

Question	Answer
<b>Can I edit my application once it is submitted?</b>	Carefully answer all questions to accurately reflect your business' responses. All submissions are final.  Note: applications can be saved in draft format and edited at any point until submission.
<b>Where does the funding come from for the Spokane County Hospitality Grant Program?</b>	The funding for this program comes from CARES Act money allocated to Spokane County. Spokane County Board of Commissioners voted to allocate \$10,000,000 of those funds toward the Spokane County Hospitality Grant Program that will be administered by GSI in partnership with Greater Spokane Valley Chamber of Commerce, Downtown Partnership, Visit Spokane and the Spokane branch of the Washington Hospitality Association.
<b>Where do I apply?</b>	The application link will be live on our website <a href="http://www.spokanehospitalitygrant.com/">http://www.spokanehospitalitygrant.com/</a> on Wednesday, November 4th
<b>How long will the application period be live?</b>	The application period will be open beginning Wednesday, November 4 <sup>th</sup> at 5:00 p.m. and closes at 5:00 p.m. on Wednesday, November 18 <sup>th</sup> .
<b>Is this a first-come-first-served program?</b>	No, the application will be open through 5:00 p.m. on November 18 <sup>th</sup> , 2020 and all eligible applicants will be considered equally. A random lottery will be used to establish the order in which applications will be reviewed and funded.
<b>What are the pre-qualifications to be eligible for the grant?</b>	<a href="#">click here</a> for eligibility requirements.
<b>Are non-profits eligible?</b>	Yes, as long as they meet all eligibility requirements.
<b>What are the grant award amounts?</b>	Grant awards will range between \$1,000 - \$20,000 for eligible businesses. Applicants will be asked to provide a requested amount between \$1,000 - \$20,000.
<b>What if I already received funding from a previous grant through the County or city?</b>	If you previously applied for a grant through Spokane County's OpenTogether Grant program, City of Spokane Valley CARES Grant(s), City of Spokane CARES Grant(s), or other federal, state or local program, you are still eligible to receive funds through the Spokane County Hospitality Grant.
<b>When will recipients know if they have been selected for an award?</b>	Awards will be announced starting Friday, December 4 <sup>th</sup> . Award recipients will be notified via the email address in which your Innovia Foundation account was registered with.

<b>How long will it take to receive the funds?</b>	Selected recipients can expect to receive the funds within 3-5 weeks of the application close date.
<b>If we receive funds, what is the timeline for using the funds.</b>	The funds received must be allocated towards eligible <b>expenses incurred</b> between March 1, 2020 - December 30, 2020.  Note: We recommend working with your accountant or professional bookkeeper on how to properly allocate funds.
<b>Does the business owner need to submit the application?</b>	The business owner must certify the submission of the application and complete the attestation.
<b>Does the 249 or fewer employees include part-time employees?</b>	All employees, regardless of whether they are part-time or full-time, are counted individually toward the 249.
<b>How do I know if my business or contractor license is in good standing with the WA State Department of Labor &amp; Industries?</b>	Search your business name here: <a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>
<b>Are marijuana-based businesses eligible?</b>	No, marijuana-licensed businesses in the state of Washington are not eligible for these federally funded grants ( <i>Note: CBD is not the same as marijuana</i> ).

<p><b>What is considered an eligible NAICS Code?</b></p>	<p><b>Eligible NAICS Codes are listed below:</b></p> <p><u>Food and Beverage</u>            722330 – Mobile Food Services            722320 – Caterers            722410 – Drinking Places (Alcoholic Beverages)            722511 – Full-Service Restaurants            722513 – Limited-Service Restaurants            722514 – Cafeterias, Grill Buffets, and Buffets            722515 – Snack and Nonalcoholic Beverage Bars</p> <p><u>Leisure Hospitality</u>            711110 – Performing Arts Companies            711310 – Promoters of Performing Arts, Sports, and Similar Events with Facilities            711320 – Promoters of Performing Arts, Sports &amp; Similar Events without Facilities            712110 – Museums            713120 – Amusement Arcades            713950 – Bowling Centers</p> <p><u>Accommodation</u>            721110 – Hotels (except Casino Hotels) and Motels            721191 – Bed-and-Breakfast Inns</p> <p><u>Production</u>            311811 – Retail Bakeries            312120 – Breweries            312130 – Wineries            312140 – Distilleries</p>
<p><b>How do I verify my registered NAICS Code with the Department of Revenue?</b></p>	<p>You can find your business’s NAICS code classification on the Department of Revenue website here: <a href="https://secure.dor.wa.gov/gteunauth/">https://secure.dor.wa.gov/gteunauth/</a> .</p> <p>Note: Choose business lookup. Input your business name or UBI to search your business. Select your business. Under excise tax and reseller permit, click here. The organization’s registered NAICS code can be found there.</p>
<p><b>How do I find my UBI number?</b></p>	<p>Visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a>. Find in the “I want to...” the <b>Look Up Business</b> link. Use the search tool to find your listing. You may use the business name, license #, etc.</p>
<p><b>How do I calculate Gross Expenses?</b></p>	<p>For the grant application “Gross Expenses” is ALL expenditures during the relevant period. This is INCLUSIVE of other expenses asked for in the application including: Rent, Payroll, and Utilities.</p>

