



## **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/>

### **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"?**

- RCW 19.85.020 defines 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."

### **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](#)

### **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 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 but you must disclose what funds were applied for and received.

**How do I know if my organization has been disproportionately impacted by the pandemic?**

- If you can show a loss in Revenue or an increase in Expenditures then you have been impacted by the pandemic, if you are also located in an economically distressed census tract then you have been disproportionately impacted. Either one of these are enough to apply for ARPA replacement funding. A map of Federally Qualified Census tracts can be found here: [Qualified Census Tracts](#).

**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.

**What if my organization does not have Financial Statements?**

- If your organization does not have Financial Statements, you will need to fill out our Revenue Loss Worksheet for the years of 2018-2021.

**Will my organization need to show receipts for how I spend the grant money?**

- Yes, you will be required to complete a Budget Allocation Worksheet within Neighborly and provide receipts. Unpaid invoices do not count as receipts.

**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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