The Snohomish County Small Business Relief, Recovery, and Resiliency (R3) Program has four main goals:

1. Help small businesses keep their doors open
2. Protect local jobs threatened by the COVID-19 pandemic
3. Support community recovery
4. Increase resiliency of local businesses in our community

Through the R3 program, eligible small businesses operating in Snohomish County that have been adversely affected by COVID-19 will have the opportunity to apply for cash assistance to:

1. Increase resiliency
2. Support recovery
3. Help mitigate the impacts of revenue reductions associated with COVID-19

Snohomish County anticipates awarding eligible small businesses with a one-time cash grant of up to $25,000 through the grant’s administrative entity, Workforce Snohomish. Small businesses can follow the simple online application process to apply for a grant of $5,000, $10,000, $15,000, $20,000 or $25,000 based on justifiable need and business resiliency.

These grants are being made possible using Federal and State grants to Snohomish County.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19/2021</td>
<td>Applications Open</td>
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</tr>
<tr>
<td>1/28/2021</td>
<td>Public Question Period Closes</td>
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<tr>
<td>2/2/2021</td>
<td>Applications Close</td>
<td>5:00 pm</td>
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<tr>
<td>2/16/2021</td>
<td>Grant Awards Announced</td>
<td>Time TBD</td>
</tr>
<tr>
<td>3/5/2021</td>
<td>All Awarded Grantee Agreements Executed</td>
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Eligible R3 applications will be prioritized for award by the following criteria:
• Businesses in the hardest hit sectors including: restaurant/dining, retail, hospitality, arts and entertainment, and other service sector businesses

**Eligibility**

To be eligible for R3, a small business must meet the following criteria:

• Business has at least a 25% drop in revenue directly attributable to the COVID-19 pandemic
• Business has 20 or fewer full-time equivalent employees (FTE) including the business owner/worker; employee count shall be based on number of FTE as of 1/1/2020
• Business is licensed to do business in the State of Washington
• Business has been in operation for at least one year in Snohomish County (at time of application)
• Business is not facing any pending litigation or legal action
• Business is not suspended or debarred from the use of federal funds
• Business is physically located in Snohomish County
• Business is not a franchise - unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary
• Business is not a chain (unless the majority of locations are located in Snohomish County)
• Business is not restricted to patrons over the age of 18
• Must be a for-profit business
• Business has not received a prior CARES-funded grant, from any organization or jurisdiction, consistent with federal regulations.

NOTE: Businesses that previously applied to the R3 program in 2020, but have not yet received a CARES-funded award will automatically be considered in this round and do not need to reapply.

**Use of Funds**

Awarded small businesses will only use grant funds for approved, allowable functions as broken down in the following three categories:

1. **Salaries and Benefits**

   Salaries and Benefits may be used in order to retain staff facing imminent layoff, for owners or leadership who are unable to take a salary due to loss of revenue, or may be used to cover costs associated directly with unplanned COVID-19 related staffing costs such as: staff time training on personal protective equipment (PPE) use, staff time adding safety measures to physical locations, staff time implementing and/or training on virtual business service platforms, staff time updating processes and procedures to allow for safety and social distancing for customer and/or staff, and other such costs.

2. **Facilities**

   Facilities include payments towards commercial mortgage, utilities, commercial lease, and other such necessary costs required to keep physical locations open and operable through the COVID-19 crisis.

3. **Cost of Goods and General and Administrative Expenses (SGA)**
This category includes, for example, new equipment deeded to assist the business to a temporary digital transition (webcams, software licensing for video conferencing, etc.) as well as other general costs deemed necessary for business operations.

The following is a non-exhaustive list of examples of disallowable functions for grant funds:

- Paying off non-business debt, such as personal credit cards for purchases not associated with the business
- Purchase personal expenses such as buying a new family car or making repairs to a home
- Direct financing to political activities or paying off taxes and fines
- Purchase of personal items
- The purchase of drugs, tobacco, and/or alcohol
- Food and entertainment
- Bonuses
- Travel not associated with direct business operations

**Application Process**

Applications will be accepted between 1/19/2021 and 2/2/2021 at 5:00pm. No applications will be accepted after 2/2/2021 at 5:00 pm.

