

Working Washington Small Business Grants 2.0 (WWSBG2) - Guidelines

Purpose of WWSBG2 Funds

The intended outcome of this Working Washington Small Business Grants 2.0 (WWSBG2) program is to support For-Profit Businesses and Non-Profit Business Service Organizations with less than 20 employees that have been impacted by the COVID-19 emergency and to prevent the closure of their business or service organization.

Total Amount of WWSBG2 available for Walla Walla County

A total of approximately \$185,000 in Federal CARES Act funds have been allocated to Walla Walla County.

- \$175,000 allocated to “For-Profit Businesses”;
- \$10,000 allocated to “Non-Profit Business Service Organizations” (i.e. Chambers, Direct Marketing Organizations, Tourism Bureaus, etc.); and

Minimum Funding Qualifications for WWSBG2:

- A. The business has less than 20 employees.¹
- B. The business is located in Walla Walla County, WA.¹
- C. The business did not already receive a Working Washington Small Business Grant earlier this year.¹
- D. The business was established before January 1, 2020¹
- E. The business is in compliance with the Washington State Department of Labor & Industries laws.¹

Maximum WWSBG2 Fund Request: \$2,500

WWSBG2 Application Period

The 1st Round Application process will **open on Tuesday, September 22, 2020 at 9:00 AM** and **close on Tuesday, September 29, 2020 at 4:00 PM**. The Funding Schedule timeline for the 1st Round Application process is outlined below. Important Note: A 2nd Round Application process may occur if the Port does not receive enough eligible 1st Round Applications for the allocated funding.

WWSBG2 Submittal Process: <https://www.portwallawalla.com/economic-development/grant-opportunities>

1. **Online PDF Application Form:** Download and save Online PDF Application Form. Open “Online PDF Application Form” file in your PDF reader software application. Complete the application. At the end of the application is a "Submit By Email" button. Please review your completed application prior to clicking on the "Submit By Email" button.
<https://www.portwallawalla.com/economic-development/grant-opportunities>
2. **Print PDF Application Form:** (Print the PDF Application Form and complete the application. Scan the completed application into one (1) PDF file and email the PDF file as an attachment to grants@portwallawalla.com.)

For-Profit Business Applications

For-Profit Business applications will be separated into three (3) “Employment Categories” based on how many employees the business employed as of March 1, 2020 on their application. The three (3) “Employment Categories” are defined below with the allocation of funds for the three (3) “Employment Categories”. The three (3) “Employment Categories” will then compete for the allocated grant funds within each “Employment Category”.

<u>Employment Categories</u>	<u>Allocation of Total Grant Funds</u>	<u># of Grants</u>
Employment Category 1 - Businesses with 2-5 employees (35% Funds)	\$62,500	25
Employment Category 2 - Businesses with 6-10 employees (35% Funds)	\$60,000	24
Employment Category 3 - Businesses with 11-20 employees (30% Funds)	\$52,500	21

WWSBG2 Review Process

WWSBG2 is a competitive grant application process with a very limited amount of grant funds available for distribution. Each application will be reviewed and scored by an nine (9) member review panel. Review panel members are listed below.

¹ Washington State Department of Commerce requirement

Application Scoring

Applications will be separated into their respective “Employment Categories” and will be scored on the following information submitted in their application (maximum points possible in “Employment Category 1” is 45 points; “Employment Category 2” is 55 points; and “Employment Category 3” is 75 points):

1. Has the business been affected by emergency public health protections in place and/or mandatory closure by executive order due to COVID-19? (10 point maximum is possible in all three (3) “Employment Categories”. Points will be given based on Applicants answer and Reviewer’s decision)
2. Total Number of employees as of March 1, 2020? (5 point maximum in “Employment Category 1”; 10 point maximum in “Employment Category 2”; and 20 point maximum in “Employment Category 3”)
3. Will the grant funds help retain jobs? (5 point maximum in “Employment Category 1”; 10 point maximum in “Employment Category 2”; and 20 point maximum in “Employment Category 3”)
4. The business impact to the Walla Walla County economy? (Maximum of 25 points possible in all three (3) “Employment Categories”. Points will be given based on Applicants answer and Reviewer’s decision)

WWSBG2 Eligible Expenses

Eligible Expenses: Losses that businesses have incurred as a direct result of the emergency and public health declarations and stay-at-home orders due to the COVID-19 pandemic. Eligible Expenses include operational expenses such as rent, utility bills, mortgage payments (associated with the business), and items purchased to protect the public and employees (i.e. protective masks, hand sanitizer, and costs incurred by installing required safety measures to reopen a business).

Important Notes:

1. **Businesses can not be reimbursed by multiple funders for the same cost (double-dipping), and this principle also applies to any recipients of CARES funding: No duplicate payments or supplanting of other costs are allowed.**
2. **Grant funds can not be used to pay payroll and benefits, travel and associated expenses, taxes, Federal & State expenses (including Federal Taxes), land acquisition, office equipment, software.**

WWSBG2 – 1st Round Funding Schedule

Tuesday, September 22, 2020 at 9:00 AM	1 st Round of Application period Opens.
Tuesday, September 29, 2020 at 4:00 PM	1 st Round Application period Closes.
Friday, October 2, 2020	WWSBG2 Review Panel receives applications for review and scoring.
Tuesday, October 6, 2020 by 4:00 PM	WWSBG2 Review Panel completes and submits scores.
Wednesday, October 7, 2020 by 2:00 PM	WWSBG2 award letters and contracts (via email) will be sent out to Grant Awardees.
Monday, October 12, 2020 by 4 PM	Grant Awardees confirms (via email) to grants@portwallawalla.com accepting the WWSBG2 award.
Thursday, October 15, 2020 by 4 PM	Grant Awardees forward their PDF invoice receipts and executed contract (via email) to grants@portwallawalla.com. If Grant Awardees does not submit invoice receipts by this due date and time, their WWSBG2 grant award will be forfeited and allocated to the next available WWSBG2 applicant within that employment category.
Friday, October 16, 2020	Checks will be issued to Grant Awardees. Checks can either be mailed or available for pickup at the Port Administrative Office at 310 A. Street, Walla Walla, WA.
Friday, October 16, 2020	List of 1 st Round Grant Awardees and Grant Amounts will be posted on the WWSBG2 website.

Important Note:

2nd Round of Application process may be necessary if the Port does not receive enough eligible 1st Round Applications for the allocated funding. Funds need to be distributed and program report completed not later than November 15, 2020.¹

WWSBG2 Review Panel

1. Representative Port of Walla Walla
2. Representative Walla Walla County Commissioner
3. Representative City of Walla Walla
4. Representative City of College Place
5. Representative City of Waitsburg
6. Representative Downtown Walla Walla Foundation
7. Representative Walla Walla Valley Chamber of Commerce
8. Representative Visit Walla Walla
9. Representative Walla Walla Wine Alliance