

# FAQS

*Have questions?*  
We can help.

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## **WHO IS THE SMALL BUSINESS FLEX FUND FOR?**

The Small Business Flex Fund, developed in response to COVID-19, is designed to get financial support into the hands of Washington State's smallest businesses and nonprofits. To be eligible to apply, small businesses and nonprofits must employ 50 or fewer full-time equivalent (FTE) employees, have annual revenues of less than \$3 million per year, and experience a direct economic disruption as a result of COVID-19.

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## **HOW IS THIS DIFFERENT FROM PPP AND OTHER COVID-19 RECOVERY PROGRAMS?**

The Small Business Flex Fund is NOT a forgivable loan. This program is not associated with the federal Paycheck Protection Program (PPP) or any other SBA program. The borrower will need to pay back the full amount of the loan with interest over a 5-year term.

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## **CAN I STILL APPLY IF I HAVE RECEIVED COVID-19 RELIEF FUNDS FOR MY SMALL BUSINESS?**

Yes. While the fund was conceived to help Washington's smallest businesses and nonprofits rebuild after the unprecedented public health and economic crisis caused by COVID-19, any COVID-19 relief funds you have received for your small business are separate and do not impact your ability to apply for and receive a loan through the Small Business Flex Fund.

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## **WHAT CAN I USE THE LOAN FOR?**

Small Business Flex Fund loans can be used for a full range of business needs including payroll, rent and utilities, building improvements, marketing, supplies and other business expenses. You will be required to detail the proposed use of loan proceeds when you apply to the community lender.



### WHO ARE THE LOCAL, COMMUNITY-BASED LENDERS?

What makes the Small Business Flex Fund truly unique is the network of nonprofit, community-based lenders. For more than 40 years, these Community Development Financial Institutions (CDFIs) have been dedicated to helping local small businesses and nonprofits thrive. CDFIs exist to meet the unique needs of historically underbanked communities and have years of experience lending to borrowers in these communities.

### WHAT IF I NEED HELP WITH THE LOAN APPLICATION?

When you visit [SmallBusinessFlexFund.org](http://SmallBusinessFlexFund.org), you will be connected to a local, community-based lender who can assist with every step of the application and direct you to additional support services, as well.

### WHAT ARE THE LOAN TERMS?

#### 60-MONTH TERMS

- For-profit businesses: 4.00% fixed interest
- Nonprofits: 3.00% fixed interest

### DO I NEED COLLATERAL?

No specific collateral is required to be eligible— you do not need to have access to any specific real estate or equipment. However, a blanket first or second lien may be filed on business assets, at the discretion of the originating lender. Personal guarantees will be required for individuals who own 20% or more of a business.

### AM I GUARANTEED APPROVAL FOR A LOAN IF I AM ELIGIBLE TO APPLY?

Depending on the number of applications, it is possible that not all applicants will be able to receive a loan. Applications will be reviewed on a rolling basis. In addition, all loans are subject to underwriting review and approval by participating community lenders, who are responsible for their own credit decisions. Please note that this is not an offer or a commitment to lend. All rates and loan terms may be subject to change.

### DOES MY BUSINESS NEED TO BE BASED IN WASHINGTON TO APPLY?

Yes, the main office or headquarters must be located in Washington.

### IS A SMALL BUSINESS FLEX FUND LOAN FORGIVABLE?

This is not a forgivable loan. The Small Business Flex Fund is not associated with the federal Paycheck Protection Program (PPP) or any other SBA lending programs. Small Business Flex Fund borrowers will pay back the full amount of the loan, at their approved interest rate—between 3% and 4% over a 60-month term.

### WHAT HAPPENS IF I MISS A PAYMENT?

If you do not make a loan payment on time, you may be assessed a late fee at the discretion of the community-based lender. A failure to pay may result in the loan being declared in default. During the loan application process, your community-based lender will discuss the full terms of your loan agreement to ensure you understand the details regarding late payment and default.

### WHAT TYPES OF BUSINESSES ARE NOT ELIGIBLE FOR A LOAN?

Businesses that are NOT eligible include, but are not limited to:

- Corporate-owned franchises
- Branch banks
- Pay day loan stores
- Pawn shops
- Astrology, palm reading
- Adult bookstores, strip clubs
- Track waging facilities
- Cannabis businesses or firms engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located;
- Any business in bankruptcy or receivership



**WHAT CAN I DO TO GET STARTED?**

Visit [SmallBusinessFlexFund.org](http://SmallBusinessFlexFund.org)



### **WHAT INFORMATION WILL BE REQUIRED TO APPLY?**

As part of your full loan application, you will need to provide the following documentation to the community lender:

- Most recently filed tax returns, if available and required by the lender
- Bank statements and/or internally generated financial statements
- Information regarding business owner(s) with more than 20% ownership, including name, address, SSN, EIN or ITIN, phone number, email, percentage ownership, and photo ID
- Executed Attestation Form (to be provided by the community lender)
- Brief description of COVID-19 impacts on your business or organization
- Evidence of legal formation of business or nonprofit entity (e.g., articles of incorporation and bylaws)
- Personal guarantee (for businesses only)
- Other documentation required by the community lender at or after the time of the application

A participating community lender will reach out to you to collect the required documentation, conduct any credit checks, and finalize the application review process.

**CONNECT WITH YOUR LOCAL, COMMUNITY-BASED LENDER, TODAY!**

[SMALLBUSINESSFLEXFUND.ORG](https://smallbusinessflexfund.org)

