**Section 690.70 Financial Assistance Application Process**

a) The Department will announce funding availability on its website as funding opportunities are made available. The Department may direct prospective applicants to apply via qualified partners or another State agency that has agreed to implement a financial assistance program for a particular industry.

b) Application

1) As part of applying for financial assistance, applicants will be required to complete an application form and sign a certification that attests to eligibility for the Program and conditions funding on compliance with programmatic requirements.

2) The application will require applicants to demonstrate eligibility for the funding. Supporting documents required for the application may include, but are not limited to:

A) applicant's 2018 (for applications prior to August 15, 2020) or 2019 income tax return;

B) completed W-9 form;

C) proof of eligible necessary expenditures;

D) information or records identifying the applicant and its owners;

E) proof of licensure, if applicable;

F) DUNS number or other unique identifier requested by the Department;

G) any other information or proof necessary to confirm the existence of the applicant and its eligibility to participate in the Program.

3) Completed application materials must be signed by the applicant's authorized representative and received by the Department, or the entity processing the application, by the announced deadline for the submission of applications.