

SMALL BUSINESS

Emergency Assistance Grant Program

Speakers

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A Collaborative Event Between:





Fort Bend County COVID-19
Small Business Emergency Assistance
Grant Program

Fort Bend County - Local Government Advisory Team

Fort Bend County COVID-19 Small Business Emergency Assistance Grant Program

PROGRAM CRITERIA AND ELIGIBILITY

- Funded by The CARES ACT, the Fort Bend County COVID-19 Small Business Emergency Assistance Grant Program provides grants up to **\$25,000** to as many small businesses as possible.
- Designed to help the most vulnerable businesses remain in operation and re-open successfully.
- Not all expenses are covered but provides immediate financial needs.

**Application Window
Opened on: June 15th**

**Application Window
Closes on:
Sunday, October 11th**

Application available:
<https://www.fortbendcountytexas.gov/>

Questions:
FBCSmallBusiness@mpact-consulting.com

Fort Bend County COVID-19 Small Business Emergency Assistance Grant Program

SMALL BUSINESS ELIGIBILITY:

- Principal office must be located in Fort Bend County.
- 2019 Annual business revenue a minimum of \$25,000 and did not exceed \$5,000,000.
- Must have at least 1 employee (W2) and no more than 50 FTEs (W2 and 1099) employees.
- Must be a for-profit businesses in good standing with the State of Texas, Fort Bend County and the local municipal (city).
- The business must have been substantially impacted by COVID-19 and operational as of February 15, 2020 and has not permanently closed.
 - ✓ March 2019 – May 2019 Revenue vs March 2020 – May 2020 Revenue

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ADDITIONAL PROGRAM INFORMATION:

- A brief description of how the grant would be used and how COVID-19 has impacted operations.
- Recipients must certify that the funds will be used for approved purposes and that they are not receiving assistance for these items from another source.
- Authorization for a FICO report.
- Copy of valid Driver's License or state issued ID card.
- Agree to electronic signature.
- Complete and signed W9 for business. (FEIN and business name must match IRS records)

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ADDITIONAL PROGRAM INFORMATION:

- The expectation is that the business would remain operational in Fort Bend County for at least one year, or through December 30, 2020.

- Receipts and documentation for all eligible expenditures must be submitted for audit purposes within three (3) months of grant disbursement of funds, or prior to December 30, 2020.

- Funds dispersed that do not have proper documented would need to be repaid within three (3) months of disbursement of the grant, or prior to December 30, 2020

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ELIGIBLE CARES ACT ACTIVITIES

- Grants are available to businesses for the following eligible CARES ACT activities:
 - Personal Protective Equipment (PPE)
 - Re-opening supplies, equipment & renovations
 - Inventory
 - Utilities
 - Remote working expenses (tele-work requirements)
 - Commercial Leases / Rents or Mortgages
 - Payroll Expenses (must retain employees)
- Expenses incurred as of April 3, 2020 (Stay at Home Order) are eligible and that have not been reimbursed through any other loan or grant program.

**Fort Bend County COVID-19
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AUDIT PROCESS:

Instructions on Submission of Audit Receipts:

1. Once applicant receive email notification of 60 days since issuance of Grant Award, applicant will have approximately a week to gather receipts of expenditures for submission to Receipts@fortbendcountytexas.gov
2. Once all paperwork is gathered, applicant will need to fill out the ***Summary of Expenditure*** form with total amounts for each category of expenditure from awarded grant.
3. Supporting documentation should correlate with the Summary of Expenditure form. Highlight eligible expenses on itemized receipts and label receipts title of category.
4. If an expenditure is deemed ineligible, applicant will be notified of remaining balance and allowed until December 30, 2020 to turn in eligible receipts.

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SECONDARY GRANT AWARD ELIGIBILITY:

KEY DATES:

- ❖ **October 11, 2020** is the FINAL application deadline for the Small Business Emergency Assistance Grant Program.

- ❖ **December 29, 2020**, all funds must be expended and properly documented, or returned to the County.

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Contact and Information:

Application and FAQs available:

<https://www.fortbendcountytexas.gov/>

**Program Management / Case Managers
Questions**

FBCSmallBusiness@mpact-consulting.com



ADDITIONAL / BACK-UP SLIDES

**Fort Bend County COVID-19
Small Business Emergency Assistance Grant Program**

ELIGIBLE EXPENDITURES:

- Re-opening supplies, equipment & renovations
 - Advertising/marketing, Signage, Social distancing equipment and renovations.

- Payroll
 - 1099 employees, Hire employees, Payroll expenses to retain employees (employees must remain on payroll for the entire period in use).

- Personal Protective Equipment (PPE)
 - Facemasks, Hand sanitizer gel and ethanol (ethyl alcohol), etc.

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ADDITIONAL ELIGIBLE EXPENDITURES:

➤ **Leases /Mortgage assistance:**

- This assistance is merely for commercial lease agreements and business mortgages. Home office leases/mortgages ARE NOT allowable in this category.

➤ **Remote working expenses include:**

- Computers (Laptops/desktops), Desks, Printers, Cartridges and paper, Office supplies (pens, pads, paperclips, staples, etc.).

➤ **Inventory expenses include**

- Replacement of product inventory that was damaged, liquidated or lost due to spoilage, etc.
- Inventory that is used for operating and maintaining the business.

➤ **Utilities include**

- Natural Gas, Electricity, Telephone, Water, Internet.