Seattle Office of
Economic Development

Storefront Repair Fund Application Questions
Updated August 2023

Introduction

As of August 15, 2023, this application has been updated. Please read the questions carefully as some criteria has changed. You can now include photos of your damage to be uploaded directly via the application.

The Seattle Office of Economic Development (OED) seeks to make Seattle the most innovative and equitable city to build a business or career, with economic resilience rooted in the diversity of our economy and ingenuity of our workforce. OED works closely with our local partners to address current and emerging business needs, and to implement programs aimed at investing in economic equity, including access to capital for small and micro business, financial and technical assistance, and pathways to sustainable careers.

OED is working to ensure that the City's limited resources are being directed to our most vulnerable residents and to programs that can best leverage the investments for maximum impact to achieve results and reduce disparities. Through collaborative partnerships, our investments, strategies, and programs will work to achieve our population results for an inclusive economy and resilient communities.

Before you start your application please note:
- You cannot save your information and return later.
- Be prepared to complete the application in one sitting (takes about 20-30 minutes). Please prepare business information and financials before starting.

Minimum Funding Eligibility Requirements
To be eligible for a Storefront Repair Fund grant, your business must:
- Have experienced direct economic disruption because of COVID-19.
- Have an active City of Seattle Business License.
- Be in compliance with all federal, state and city laws and regulations.
- Be located in Seattle city limits.
- Have three locations or fewer.
- Have 50 full-time equivalent (FTE) employees or fewer as of **March 1, 2020** (use this FTE Calculator to check).
- Make more than $1,000 and NOT exceed $7,000,000 in annual net revenue as reported in Business and Occupation (B&O) taxes to the Seattle City Finance Department in 2020 and 2021.
- Must have been open for business prior to **June 1, 2022**.
- Be an independently owned, non-franchise, and non-chain business.

- Have experienced physical damage to storefront after **March 1, 2020**.
- Be currently open and active for business.
- No more than two applications may be submitted per business, business owner, EIN, SSN, UBI number, Business License number, home and/or business address. Each application must be for separate incidents and different dates.
- Operate from a physical location and/or mobile truck that serves the general public.
- Be a for-profit business. Nonprofit entities, 501(c)(3), 501(c)(6), or 501(c)(19), are now also eligible.

Businesses are <u>not</u> eligible if:
- The business is a short- or long-term rental or investment property (Personal real estate and independent realtors; short-term rentals that include Airbnb, Vrbo, etc.).
- The business is a taxi, rideshare, or food delivery service (e.g., Uber, Lyft, Yellow Cab, Door Dash, Uber Eats, etc.).
- Cannabis shops, growers, and dispensaries.
- The business is regulated as "adult entertainment" as defined in [Seattle Municipal Code 6.270.](#)
- Businesses located in unincorporated King County.

Graffiti
Are you applying to cover storefront graffiti done with paint? This does not include window acid etching.
- Yes
- No

This grant does not cover painted graffiti. Please follow this link and complete the City's Permission and Release form for free graffiti removal: Complete this form for free [Graffiti Cleanup Permission and Release Form (seattle.gov)](#)

Qualification
1. **Are you the owner of the business applying for this grant?** *The business owner must apply for the grant.*
   - Yes
   - No

2. **Is this your first time applying for the Storefront Repair Fund?**
   - Yes
   - No

3. **Are you applying for a second repair incident? (Incidents must have occurred on two (2) separate days and businesses can only receive a maximum of two (2) grants)**

- Yes
- No

4. **Do you need an interpreter for language assistance?** *Bilingual staff are available to answer questions and help applicants complete their applications in the following languages: Amharic, Chinese, Korean, Somali, Spanish, Thai, and Vietnamese. Support in additional languages is available through our language line at (206) 684-8090.*
   - Yes
   - No

5. **Is your business located in Seattle city limits?** *Only businesses in Seattle are eligible.*
   - Yes
   - No

6. **How many locations does your business have?** *Only businesses with three locations or fewer are eligible.*
   - 1
   - 2
   - 3 or more

7. **Did/does your business have more than 50 full-time equivalent employees (FTEs) any time after March 1, 2020?** *Use this FTE Calculator to check. Only businesses with 50 FTEs or fewer are eligible.*
   - Yes
   - No

