

# Klickitat County Small Business COVID Emergency Grant Program #3

Klickitat County Public Economic Development Authority and Klickitat County are pleased to offer this emergency grant program to small businesses that have experienced business interruptions caused by required closures in connection with the COVID-19 public health emergency. Funding for this program is from the State's Working Washington Small Business program and the Federal Coronavirus Assistance, Recovery and Economic Security (CARES) Act.

This competitive grant program is open to small businesses that have 20 or fewer employees (total, both full and part-time), are licensed in Klickitat County, and have been in business for at least one year as of March 1<sup>st</sup> 2020. Payment of grant funds to successful applicants will be on a cost reimbursement basis.

Eligible costs of business interruption caused by required closures and paid by the business between March 1, 2020 and October 31, 2020 are reimbursable under the grant program. Ineligible costs include, but are not limited to the following:

- Capital expenditures, such as acquisition of real property and construction/renovation costs;
- Expenses covered by insurance (e.g., business interruption insurance);
- Payroll or benefits expenses for employees;
- Workforce bonuses;
- Severance pay;
- Expenses that have been or will be reimbursed under any state, county, or federal program;
- Reimbursement to donors;
- City, County, State, or Federal taxes, fees, licenses; Including Property Tax, State Excise, B&O or Sales tax. Professional licenses & Drivers Licenses;
- Legal settlements;
- Equipment purchases or leases (including office equipment, software applications) Equipment is defined, by the OFM, as something that would last more than a year;
- Software as a Service;
- Alcohol (except for resale or use in manufacturing process);
- Marijuana/Cannabis;
- Travel;
- Hosting Expenses;
- Lobbying or political influence;

The grant application is made to be as streamlined and efficient as possible. Click this ([link](#)) to fill out the application. Concurrently fill out the Klickitat Small Business Emergency Grant Reimbursement Form ([link](#)) with the expenses you would like to claim for reimbursement (please see below for the allowed expenses). The maximum grant award is \$10,000, if you have not been awarded any grant funds

through the Working Washington Grant Program #1 or the Klickitat County Small Business Emergency Grant Program. Any funds you have already been awarded through one or both of those programs must be deducted from the \$10,000. It is advised to show more expenses than are requested in case some of your expenses are disqualified for one reason or another. Note- If you are likely not going to be asking for the full \$10,000 it would be best to work through the excel reimbursement document and your receipts so you know what to put down for requested funds in the actual application.

### **Grant program details-**

Overall Funding available- \$145,000 (of which \$20,000 is available for economic development non-profit organizations)

Application Opening- September 3, 2020

Application Closing September 16, 2020 at 5:00 PM

Awards are for up to \$10,000

### **Eligibility-**

Business has been in business 1 year as of March 1, 2020

Business is a for-profit business or an economic development non-profit organization (e.g., chamber of commerce, tourism or direct marketing organization). Other types of non-profit organizations do not qualify. Please contact us if you have questions.

20 or fewer employees, including sole proprietorships.

Business licensed in Klickitat County

Business has experienced or is experiencing business interruptions caused by closures in connection with the COVID-19 public health emergency.

**Eligible Expenses:** Operational expenses, including rent, supplies/inventory, utility bills, etc.; as well as consulting, marketing, and training costs. All claims for reimbursement must be supported with a receipt documenting payment. Only costs incurred between March 1, 2020 and October 31, 2020 are reimbursable under the grant.

#### **Eligible Expenses:**

Operational expenses

Rent and mortgage\* (that is in the business name only)

Business Vehicles transportation and payments (that are in the business name only. Think Plumbing service trucks)

Supplies

Inventory

Utility Bills

Consulting Expenses

Marketing Expenses  
Training

**Required Public Statements- From Interagency Agreement Between Klickitat County & Washington State Department of Commerce.**

“This project was supported by a grant awarded by US Department of the 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 Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Commerce.”

“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

**LOWER TIER COVERED TRANSACTIONS**

- i. The lower tier Contractor certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ii. Where the lower tier Contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.

**FAQ's**

Who does the ranking?

Ranking will be conducted by members of the Klickitat County Public Economic Development Authority's Board of Directors and County staff.

What is the timeframe for this program?

Applications close September 16<sup>th</sup> at 5:00 PM. Ranking should be completed within 2 weeks. Contracts will then be sent to successful applicants for E signature. We are targeting having the grant agreement approved by the end of September and begin processing reimbursement payments.

Where do I send the Excel File & vouchers to back it up?

Once you have submitted the application. We will send you a dropbox link to upload the reimbursement excel document. You will also upload your receipts, bank statements, W9 and supporting docs to this link as well.

For an expense to qualify for reimbursement under the grant, you will need to provide documentation that the expense was incurred (the good/service was both received and paid for) between March 1 and

October 31, 2020. For example, utility bill for service in February would not qualify even if it was paid after March 1.

Business building lease and mortgage payments qualify for reimbursement, but you will need to provide documentation showing the lease or mortgage in the business name. You will also need to provide documentation that the expense was incurred (good/service received and paid for) between March 1 and October 31, 2020. For example, a lease payment for the month of February would not qualify even if it was paid if after March 1.

If you are claiming business rent/lease of a home-based business, you will need to provide a copy of your IRS form 8829 which shows which portion of the rent/mortgage we can allow.

What else do I need to do?

When you E-sign the contract you will also need to fill out a W9 form. You can fill out the form using adobe or even Microsoft explorer. You will then need to print it and Sign the W9. You can then scan the form. The form will then need to be added to your dropbox folder. If you are asking for reimbursement for purchases made in Oregon you will need to include a copy of your Resellers Certificate to your dropbox folder as well.

What if I have further questions?

Please contact our economic development staff:

Richard Foster

Jacob Anderson

[Richardf@klickitatcounty.org](mailto:Richardf@klickitatcounty.org)

[JacobA@klickitatcounty.org](mailto:JacobA@klickitatcounty.org)

509-773-7060

509-250-1828