<p><b>What expenses are classified as eligible expenses?</b></p>	<p>Grants are intended to reimburse the cost of business interruption caused by mandated closures or requirements resulting from the COVID-19 public health emergency.</p> <p>Eligible expenses may include:</p> <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Rent/Mortgage payments</li> <li>• Utilities</li> <li>• Vendor payments</li> <li>• Debt Services</li> </ul> <p>Expenses related to shifts in operations to retain existing business or comply with safety requirements</p>
<p><b>Is it required to submit the COVID-19 Expense Calculation Worksheet?</b></p>	<p>No, but we do encourage organizations to keep a copy of the filled out COVID-19 Expense Calculation Worksheet with your application for six years with all other documentation related to your grant should you receive a grant award.</p>
<p><b>Does an organization have to include revenues from a location outside of Spokane County?</b></p>	<p>Yes, organizations must include revenue from all locations registered under the same UBI.</p>
<p><b>Define Utilities as it relates to an expense.</b></p>	<p>Utilities such as, water, electricity, heating, sewage, waste, etc. may qualify.</p>
<p><b>Define Payroll as it relates to an expense.</b></p>	<p>Payroll refers to all wages paid to yourself or your employees. This includes all W2 and Schedule C wages paid. Wages for this purpose are total of “Gross Wages before taxes”.</p>

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<b>Does an organization have to include revenues from a location outside of Spokane County?</b>	Yes, organizations must include revenue from all locations registered under the same UBI.
<b>What expenses are classified as ineligible expenses?</b>	Salary increases, bonuses, and dividends to owner(s) or investor(s) Additionally, costs already reimbursed previously by federal programs (e.g. SBA Paycheck Protection Program) are ineligible for reimbursement through this grant award.
<b>How do I calculate FTE employees?</b>	Full Time Equivalent employees can be calculated by summing your total paid hours in a work week and dividing by 40.
<b>What kind of reporting will be required as a recipient of these funds?</b>	There are no narrative reports required for recipients as part of this grant program. However, supporting receipts, invoices, bills and other similar documents or accounting records may be requested as part of a potential future audit. If information provided is found to be inaccurate or awarded grant amount exceeds eligible expenses or estimated losses, a grantee may be required to return funds.
<b>My employment type is exempt from LNI (e.g. Sole-proprietorship). How do I answer if I am in good standing?</b>	If you are exempt from Industrial Insurance requirements and do not have an account with Labor & Industries please respond with, “ Yes – You are in good standing.”

<p><b>What counts as a COVID-19 related expenditure?</b></p>	<p>A variety of expenditures related to the COVID public health emergency may be eligible for this funding. Examples include, but are not limited to:</p> <p><b>Expenditures:</b></p> <ul style="list-style-type: none"> <li>• Expenses for acquiring or distributing medical and protective supplies, including sanitizing products and personal protective equipment</li> <li>• Expenses for cleaning and disinfection of workplace or facilities</li> <li>• Expenses for quarantining individuals</li> <li>• Emergency financial assistance provided to individuals and families directly impacted by loss of income due to the public health emergency</li> <li>• Expenses for food delivery to vulnerable residents to enable compliance with public health precautions</li> <li>• Costs for additional staff hours to address new or enhanced direct care needs, or to replace volunteers rendered unavailable due to the public health emergency</li> <li>• Expenses for telework-related equipment or technology</li> </ul> <p>Capital improvement projects incurred specifically to mitigate spread of the virus during this public health emergency (i.e. workplace re-configuration)</p>
<p><b>Where can I direct my additional questions?</b></p>	<p>All questions can be directed to <a href="mailto:grantinfo@spokanevalleychamber.org">grantinfo@spokanevalleychamber.org</a> or call <a href="tel:509-924-4994">509-924-4994</a>. <u>Emails and calls for assistance must be received by 12:00 p.m. on Friday November 13<sup>th</sup> to be guaranteed a response.</u></p>