8. **My Business makes more than $1,000 and does NOT exceed $7,000,000 in annual net revenue as reported in Business and Occupation (B&O) taxes to the City of Seattle Department of Finance and Administrative Services in 2020 and 2021.** *Only businesses with $1,000 to $7 million in annual net revenue are eligible.*
   - Yes
   - No

9. **Does your business have a valid City of Seattle business license?** *Your business must have a valid Seattle business license to be eligible. Check Find a business search tool to see if you have a valid license.*
   - Yes
   - No

10. Are your city Business and Occupations (B&O) taxes in compliance? *Your city Business and Occupations (B&O) taxes must be in compliance to be eligible. For assistance, please reach out to tax@seattle.gov for assistance.*
- Yes
- No

11. Has your business been in operation since June 1, 2022? *Only businesses in operation for at least 12 months are eligible.*
- Yes
- No

12. Has your business experience a negative financial impact from COVID-19 or been forced to operate in a limited capacity as a result of Washington State's, "Stay Home, Stay Safe" or "Safe Start" reopening requirements? *This grant is for businesses that have been negatively impacted by COVID-19.*
- Yes
- No

13. Is your business an active nonprofit business registered with the Washington Department of Revenue?
- Yes
- No

14. Primary business category
- Administrative services (admin support services)
- Agriculture or natural resources (forestry management, farming, mining, fishing)
- Business services (legal, accounting, marketing, consulting for businesses)
- Childcare or daycare
- Construction or heavy site work (contractors, heavy civil, residential)
- Creative industries (film; nightlife; special events; photography; advertising, graphic design, content creation; fashion, garment, and textiles; literature, publishing, journalism, copy editing; performing arts and cultural institutions; and nightlife spaces)
- Educational services (training, distance learning)
- Finance, insurance, or real estate (banks, investment banks, insurance brokerages, real estate brokerages)
- Food services: bars or taverns
- Food services: restaurants
- Healthcare (medical offices, clinics, nursing homes, massage therapists, dentists)
- Hospitality (hotels)
- Life sciences or biotech (research and development, pharmaceuticals, medical devices)

- Manufacturing: aerospace (aerospace suppliers)
- Manufacturing: food and beverage production (food producers, seafood processing, breweries, wineries, distilleries)
- Manufacturing: maritime (ship and boat building and repair)
- Manufacturing: other
- Personal services (beauty, fitness, childcare, dry cleaning, personal or consumer services, extracurricular/recreational indoor activity spaces, bowling alleys, gyms, gaming facilities, etc.)
- Print publishing or other information (newspapers, magazines, book publishing, movie production)
- Professional or technical services (architecture firms, engineering firms)
- Retail: store
- Retail: non-store or e-commerce
- Social services (institutional food services, housing, emergency services, social work)
- Software, cloud-based products and services, or telecommunications (software, cloud computing, internet providers, telecom providers)
- Transportation or warehousing (trucking, rail, freight forwarding, airlines, warehousing, ground transportation, couriers)
- Transportation: waterborne (cruises, water-based tours, cargo)
- Waste services (waste management)
- Wholesalers, wholesale merchants

15. Is your business a mobile food truck?
- Yes
- No

16. Does your business operate from a physical location?
- Yes
- No

17. Is this physical location separate from your living quarters? *This question will not affect qualification and is for OED information purposes only.*
- Yes
- No

18. Do you own or lease your physical location? *Unless your business is a food truck, you must have a physical location to be eligible for this grant.*
- Yes
- No

19. **Is your business a short- or long-term rental or investment property?** *Short-term rentals include Airbnb, Vrbo, etc. Rental or investment property businesses are not eligible.*
    - Yes
    - No

20. **Is your business a taxi, rideshare, or food delivery service (e.g., Uber, Lyft, Yellow Cab, Door Dash)?** *Taxi, rideshare, and food delivery services are not eligible.*
    - Yes
    - No

21. **Is your business regulated as an "adult entertainment" business under Seattle Municipal Code 6.270?** *You can read more about these regulations in Seattle Municipal Code 6.270. Adult entertainment businesses are not eligible.*
    - Yes
    - No

Business information

22. **Business name.** *Please enter the name of your business as it appears on your City of Seattle business license.*

23. **Business DBA (Doing Business As).** *Typically, your most commonly recognized name. Although, some businesses may not have a DBA.*