Applications must be submitted electronically through the online application portal: [workforcesnohomish.org/snocogrant](http://workforcesnohomish.org/snocogrant)

The application process should take approximately 30 minutes.

To prepare for the application, Small Businesses should be ready to provide the following information as applicable:

- Legal name of business
- Unified Business Identifier (UBI)
- Business address and date of establishment
- Owner/applicant contact information
- Industry sector
- Number of FTE employees in Snohomish County as of 1/1/2020
- Number of FTE employees in Snohomish County as of 5/1/2020
- A brief description of the business and its products/services
- A brief description of how the business has been affected by the COVID-19 pandemic, including an estimate on the revenue impact
- An estimate of how many jobs this grant will help the business hire and/or retain, a description for how the funds will help the business remain solvent, and a justification for the amount requested
- A breakdown of funds requested based on the three categories listed above: Salaries and Benefits; Facilities; and Cost of Goods and General and Administrative Expenses
All applications will be initially reviewed for basic eligibility and given a priority score by Workforce Snohomish; this score will be based on priority answers submitted in the application and defined under section “Award Priority”.

Applications that meet basic eligibility and have been assigned a priority score will be forwarded to the R3 Rating Team (R3RT).

R3RT will recommend awards based on priority scores, application merit, and availability of funding. Snohomish County and Workforce Snohomish reserve the right to grant partial awards.

**Step 1:** Applications received by WFS

**Step 2:** Applications reviewed for eligibility and priority by WFS

**Step 3:** Eligible applications sent to R3 Rating Teams (R3RT)

**Step 4:** R3RT recommends awards on merit, priority and funding availability

**Step 5:** R3RT alerts WFS to the recommended awards

**Step 6:** Snohomish County and WFS announce R3 awards

### Award

Awards will be made to recommended small businesses applicants by Workforce Snohomish through a simplified Agreement. Awards will be provided in a one-time cash payment. Awarded small businesses will be, through the Agreement, required to report on expenditures and outcomes through a one-time end of program report as described in section “Reporting”.

### Reporting

All awarded small businesses will be required to provide a report to Workforce Snohomish detailing how funding was utilized and the outcomes experienced. Reports will be due to Workforce Snohomish by 7/30/2021. Reporting templates will be created by Workforce Snohomish and will be presented to awarded businesses along with the award Agreement. Reports are not expected to be cumbersome. Expected outcomes to report on will include, but are not limited to:

- How the funds were utilized
- How funds helped the business survive and/or grow
- How many employees were retained
- How many employees were hired
- How the funds affected revenue generation

### Additional Business Solutions Information

All businesses are encouraged to work with Workforce Snohomish and the WorkSource Business Solutions team for additional employment-based needs, regardless of the outcome of this granting process.
The WorkSource Business Solutions Team (BST), a free service for all Washington residents, can assist businesses with employment services such as SharedWork, Temporary Layoff, Incumbent Worker Training, Youth Internships, On-the-Job Training, Transitional Jobs, and more.

