

# City of Duvall COVID-19 Small Business Assistance Program and Application



## Section 1: Overview

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### Program Objectives

Funding for this program is supported by grants received by the City of Duvall from the State of Washington, and King County; using Coronavirus Aid, Relief, and Economic Security Act (CARES Act) dollars. CARES Act funding for businesses is intended to mitigate the losses that small businesses have incurred as a direct result of the emergency public health declarations and stay-at-home orders.

**Please note that funds granted under this program must be used for expenses incurred between March 1, 2020 and October 31, 2020. Currently there are no exceptions under this program.**

Program objectives are to help eligible small businesses:

- Receive the support they need to overcome disruptions caused by COVID-19
- Receive the support they need to safely re-open while adhering to local public health guidance and operating guidelines designed to protect employees and customers
- Receive support that has been inaccessible through other resources
- Restart quickly, recover from the impacts of the pandemic, and contribute to the overall economic stability of the community (i.e., preserving revenues and jobs)

### Eligible Expenditures

Grant funding can be used for the following expenditures (in order of priority):

1. Personal Protective Equipment purchases for employees or customers intended to facilitate safe opening such as protective masks, hand sanitizer, and costs incurred by installing required safety measures
2. Rental of materials and equipment to preserve or increase business
3. Marketing or reopening compliance materials
4. Reimbursement of business interruption costs not previously satisfied by any other funding source, with a priority towards rents and utility costs

### Eligibility Requirements

To be eligible for grant funding consideration, small business and nonprofits must meet the criteria below, which is listed in order of importance. This criterion will also be used to rank applications.

1. Must not be a recipient of other State or Federal COVID-19 related grants or funding prior to this application. Businesses who have received State or Federal COVID-19 related grants may still apply but may be ranked lower than those who have not yet received assistance.
2. The owner, officer or principal actor or any employee of the business for which the grant is sought cannot be currently employed by the City of Duvall or be an immediate (spouse, sibling, parent or child) family member of a current City of Duvall employee
3. If the applicant is a non-profit corporation or community organization, it must be located within Duvall city limits or – if not located within Duvall city limits – provides essential human/social services to Duvall residents or plays a significant economic, social, or cultural role for Duvall

## Round 2 – Short Form - Use this form if you have applied for City funding previously.

4. Must possess a current City of Duvall Business License
5. Must be current on all other state licensing and other regulatory requirements
6. Must have a business located within Duvall's city limits, for at least one year prior to March 1, 2020. Businesses with physical storefronts may be ranked higher than those who do not.
7. Must have experienced a loss of income, greater than 25% per month due to COVID-19 or the Governor's related "Safe Start Washington" order as compared to the same period in 2019. Revenue loss must be accompanied by third party financial documentation such as a DOR sales tax report or 2019 tax return, rental agreement with any modifications that show deferral of rent payments.
8. Must have no more than 25 fulltime equivalent employees (FTE) or the equivalent (2080 hours per year per employee x 25 – for example, four part-time employees that work 520 hours per year would equal one FTE –  $520 \times 4 = 2080$ )

In order to qualify for a grant, an applicant will need to be able to establish that there is a clear relationship between the grant and protecting the local economy or promoting compliance with public health guidelines. All grants will be awarded according to City, state, and federal award laws, regulations, policies, and procedures, including compliance with CARES Act requirements.

Home occupation businesses operated from the owner's primary residence may qualify if the residence is physically located in Duvall city limits, although priority will be given to "brick and mortar" businesses.

Priority will be given to those who meet the required criteria who did not apply or receive funding during the first round of grants from the City; however, all businesses are encouraged to apply, whether or not they applied or were awarded funding during the first round.

### Application Due Date and Award Timeline

Applications are due by September 30, 2020. Grant awards will be announced the week of October 5<sup>th</sup> and awarded soon thereafter.

### Evaluation

Applications from eligible businesses will be evaluated based on:

- Revenue loss
- COVID related operating expenses
- The documentation that supports the grant request
- How well the request meets the objectives in Section 1

**Documentation supporting previous expenditures/losses or estimates of new costs must be submitted with the application. See Section 4 "Documentation Requirements" to see what documentation must be submitted with the application and various types of expenditures.**

Businesses that receive grant funding for future expenditures must sign a contract that requires documentation supporting the use of grant funds as indicated in the application.

### City Representative and Submittal Address

Please direct questions to Mayor Amy Ockerlander at amy.ockerlander@duvallwa.gov. Applications can be mailed to Duvall City Hall, Small Business Assistance Program, PO Box 1300, Duvall, WA 98019, or put in the City Hall drop box (to the left of the front door on Main Street) at 15535 Main Street NE, Duvall, WA 98019. **Please note that any and all info provided on or with this application may be subject to public disclosure pursuant to RCW 42.56.**

## Section 2: Small Business Assistance Application

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\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Grant Contact Email & Phone #

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CEO/President/Owner's Name

\_\_\_\_\_  
Physical Address of Business

\_\_\_\_\_  
CEO/President/Owner's Email & Phone #

\_\_\_\_\_  
Mailing Address of Business (If different)

\_\_\_\_\_  
Grant Contact Name and Title

\_\_\_\_\_  
Washington State UBI Number

Has your business received other grants or other state and federal COVID-19 Funding? Yes  No

If the prior question was answered "Yes", please state source of funding \_\_\_\_\_

Amount of grant funds requested, must be supported by the documentation required in Section 4:

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## Section 3: Use of Funds

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Please describe which program objectives, as stated in Section 1, will be met with the receipt of grant funding.

## Section 4: Documentation Requirements

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### Second Round Funding

If you participated in the first round of funding and the documentation previously submitted covers the amount requested in this second application, there is no need to supply additional documentation. If requesting funding above and beyond the supporting documentation you have already provided, please provide documentation to cover that additional amount.

With requests for **reimbursement for expenditures related to safely reopening, marketing materials, or the rental of materials and equipment to preserve or increase business:**

1. Provide an itemized receipt that shows the expenditures, the date and the amount paid
2. A description of how that item or services was used to safely reopen or preserve or increase business in Section 3 above

With requests for reimbursement for expenditures related **assistance with rent or utilities:**

1. A rent invoice or deferral notice from a landlord
2. A past due utility notice

With requests related to **revenue loss:**

1. DOR sales tax return from 2019 and the same period in 2020

Grant requests that are for future expenditures will require a contract with the City. Grant requests for reimbursement of expenditures that are supported by the required documentation will be paid out if the application is selected for award.

*By signing below, I certify that the information and exhibits contained in and with this application is true and correct to the best of my knowledge and under the penalty of perjury by the laws of the state of Washington.*

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**Applicant Signature and Date**

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**Applicant Title**