24. **Unified Business Identifier (UBI) number.** *Your company's Unified Business Identifier (UBI) is a nine-digit number that registers your company with state agencies and lets you do business in Washington. Find your UBI at the Department of Revenue website.*

25. **Seattle Business License Tax Certificate Number.** *A valid Seattle business license is required to be eligible for this grant. License numbers are 406 digits. To find your license number, go to Seattle's License and Tax Administration website.*

26. **UEI (Unique Entity Identifier) Numbe**r. *As of April 2022, recipients of grants using federal funds are required to have a UEI, which replaces the DUNS Number. If you don't have one yet, we strongly encourage you to apply for a UEI now. You may apply for grants without one, but you cannot receive funds until you have a UEI. Click here for UEI information.*

27. **Including yourself, how many total employees (part-time and full-time) does your business have?**

28. How many total hours do all hired employees (including the business owner) work per week? *For example, if you have 10 employees that work an average of 25 hours per week each, enter "250" for 250 total hours worked per week.*

Primary business location

29. Please enter your primary business location. *Begin typing the address and select from the options displayed to locate your primary place of business. Please only use 'current location' if you are completing the application at your place of business.***:**
- Address. (*E.g., 1234 Main St.)*
- Address 2
- City
- State
- ZIP code

30. Mailing address of business (if different from location above). *Please leave these fields blank if your mailing address is the same as your primary business address.*
- Address (*E.g., 1234 Main St.)*
- Address 2
- City
- State
- Zip Code

Business owner details

Please enter information about the primary business owners. **Our office will use the information provided below to contact you and your business about updates involving this grant application. Please be sure that the information entered below is active.**

31. First name
32. Last name
33. Phone number. *Please enter the business owner's cell phone or best contact number in the format (206)-123-4567 (example).*
34. Confirm phone number.
35. Email
36. Confirm email.

37. Primary language spoken at home. *Please select from the dropdown menu below.*
- English
- Spanish
- Cantonese
- Taiwanese

- Taishanese
- Mandarin
- Vietnamese
- American Sign Language
- Amharic
- Arabic
- Bhutanese
- Burmese/Karen
- Congolese
- Farsi
- Japanese
- Korean
- Laotian
- Khmer/Cambodian
- Oromo
- Nepali
- Pashto/Dari
- Russian
- Somali
- Tagalog
- Thai
- Tigrinya
- Ukrainian
- Other

Other

38. Are you of Hispanic or Latino/a/x origin?
- Yes
- No

39. What is your race? *Select one or more of the major categories below.*
- Native American or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Middle Eastern or North African
- Other
- Prefer not to say.

With which Asian racial subcategory or subcategories do you identify? *Select one or more of the race subcategories below.*
- Chinese
- Cambodian
- Filipino
- Hmong
- Indian
- Japanese
- Korean
- Laotian
- Thai
- Vietnamese

With which Hawaiian and Pacific Islander racial subcategory or subcategories do you identify? *Select one or more of the race subcategories below.*
- Chamorro
- Guamanian
- Native Hawaiian
- Polynesian
- Samoan

With which Black racial subcategory or subcategories do you identify? *Select one or more of the race subcategories below.*
- African American
- Amhara
- Eritrean
- Oromo
- Tigray
- Somali
- Western African

With which Hispanic racial subcategory or subcategories do you identify? *Select one or more of the race subcategories below.*
- Cuban
- Guatemalan
- Salvadoran
- Mexican
- Puerto Rican

With which Middle Eastern or North African subcategory or subcategories do you identify? *Select one or more of the race subcategories below.*
- Algerian

- Egyptian
- Iranian
- Lebanese
- Moroccan
- Syrian

40. How would you describe your gender? *Please select from the list.*
- Male (including transgender men)
- Female (including transgender women)
- Prefer not to say.
- Prefer to self-describe as…
- Non-binary
- Gender-fluid
- Agender

Please specify:

41. How many owners does the business have?

42. Additional business owners. *Please list additional business owners below.*

Business assistance

The following questions will assist OED as we strive to assist businesses like yours with programs, information, and resources to help grow your business.