- **Business Solutions Team**: A WorkSource team that assists business leaders and human resource professionals operating in today's economic landscape with workforce planning needs.
- **SharedWork**: BST provides consulting and referrals to the Employment Security Department’s SharedWork program. This program is designed to assist businesses collect partial unemployment benefits to replace a portion of lost wages when reducing the work hours of permanent employees.
- **Temporary Layoff**: BST provides consulting and referrals to the Employment Security Department’s Temporary Layoff program. This program is designed to assist employers place full-time workers on standby for up to eight weeks, making workers eligible for full unemployment benefits during that time.
- **Incumbent Worker Training**: The Workforce Innovation and Opportunity Act’s (WIOA) Incumbent Worker Training (IWT) program provides funding for continuing education, training, and upskilling of incumbent, or existing employees. The IWT program is designed to increase local businesses' competitiveness, avert potential layoffs, and/or upskill/backfill workers for existing Snohomish County businesses.
- **Youth Internship**: A planned, structured learning experience that takes place in a workplace for at least 90 hours. Internships may be paid or unpaid, as appropriate and Youth Internship wages may be subsidized through the WorkSource Youth Center for eligible individuals.
- **On-The-Job Training**: A federal program funded by the Workforce Innovation and Opportunity Act (WIOA) that allows businesses to hire and train skilled workers and receive reimbursement of up to 50% of the trainee's wages for their efforts in a time-limited capacity.
- **Transitional Jobs**: A federal program funded by the Workforce Innovation and Opportunity Act (WIOA) that supports job seekers in developing on-the-job skills. Transitional jobs are time-limited and wage-paid work experiences that are subsidized up to 100%.

To contact the Business Solutions Team, please call (425)921-3426 or email business.solutions@workforcesnohomish.org

### Specifications

**Award Period**
This solicitation will result in grant award agreements with a February start date, exact start date TBD.

**Cost of Preparing Proposals**
Costs for developing an application are solely the responsibility of the applicant. Workforce Snohomish will not provide reimbursement for these costs.

**Withdrawals**
A submitted application may be withdrawn prior to the proposal due date. A written request to withdraw the application must be submitted electronically to: snocogrant@workforcesnohomish.org

**Clarification Procedures**
Workforce Snohomish will not accept clarifications. Applicants will receive an editable link upon submitting their application. If an applicant determines the need to change information on an
application, the applicant may do so until the deadline. After the deadline, Workforce Snohomish will not accept changes to applications and all applications will be rated as submitted. Workforce Snohomish reserves the right to ask clarifying questions to applicants after the deadline. If multiple applications are received by the same business Workforce Snohomish will utilize the first submission, and will discard all other submissions.

Privacy Policy
All personal and business financial information will be kept confidential to the extent permitted by law.

Agreement
The award will not be final until Workforce Snohomish and the business have executed an award Agreement. Workforce Snohomish is not responsible for any costs incurred prior to the effective date of the Agreement.

Debarment and Suspension
The business must certify that they are not debarred, suspended, otherwise excluded from, or are ineligible for the participation in Federal Assistance programs under Office of Management and Budget 2 CFR Parts 180 and 215. The business must also certify that it will not contract with a subcontractor that is debarred or suspended.

Limitation
The RFP does not commit Workforce Snohomish to award an agreement, to pay any costs incurred in the preparation of a response to this application, or to procure or contract for services or supplies. Workforce Snohomish reserves the right to accept or reject any or all applications received as a result of this application, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this application if it is in the best interest of Workforce Snohomish and/or Snohomish County to do so.

Cancellation of Award
Workforce Snohomish reserves the right to immediately cancel an award if the agreement has not been entered into or if new federal, state, or county regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Workforce Snohomish reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be de-obligated.

Equal Opportunity
The R3 Program will be implemented in ways consistent with the Workforce Snohomish and Snohomish County’s commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with R3 funds on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.

Appeals Process
Applicants not selected may appeal the decision with a limitation to procedural errors only, based on the selection process outlined. Appeals will be accepted through snocogrant@workforcesnohomish.org within seven (7) calendar days of award announcement.

Questions and Answers-Updated as Received

Questions are considered public information and all relevant questions, as determined by Workforce Snohomish, will be posted in their entirety, with the exception of protecting confidentiality, on the Workforce Snohomish website with answers within one (1) business day of receipt.

Questions should be submitted by email only. Questions submitted in alternate formats, including phone calls or in-person communications to Workforce Snohomish staff or Board Members and/or Snohomish County staff or representatives may not be answered. All questions should be submitted to Workforce Snohomish at snocogrant@workforcesnohomish.org.

Do part-time employees count as an employee?
Yes, any person on payroll counts as an employee.

What constitutes a full-time equivalent?
The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.

