



## **Asotin and Garfield County Grant Rules and Expenses (Whitman County please see page 3)**

### **Grant Rules:**

- The Small Business Stabilization Grant Application and Expense Detail Spreadsheet can be found at [www.seweda.org](http://www.seweda.org). You may fill out and upload any documents on the website or you may print out and mail your paperwork to:  
**SEWEDA  
845 Port Way  
Clarkston, WA 99403**
- Please submit Grant Application and Expense Detail Spreadsheet with attached invoices **no later than September 11<sup>th</sup>, 2020.**
- Businesses must have **20 or fewer full-time** employees who have been impacted by COVID-19.
- Small business may 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 is allowed.**

### **Eligible and Ineligible Expenses List:**

#### **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



**Ineligible Expenses: these will not be reimbursed**

Payroll & benefits, i.e., medical/dental insurance, 401K contributions etc.

Travel

Bills for taxes including County property tax and State Excise, B&O or Sales tax

Federal or State Expenses – including professional licenses and driver’s licenses

Land Acquisition – this pertains to new land acquisition

Office equipment – desks, chairs, tables, file cabinets, and cubicle wall structures.

Equipment - Equipment is defined, by the Office of Financial Management (OFM), as something that would last more than a year.

<https://www.ofm.wa.gov/accounting/saam/glossary#e>

Purchase/Lease of Equipment-this includes computers, laptops, tablets, monitors, printers, multi-function copier/printers, computer related software (unless they are supplies used as part of your business service (resale items), i.e. selling computers, selling software etc.)

Software as a Service (SaaS): these are usually cloud based software applications that many medical, dental, chiropractors, and massage therapists use, in addition to beauty salons and tattoo businesses. They often include scheduling applications (online), billing applications, and Customer Service Relationship (CSR) management products as well. They are considered software and are not an eligible expense.

Alcohol – not eligible for hosted events etc., like a business meeting expense, during travel, at dinners, as gifts, or for a retirement party. It is however eligible for a business that either uses alcohol as part of a manufacturing process or sells it as a retail item the way a winery, brewery, restaurant, bar, or pub would sell to customers.

Hosting Expenses

Meals – business meetings.

Lodging

Transportation

Lobbying or political influence

Possibly other costs not directly related to the operations of business



## Whitman County Grant Rules and Expense List

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- Businesses must have **50 or fewer full-time** employees who have been impacted by COVID-19.
- Small business may 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 is allowed.**

### Eligible Criteria:

- A business concern (corporation, partnership, LLC, sole proprietor, etc.) based in Whitman County (copy of active business registration required)
- Small business with fewer than 50 paid W-2 employees (require printed W3 Summary or IRS Form 941 showing number of employees prior to March 1, 2020 – forms dated 12/31/19 or later)
- Have \$3,000,000 or less in annual gross revenue for calendar year 2019 (require cover page from 2019 tax return)
- Must have an active Washington State UBI number prior to March 1, 2020
- Must be active and in good standing with the Washington State Secretary of State, Department of Revenue, and Department of Labor and Industries
- If a franchise, must be independently owned and operated and meet the employee/gross revenue targets
- Business must be negatively impacted by the COVID-19 emergency



**Ineligible Criteria:**

- Businesses that are a subsidiary or partially owned by a publicly traded company or hedge fund.
- Entities with legal actions against or from the county, including code enforcement liens
- Business owners that apply for county funds on behalf of more than two businesses are ineligible for additional grants
- Businesses that are currently debarred
- Businesses that have filed for bankruptcy

**Use of Funds:**

- Funds cannot be used to pay debts incurred prior to March 17, 2020
- Funds cannot be used to buy real estate, make capital improvements (except those expenses directly related to opening under phased restrictions such as adding drive up capability or curbside service), buy vehicles (unless required to be in compliance with phased restrictions such as for deliveries), or for personal expenses
- Funds may not be used for payroll expenses, operating expenses, rent/mortgage payments, inventory acquisition vital to business, utilities, PPE, and other expenses to meet phase requirements
- Funds cannot be used to pay taxes
- Funds cannot be used to offer payouts to board members, owners, or investors

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