



Small Business NOFA FAQs

Where can I apply for these ARPA funds?

- You will apply through the city of Spokane's Neighborly Portal. Please follow the provided link to set up your free account and get started. <https://portal.neighborlysoftware.com/SPOKANEWA/Participant#>
 - You can also get more information on ARPA grants on the city of Spokane's website. <https://my.spokanecity.org/covid19/arpa/>

What do I need to prove to qualify for this grant?

- Besides the min qualifications organizations will need to show a gross revenue loss or increased expenses from 2018/19 to 2020/21 to qualify. Financial documents will need to be provided to prove your revenue loss or increased expenses.
- New Businesses need to prove an operating loss in 202/2021 to qualify for an award.

Do new businesses qualify for this grant?

- Yes, in this round new business who started business operation in 2020 or 2021 do qualify for awards of up to \$25,000.

Do nonprofits qualify for this grant?

- No, only small businesses qualify for this grant.

Does my organization need a Business License?

- Yes, to be qualified for this Small Business Notice of Funding Availability your organization needs to be licensed. The application for a business license can be obtained from any Department of Revenue office in person or online at dor.wa.gov follow this link to start the business licensing process: [Business Licensing Wizard](#)

How do I know if my organization qualifies as a "Small Business"?

- A small business as "including a sole proprietorship, corporation, partnership, or other legal entity, that is owned and operated independently from all other businesses, and that has fifty or fewer employees."

Does 2020 revenue before the pandemic (Jan-Feb) count in the revenue loss/increased expense calculations?

- Yes, the full years of 2020/2021 will be compared to 2018/2019 for those calculations. For a full list of loss calculations see section 4.2 in the NOFA.

Can I request the full \$45,000 grant award even if I am unsure if I have a \$45,000 loss?

- Yes, you can request the full award amount. As long as funds are still available you will be awarded the full amount of your loss up to that max amount.

Should I count Covid Relief grants as revenue?

- Covid relief grants can be treated as revenue or non-taxable assistance, depending on the specific circumstances and the accounting principles followed by the organization receiving the grants. It is essential to consult with a qualified accountant or tax professional to determine the proper classification based on your specific situation.

Do I need a UEI (Unique Entity Identifier) number?

- Yes, you can obtain your UEI number through SAM.gov. Follow the link to setup your free account now: [Sam.gov New Registration](#)

If my organization was awarded in round one can I apply again?

- No, if you were previously awarded you do not qualify for this round of funding.

How do I know if I was awarded in round 1? Was this specific grant called “Assistance to Small Businesses” in round 1?

- Yes, this City ARPA grant was called the same thing in round 1 and was released at the end of 2022.

Does my organization qualify if we are not located within city limits of Spokane?

- No, sorry your principal place of business must be within the city limits. Follow link for Spokane City limits: [Spokane City Limits](#)

If a business is registered to your home address which is outside of the City limits, would we still qualify if we did the majority of our business in the City limits?

- If you do not have a place of business inside the City limits, then no you would not qualify. If you have a main office or hub of operations inside of the City limits, then you would qualify if you can provide sufficient documentation as proof.

If my organization was registered in the City limits in 2020 and later moved in 2021 would we qualify for these funds?

- If you can provide proof your address inside the City you can still qualify, however only losses and expenses during the time you were in the City will be allowed.

If the organization has already received ARPA recovery assistance, can they apply?

- Yes, You can apply if you have received ARPA or any other covid relief funds.

Does my organization qualify if our revenue is above 1,000,000?

- No, sorry this grant is for those with an average annual revenue below 1,000,000 in the years 2019-2021.

How can my organization spend my ARPA replacement grant money?

- All Grant money received must be allocated to expenses already paid. These funds can be allocated to expenses starting 3/1/2020. You will fill out a budget allocation worksheet within the Neighborly portal for portion of the application.

Do I submit receipts if I am using revenue loss as a basis of eligibility?

- The calculations in the NOFA are the only ways that you qualify for these funds, in all circumstances you will have to submit receipts for grant payment.

If I am eligible but do not have many expenses to reimburse is this grant only reimbursing expenses?

- This grant is only reimbursing expenses. If you do not have the expenses to reimburse you would not qualify.

During 2020 and 2021 if I had very little business operation (revenue or expenses), and grants sustained my organization during this time, with this grant revenue I cannot show a gross revenue loss, do I qualify?

- If you have already received other covid grants that have replaced all of your revenue loss and expenses you would likely not qualify for this grant.

I got a Payment Protection Plan loan (PPP) for way less than my total salaries paid; can I still use salary as my receipt to reimburse for this grant?

- Yes, as long as your salary total is enough to cover both PPP and this grant.

I got a Working Washington grant, do I put this grant on my application as COVID relief?

- Yes, this must be listed on your application.

Would do I do if I am getting an error message when creating an account in Neighborly?

- Please contact Neighborly with the help button in the bottom right-hand corner and request assistance. The Neighborly portal is run by a third party and they will assist you, if you are unable to resolve the issue with them please let us know.

How long does my organization need to keep record of the spending of ARPA replacement grant funds?

- According to the federal government you must hold on to your records for 6 years.

Any More Questions?

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