



CITY OF ENUMCLAW SMALL BUSINESS ASSISTANCE AND SUPPORT GRANT PROGRAM

Purpose: The City of Enumclaw Small Business Assistance and Support Grant Program is intended to ensure the economic health of the City of Enumclaw, and thereby improve the public health and welfare for Enumclaw's residents. The grant funded allocated hereunder is designed to help small businesses keep their doors open, protect local jobs threatened by the COVID-19 pandemic, support community recovery, and increase the resiliency of local businesses in our community.

Through the program, eligible small businesses operating in the City of Enumclaw have the opportunity to apply for cash assistance to help mitigate the impacts of revenue reductions associated with COVID-19. The City anticipates awarding eligible small businesses with a one- time cash grant of up to \$7,000.00, based on justifiable need and business resiliency. For further information, please contact Jessica Rose, Deputy City Clerk, at 360-615-5627, email: jrose@ci.enumclaw.wa.us.

Criteria for Grant Funding:

To be eligible for grant funding, a small business must meet the following criteria:

- Be a Washington licensed business active in the state of Washington, physically located and doing business in the City of Enumclaw;
- All Businesses are eligible, however additional consideration will be given to the following:
 - Small businesses who previously applied and qualified for funding through the City of Enumclaw Small Business Relief and Recovery Grant Program that received no funding;
 - Minority, women, and veteran owned businesses
 - Businesses that have at least a 20% drop in revenue directly attributable to the COVID-19 pandemic.
- Have an active business license and UBI in Washington State;
- Have a physical business address in the City of Enumclaw;
- Have been in operation for at least one year in the City of Enumclaw (at time of application);
- Not facing any pending litigation or legal action;
- Not suspended or debarred from the use of federal funds;
- Receipt of Paycheck Protection Program (PPP) funds, EIDL Loan grants or funds, or CARES funding does not disqualify applicants, however, applicants must include this information to ensure we do not reimburse a business for funds that the federal government already provided funds to support so as to avoid duplication of reimbursement of eligible expenses;

- Must certify that they have been negatively impacted by the COVID-related emergency public health protections that were or are in place and/or been subject to mandatory full or partial business closure any time after March 1, 2020, due to the COVID-19 public health emergency and/or the Governor's-related executive orders;
- Must certify that grant funds received will only be used for eligible operating expenses connected to the COVID-19 emergency and not be spent on an expense that has been funded by any other funder (whether private, local, State or Federal);
- Applicants must return an IRS form W-9 before they can receive any grant funding; and
- Grant limitations: one small business grant per owner, business, or franchise holder;

Awarded small businesses will only use grant funds for approved allowable functions as broken down in the following three categories:

- Salaries and Benefits - Salaries and Benefits may be used in order to retain staff facing imminent layoff, for owners or leadership who are unable to take a salary due to loss of revenue, or may be used to cover costs associated directly with unplanned COVID-19 related staffing costs such as: staff time training on personal protective equipment (PPE) use, staff time adding safety measures to physical locations, staff time implementing and/or training on virtual business service platforms, staff time updating processes and procedures to allow for safety and social distancing for customer and/or staff, and other such costs.
- Facilities - Facilities include payments towards commercial mortgage, utilities, commercial lease, and other such necessary costs required to keep physical locations open and operable through the COVID-19 crisis.
- Cost of Goods and General and Administrative Expenses - This category includes, for example, new equipment deemed to assist the business to a temporary digital transition (webcams, software licensing for video conferencing, etc.) as well as other general costs deemed necessary for business operations.

No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with the City's funds on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.

The following is a non-exhaustive list of examples of disallowable functions for grant funds:

- Paying off non-business debt, such as personal credit cards for purchases not associated with the business
- Purchase personal expenses such as buying a new family car or making repairs to a home
- Direct financing to political activities or paying off taxes and fines
- Purchase of personal items
- The purchase of drugs, tobacco, and/or alcohol

- Food and entertainment
- Bonuses
- Travel not associated with direct business operations
- For any expenses covered by other programs, for which the Recipient has received other federal, state, or regional funds, including without limitation funds made available under the Payroll Protection Program (“PPP”) or unemployment insurance compensation.

Application and Selection Process:

Applications will be accepted between September 20, 2021, and October 15, 2021, and shall be submitted via email to Jessica Rose, Deputy City Clerk, at jrose@ci.enumclaw.wa.us or mailed to her attention to 1339 Griffin Ave Enumclaw, WA 98022. An application form will be available on the City’s website (<http://www.cityofenumclaw.net>) for download (or online completion, if feasible). Costs for developing an application are solely the responsibility of the applicant. All personal and business financial information will be kept confidential to the extent permitted by law. Applicants will be required to provide the following information:

- Legal name of business;
- Unified Business Identifier (UBI);
- Business address and date of establishment;
- Owner/applicant contact information;
- Excise Tax Returns for the entire 2019 and 2020 year or certified Profit and Loss Statements for 2019 and 2020 year.
- A brief description of the business and its products/services;
- A brief description of the negative financial and operation impact COVID-19 has had on your business;
- A brief description on how you would use any funds that were awarded under this program;
- A brief description on the impact to your business if you do not receive the funds requested;
- Indicate how much, if any, other COVID-relief funding your business has received and what it was used for;
- Indicate any other COVID-related relief that you have applied for or will be applying for that you are awaiting a response;
- The business must certify that they are not debarred, suspended, otherwise excluded from, or are ineligible for the participation in Federal Assistance programs under Office of Management and Budget 2 CFR Parts 180 and 215. The business must also certify that it will not contract with a subcontractor that is debarred or suspended.

Awards will be made to qualified small business applicants through the execution of an Agreement between the grant recipient and the City. Awards will be provided in a one-time cash payment. Awarded small businesses will be, through the Agreement, required to report on expenditures and outcomes annually through an end-of-the year report.