Will applicant names and submission materials be available to the public?
Yes. submitted applications and supporting documents are public records under chapter 42.56 RCW.

If my business was temporarily closed due to the Governor's proclamation for a period of time but it is currently open again, how should I answer the question, "Is the business temporarily closed due to the Governor's proclamation"?
If the business was temporarily closed due to the Governor's proclamation, but has since been reopened, please select "yes" to the question "Is the business temporarily closed due to the Governor's proclamation".

We are applying for the PPP program. Does this conflict with R3?
Businesses that received other COVID-19 related assistance are still eligible to apply. R3 funds and other COVID-related assistance may not always be used for the same costs.

A requirement for qualification is that there must be 25% or more reduction in revenue. What period would be included in figuring this (from what date to what date)?
Due to the differences in how small businesses operate, it is up to the applicant to determine how to assess a 25% drop in revenue that can be attributable to COVID-19. There is a box provided in the application to provide explanation of both the revenue decrease and how it can be connected to the pandemic.

Do you have to be open to apply? We are currently shut down due to the mandate.
A business temporarily closed due to the shutdown is still eligible to apply.
Are you immediately disqualified if you have received a grant from SBA Emergency Economic Injury Impact program?
Businesses that received other COVID-19 related assistance are still eligible to apply. R3 funds and other COVID-related assistance may not always be used for the same costs.

I operate a seasonal business but only had seven year-round employees on payroll on 1/1/2020. Am I eligible to apply under the following requirement: Businesses with 20 or fewer employees (including the business owner/worker); employee count shall be based on number of employees as of 1/1/2020? Yes, your business would meet this requirement. All other requirements apply as well.

Are nonprofit organizations eligible to apply for R3 grants?
No, nonprofit organizations are not eligible to apply for R3 grants.

I have a business that has multiple locations. When it is stated that the business must be 20 or fewer FTE employees, does this apply to only one location, or does it apply to the company as a whole? The employee count is based on the company as a whole. Related businesses with different UBI numbers may apply separately.

We are a small local business in Snohomish County, our business started operation late 2019, does our business qualify for this grant? Businesses must have been in operation at least one (1) year in Snohomish County (at time of application).

Is it “first-come, first-eligible served” or will you wait until the application deadline before you start to make decisions? Award decisions are not based on "first-come, first-eligible served" basis.

Will there be partial awards granted (e.g. if an applicant requests $25,000 and is denied the full amount, is it possible they could still receive an award less than the full requested amount)? Ratings will be based on the application submitted. It is the applicant's discretion to determine the amount requested. Grants may be awarded for partial funds at the discretion of the Rating Team and available funds.

I would like to get a copy of my application. Copies of your application are automatically sent upon submission to the email provided.

Would we be able to include our rent expense in the grant expenditures? Yes, rent is an allowable use of grant funds.

Do workers who are laid off, on standby or reduced employment count as employees? Workers who are laid off or on standby do not count toward the number of employees on 5/1/2020; however, workers who are on reduced employment should be included in the employee count (as calculated FTE).

Will the R3 Grant Program accept applications from undocumented immigrant and refugee business owners? Businesses must be owned by individuals who are work authorized. Refugees can apply and are encouraged to do so.
Do I need to pay the money back if I receive the grant?
No, you are not required to pay the money back as long as you spend the money in accordance with the grant’s agreement. This is not a loan.

Why are grant amounts $25,000?
Grants will be awarded in increments of $5,000. Businesses may apply for grants in the amount of $5,000, $10,000, $15,000, $20,000 or $25,000. Only one application will be accepted for a business. Award amounts were determined in order to balance an equitable spread to as many businesses as possible while also offering enough to make a difference.

Do I qualify if I am a vendor at a farmer’s markets?
Yes, as long as you meet the funding criteria.

Do I need to be registered with the State of Washington to receive a grant?
Yes.

Do I need a business license to receive a grant?
If the jurisdiction in which your business is located requires a business license, you will need to have a valid business license to receive the grant. If selected, and your business license is expired, Workforce Snohomish staff will work with you to update your license.

