You will receive notification
156	we are in taxi business drivers took ppp-eidl-grants took it last couple months , can apply or eligible for this grant ?	yes
157	If we received an EIDL loan because you had no other help to stay afloat can we apply for this grant to pay back the EIDL?	No. you can not use the funds to pay for this
158	We are a non-profit - Have both a Fed ID # & UBI. We file a 990 each year. Don't have a copy of our W9 to submit - What should we submit.	Use Fed EIN Number and submit a new w9; link is in the application
159	I may have missed it in the presentation, but do we need to submit our tax returns from 2019?	no
160	What if my 2020 revenue is greater than 2019 revenue?	That does not matter
161	is there a document outlining eligibility requirements?	it is on the application
162	Non-Profit - Fraternal Organization Eagles - Whose ID should be submitted?	authorized parties
163	If businesses have already applied and received the Small Business Resiliency Grant, will they need to submit the application for Round 3 again?	yes
164	I started filling out the application for my wife who is the business owner and put my information. Do I need to start a new application or will I be able to change what I filled out to include her information?	yes
167	what is the turn around time from submitting application to receiving funds?	Funds will be dispersed in 2020
171	Taxi association or dispatch companies, also can they apply this grant & we didn't apply any ppp-Sba loan ?	Yes, you may apply for this grant
172	Can you define gross income? Is this before or after	before
173	Will we be taxed on this amount in our 2020 return?	this would be "other income"
174	I missed explanation of the W-9 part form the webinar. Do I have provide W-9 form?	yes. the link is in the application
175	I have been clicking on submit under the grant overview. It just says Pending Eligibility Applicants. What is the next step? I don't see any eligibility questions showing up on my portal.	try refreshing
178	Is it available to the cannabis industry?	not at this time
179	Can these grant moneys be used for payroll expenses?	yes
183	What are the date parameters for including expenses in the application?	2019. 2020
185	How quickly should we have received the link? I started my application yesterday and haven't heard back yet.	same day. please contact workingwa3@ndconline.org and please be patience with responses

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186	All Operating expenses, not just added covid-related expenses are eligible? i.e. more than just added cost impacts due to COVID. Correct?	yes
190	Is there a time requirement for eligible W9 form?	w9 must be submitted with the application for it to be complete
193	Could you explain what you mean by Covid related expenses?	yes
196	an it pay for PPE for employees and customers	yes
197	I've filled out the Create and Account Now info but have not received any email. I've done this several times but nothing happens. What can I try besides clearing Cache, or is there a way you can send me the email so I can proceed. thx.	
199	If applicant is receiving unemployment are they eligible for	yes, just disclose
201	How will taxi drivers use the money for business as they're not driving	This grant can be used to cover payroll
203	What if you get the grant and your business still goes out of business unfortunately will you have to repay the grant	This grant does not have to be repayed
206	Can entertainers, musicians, apply?	This grant is for registered Washington business'
207	Q I have completed the applicaiton and saved it. I am getting the following error. How do I fix it? "These error messages found: Compliance Warning"	please contact workingwa3@ndconline.org and please be patient with responses
220	We apply for this grants as a business. We have full-time employee and don't hire contractor this year but last year. Do we still need to provide the W-9 for the application?	The W-9 is a required document for the application of this grant
223	No comment, simply a thank you! Well done and very	Much appreciated!
224	no change, it says Pending Eligibility Applicants. I have submitted the application 5 times for my company, now I have 5 applications. They all say the same thing Pending eligibility	
225	would small business that are not making sales due to Covid	Yes!
226	Please confirm that non-tribal businesses do not need to submit a "certificate of authorization to do business in WA," that a UBI is all that is needed. The application does not read that way; it appears to require a document that certifies this. I have heard from multiple Chinatown/ID businesses who are	
234	Do we have to supply a W-9 form or can we provide our EIN letter from the IRS?	You will need to provide your W-9
237	If a business started less than a year ago, can they still apply for this grant?	Yes
238	whats the website again to look up your Naics code?	https://www.naics.com/search/
239	Does Gross Income for 2020 begin on Jan. 1 and end now or the end of November or when?	YTD
240	What costs are considered "Covid-related" costs?	Personal protective equipment, and other items you had to purchase to comply with government regulations.
242	Can you give an example of "Covid related costs"?	Personal protective equipment and other expenses you had to incur to comply with goverment regulations.
243	COVID related costs...or COVID related loss of income? Because that is differng for my wedding business	Kim please apply.
252	Is there a list non-qualifying NAICS and SIC codes.	no
255	I can't apply because of a compliance warning. What does that mean?	please contact workingwa3@ndconline.org and please be patience with responses
269	OK TO USE FUNDS FOR RENT SINCE INCOME WAS	yes