



2022 COVID-19 Small Business Relief Program INFORMATION

GENERAL INFORMATION:

The Small Business Relief Program is in response to the ongoing COVID-19 pandemic and the current economy. In an effort to help Whitman County businesses, the County Commissioners are launching a small business relief program. Anticipated award range is \$5000 to \$20,000 per establishment, but this will depend upon the number of applications received and how comfortable the business is with providing documentation. Receiving prior aid does not mean that a business will not be considered for aid under this program. Owners of multiple establishments may apply for each separate business for consideration. **Grants will require the submission of documentation and the funds must be used by 10/31/2024.**

ALL APPLICATIONS AND ANY GRANTS AWARDED ARE CONSIDERED PUBLIC INFORMATION AND ARE SUBJECT TO DISCLOSURE. ALL RELEVANT IRS, STATE, AND FEDERAL REGULATIONS APPLY.

ANTICIPATED TIMELINE:

Application window:	February 10 - March 1, 2022 (must be received by midnight)
Grants awarded:	March 21, 2022
Checks mailed:	Following normal Accounts Payable timelines at the County once the signed and completed contracts are returned to Jessica Jensema.

ELIGIBLE WHITMAN COUNTY BUSINESSES:

1. Businesses with 250 employees or less
2. Businesses that were operating and open to the public prior to 01/01/2021
3. Businesses that have been negatively impacted by COVID-19
4. Whitman County based businesses that serve Whitman County.

REQUIRED DOCUMENTATION:

1. Application form
2. Completed IRS W-9 Request for Taxpayer Identification Number and Certification
Print from website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
3. Copy of current business license (if you do not have one, please explain in an attachment)

Print from website: <https://dor.wa.gov/manage-business/my-dor-help/business-licensing>

4. Business Information page from the State of Washington Corporations and Charities Filing System (if applicable)

Print from website: (<https://ccfs.sos.wa.gov/#/Home>)

FUNDS CANNOT BE USED:

1. To pay debts incurred prior to March 1, 2020
2. To pay legal settlements
3. To create or add to endowments
4. For political or partisan purposes
5. To promote a religious doctrine or activity
6. For academic or medical research
7. To buy real estate or make capital improvements
8. To buy vehicles
9. To pay taxes, with the exception of payroll taxes
10. To offer payouts to executives or board members
11. To cover or pay for items that have already been paid for with other COVID relief funds

FUNDS CAN BE USED FOR:

1. Declines in revenue
2. Payroll and Benefit costs
3. Costs to retain employees
4. Mortgage or rent payments
5. Utilities costs
6. Other operating costs
7. Implementing COVID-19 prevention or mitigation tactics
8. Enhanced cleaning efforts
9. Technical assistance
10. Counseling
11. Assistance with business planning needs

REQUIRED DOCUMENTATION:

Keep a record (excel spreadsheet) of how the grant is spent. Each allowable expense should have backup. Backup can include, but is not limited to, receipts, revenue statements, time cards, pay stubs, invoices, etc.) Submit the record to Jessica Jensema (Whitman County Administrative Services Director) and she will select a sampling from the spreadsheet to review and ensure the proper documentation is being collected.

CLARIFICATIONS:

Any questions or clarifications related to this program will be based on guidance from the Department of the Treasury and Whitman County. Please contact Jessica Jensema with questions at 509-397-5241 or Jessica.Jensema@whitmancounty.net