If selected, what documentation will I need to provide?
You may need to present a valid business license, if applicable, a UBI number, a DUNS number (optional), expense report, and must complete a W9 form.

Do I qualify if I am located in unincorporated Snohomish County?
Yes.

What can the grant be used for?
Grant money may only be used for the operating expenses of the awarded business. The operating expenses are defined as the day-to-day trading operations of the business such as covering payroll and rent, see section “Use of Funds” for more details.

Where must businesses be located to be eligible to apply?
The program will be available to all businesses in Snohomish County limits that meet the eligibility requirements.
Workforce Snohomish is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.
Snohomish County Small Business Relief, Recovery, and Resiliency (R3) Grant Program Application

☐ Do you confirm that your business meets the eligibility requirements for this grant?

For eligibility requirements and additional information, please go to: workforcesnohomish.org/snocogrant/#eligibility

About the Business

Legal name of business *

DBA name, if applicable

UBI number *
Example 123456789

Business address *
Address Line 1

Address Line 2

City  State  Zip Code

Business Website
Does the business have multiple sites in Snohomish County?

- [ ] Yes
- [x] No

If yes, please list all locations in Snohomish County:


Date established in Snohomish County *


Applicant name (CEO / President / Owner) *


Applicant phone *


Mailing address

Address Line 1

Address Line 2

City

State

Zip Code

Applicant email *


Industry sector - please select at least one sector below; if other, please enter in the box below *

- [ ] Retail and Hospitality
- [x] Restaurant / Dining
Businesses will not be disqualified for not being part of a priority industry.

**Number of full-time equivalent (FTE) employees in Snohomish County January 1st, 2020** *

**Number of full-time equivalent (FTE) employees in Snohomish County May 1st, 2020** *

**What constitutes a full-time equivalent employee?**

The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.

**Please check all that apply**

- Business qualifies as minority-owned
- Business qualifies as veteran-owned
- Business qualifies as women-owned
- Business qualifies as LGBTQ-owned
- None of the above

*Please select all that apply*

**Briefly describe the business and its products / services** *
Briefly describe how your business has been affected by the COVID 19 pandemic? *

Has your business experienced at least a 25% decrease in revenue attributable to COVID 19?

- Yes
- No

If yes, please briefly explain.

Is the business temporarily closed due to the Governor’s proclamation?

- Yes
- No

What is the likelihood of the business permanently closing? *
Will this grant help the business remain open?
- Yes ☐ No ☑

Will this grant help retain jobs?
- Yes ☐ No ☑

If so, how many?
- [ ]

Has the business been awarded any state, federal, or other funding related to COVID 19?
- Yes ☐ No ☑

If yes, how will these funds be used differently?
- [ ]

Maximum 200 characters

Grant Amount Requested & Budget

Amount requested *
- $5,000.00
- $10,000.00
- $15,000.00
- $20,000.00
- $25,000.00

Briefly provide details on how funds will be used on eligible expenditures. *
These include: wages, lease/mortgage, utilities, debt, insurance, cost of goods.

Maximum 300 characters.

Please explain how this grant will help your business remain solvent and provide justification for the amount requested *

Maximum 500 characters

Council District in Snohomish County

Please check one *

- District 1: Arlington, Granite Falls, Marysville, Stanwood
- District 2: Everett, Mukilteo and Tulalip
- District 3: Edmonds, Lynwood, Woodway
- District 4: Bothell, Brier, Mill Creek, Mountlake
- District 5: Gold Bar, Index, Lake Stevens, Monroe, Snohomish, Sultan,
- Unknown

For more information, please go to: https://snohomishcountywa.gov/906/Council-District-Maps

☐ I certify that the information submitted in this application is true and correct to the best of my knowledge and that I am an authorized representative of this business. I understand that Workforce Snohomish will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may result in a repayment of grant funds.
You may be required to submit backup documentation proving the accuracy of your answers if awarded a grant.

**Signature** *

I certify that I am an authorized representative of this business.

**Date** *

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Submit