43. What challenges are you currently facing? *Check all that apply.*
- COVID-19 pandemic has exacerbated existing inequities
- Limited access to direct, flexible capital
- Gaps in digital access and literacy
- Inequitable access to information/resources (language, technology, etc.)
- Commercial space tenancy
- Declining revenue and increased costs (PPE and other safety costs, supply chains)
- Concerns about employee wellbeing (housing, transportation, mental health)
- Challenges navigating government systems
- Storefront challenges
- Inflexibility / clarity of codes
- Other
- None

44. Does your business need assistance on any of the following? *Check all that apply.*
- Website

- Social media
- Point of sales system
- Finding a neighborhood business improvement organization
- Street cleaning
- Financial assistance
- Construction impact assistance
- In-language outreach and assistance (expanded language access, staff capacity in neighborhoods)
- Restaurant and food business support (maintain expanded permitting options, cap delivery app fees, simplify compliance processes)
- Neighborhood marketing, promotions, campaigns
- Address neighborhood-specific needs
- Business planning
- Other
- None

45. **Would your business benefit from any of the following Technical Assistance programs offered by OED and its partners?**
- Digital Education including social media, website design and e-commerce resources
- Legal services
- Connecting to COVID resources from the city Permitting and business regulations services
- Point of sales system
- Finding a neighborhood business improvement organization
- Street cleaning and beautification resources
- Accounting and Financial education resources
- Construction impact assistance
- In-language outreach and assistance
- Restaurant and food business support (maintain expanded permitting options, cap delivery app fees, simplify compliance processes)
- Business planning
- No further assistance needed
- Other

46. **Have you received any COVID-19 related financial assistance?** *Check all that apply.*
- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)
- Restaurant Revitalization Fund (RRF)
- Shuttered Venus Operator Grant (SVOG)
- City Stabilization Grant

- King County COVID Relief Fund
- Philanthropic or private-sector grant
- Washington State grant
- Scholarship Junkies bars/restaurants grant
- Other
- None

47. Aside from grant funding what other types of COVID-19 related financial assistance might your business need?
- Bookkeeping
- Supply chain management
- Loans
- Federal loan assistance (Paycheck Protection Program, Economic Injury Disaster Loan, etc.)
- Other
- None

48. Does your business need a new website?
- Yes
- No

49. Do you currently use a point of sales system (e.g., Toast, Square, Shopify)?
- Yes
- No

50. Does your business sell products online?
- Yes
- No

51. Does your business do curbside pickup?
- Yes
- No

Funding

I (the business owner) authorize OED permission to obtain copies, review and validate my business's City of Seattle Business and Occupancy (B&O) tax filing information.
OED must obtain permission to verify your Business and Occupation (B&O) taxes as proof of compliance.

52. What was the date of the incident you are requesting funding for?

53. Was your business financially impacted negatively by this incident?
- Yes
- No

54. What best describes the damage done to your storefront?
- Broken Window
- Door issues
- Other

55. Please describe your damage:

56. Do you have receipts to present?
- Yes
- No

57. Have you already had the damage to your storefront repaired? (Please be ready to present your receipt(s))

58. Have you filed a police report with the Seattle Police Department about this incident?
- Yes
- No

59. What is your police report incident number?

60. Please upload proof of damage documents and/or photos to your storefront here. *(Please do not upload more than 3 files. Also, do not upload photos that include faces.)*

Certifications

How did you hear about this grant?
- OED website
- OED blog
- Social media
- Small business chamber
- Business Improvement Association
- Business organization
- Word of mouth
- Other

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to

verification with all applicable State or Federal government agencies. This includes authorization to review and validate City of Seattle Business & Occupation (B&O) tax filing information. By signing and submitting this application for aid, you are authorizing the Office of Economic Development to access and review the tax information submitted by your business.

You must certify or declare this statement in order to submit your application.

Ready to submit?

Thank you for completing this Storefront Repair Fund Application. *All selected applicants will need to have their EIN number, the name and business address as it is written on IRS documents. This can be found on a business's federal SS-4 form, federal tax documents or by calling the IRS Business & Specialty Tax Line at (800) 829-4933 (please expect a 30- to 60-minute wait time).*

If selected OED will email you from a @seattle.gov address and contact you between the hours of 9 and 5 pm at the phone number and email address submitted on your application.

Questions regarding your City of Seattle business license compliance? Email tax@seattle.gov or call (206) 684-8484.

To request your UEI number please visit the SAM website http://sam.gov/content/entity-registration.

Questions? Email OED@seattle.gov or call (206) 684 –8090.

I clarify that all information submitted in this application is true.
I understand.