



COVID-19 Business Assistance Program Application

The federal CARES Acts provided funding to the State for use by local governments to address COVID-19 related costs, as well as to be used to provide specific types of aid to those impacted by COVID-19. One such aid permitted is grants to businesses directly impacted by COVID-19 regulations.

Applications must be received no later than 5:00 p.m. November 2, 2020.

Name of business _____ Phone number _____

Physical address _____ Mailing address _____

Washington State UBI _____ Date of establishment in Forks _____

Owner name(s)	Phone number(s)

E-mail address (for grant contact) _____

Describe the company and its product(s) and/or service(s) _____

Number of employees before COVID-19 restrictions were implemented _____ Current number _____

Estimate the percentage of revenue lost due to COVID-19 restrictions (compare the period 4/1–6/30/2019 with 4/1–6/30/2020).

Please list the type and amount of any COVID-19 relief funds the business has already received.

Type/source of relief funding	Amount received
	\$
	\$
	\$
	\$

Please list expenses incurred between March 1 and October 31, 2020 for which you are requesting funding through this grant. List expenses by month and amount.

Month	Expense	Total amount requested
March 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
April 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
May 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
June 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
July 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
August 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
September 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$
October 2020	<input type="checkbox"/> Mortgage or rent <input type="checkbox"/> Business loan payment <input type="checkbox"/> Utilities (electricity, water/sewer, phone, Internet) <input type="checkbox"/> PPE*	\$

* Personal protective equipment, sanitizer, disinfectant, and other supplies, equipment or physical modifications necessary for the protection of public health or the health of employees in relation to the COVID-19 emergency. **Please provide copies of paid invoices/sales receipts for PPE only.**

Certifications

- I certify my business has been negatively impacted by emergency public health protections in place and/or mandatory closure by executive order due to COVID-19.
- I certify my business has complied, and will continue to comply with the Governor’s phasing plan applicable to my business.
- I certify that my business has not received COVID-19 relief funds for the expenses listed above.

YOU MAY BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION, INCLUDING MONTHLY INCOME STATEMENTS, B & O TAX RETURNS, BILLS AND/OR INVOICES.

Copy of Washington State business license attached

Completed W-9 attached

AFFIDAVIT: I swear under the penalty of perjury of the laws of the State of Washington, all of the statements on this application are true and correct to the best of my knowledge. I am authorized to represent the business and I understand the funds requested, if awarded, will go to the business to reimburse expenses related to COVID-19 regulations incurred between March 1 and October 31, 2020 that have not previously been reimbursed by any other funding source.

Authorized signature

Print name

Date

FOR OFFICE USE ONLY

Verification procedure(s)

Performed by _____

Date _____

Approved for funding? Yes No

Amount \$ _____

Reason: _____

Signature _____

Date _____

City of Forks
COVID-19 Business Assistance Program

The federal CARES Acts provided funding to the State for use by local governments to address COVID-19 related costs as well as to be used to provide specific types of aid to those impacted by COVID-19. One such aid permitted is grants to businesses directly impacted by COVID-19 regulations.

The City's "COVID-19 Business Assistance Program" would utilize \$100,000 of CARES Act funds. Each business would be eligible for up to \$5,000 in assistance under the following conditions:

1. Business is physically located within the City of Forks. Priority will be given to businesses that have been established for at least one year prior to the date of application, and then to new businesses if funds are still available.
The City does not have the ability to provide relief to out-of-city businesses. However, Clallam County, working with the Clallam County EDC, has developed a small business assistance program that could be pursued by businesses not located within the city limits. Business address on business license would be used for verification.
2. Business must be licensed, have a Washington State business license and associated Department of Revenue Unified Business Identifier (UBI), and be compliant with the City's zoning code.
Applicants will be required to provide a copy of their current business license.
3. Business must agree that in accepting the COVID Business Assistance Program funds it will ensure compliance with applicable state COVID-related regulations, including staff and patron safety regulations.
As noted in the AGO, relief in the form of grants needs to help protect the local community's economy from a collapse while also ensuring "compliance with public health guidelines." The business owner would certify their continued compliance with state-issued COVID regulations on the application for relief.
4. Business must certify and affirm that they had a loss of 20% or more of gross receipts in second quarter (April, May, June) 2020 compared to second quarter 2019.
Applicants will be asked to provide information that would support the experienced loss, such as their 2nd quarter B&O tax return. City is still reviewing the type of information that would be required to satisfy the State Auditor's Office subsequent reviews.
5. Business must disclose whether they received other COVID relief funds such as PPP (Paycheck Protection Program) or EIDL (Economic Injury Disaster Loans). Priority would be given to businesses that did not receive such funds. Businesses that did receive prior assistance will be considered if City relief funds are still available after awards are made to businesses that did not receive such assistance earlier in the COVID pandemic.

