



# Collin CARES

## Small Business Grant Program

Utilizing CARES Act funds, Collin County is launching the Collin CARES Small Business Grant Program for businesses located within Collin County, exclusive of the City of Dallas. Up to a \$25,000 grant per business will be awarded for eligible businesses that have experienced a gross revenue loss of greater than 15% due to the COVID-19 pandemic. Qualified businesses will receive up to \$5,000 for eligible reimbursable expenses, unless satisfactory additional documentation is provided showing actual incurred costs of up to the \$25,000 maximum. Per Internal Revenue Service guidance, these grants are taxable.

Businesses with less than \$5 million in gross revenues and less than 100 full-time equivalent employees are eligible. Eligible businesses must provide all pages of either a signed 2019 Schedule C or business tax return, and will be required to have been located continuously within the eligible geographic area for 6 months prior to March 1, 2020. Business owners can apply for up to 3 businesses having common ownership located within the eligible geographic area. As part of the application process, applicants must provide a description on how the grant dollars will be used. The amount of the grant will be based on eligible expenses, prior receipt of CARES Act funds and the applicant's grant use description. Collin County, its agents and representatives will make the sole and final determination of program requirements and grant awards.

### Expenses Eligible for Reimbursement

Expenses eligible for reimbursement include the following actual costs incurred from March 1, 2020 through August 31, 2020:

- Payroll (gross payroll, retirement costs, health insurance)
- Fixed Overhead Costs
  - Rent, lease or mortgage for real business property paid to an unaffiliated, unrelated third party
  - Rent, lease or purchase payment for business property (e.g., delivery vehicle, kitchen equipment, furniture, technology, payment and communications systems)
  - Property/General Liability insurance, excluding costs of a personal residence
- Utilities, excluding personal residence
- Contract Labor
- Supplier/Material Payments, including COVID-19 related personal protection equipment and sanitation supplies
- COVID-19 related business improvements (e.g., Sanitation equipment, touchless technology, etc...)

### Program Timeline

The online, pre-screening questionnaire will be open for submissions starting at 12pm on September 4, 2020. Those qualified for the program will be notified by a third-party administrator to continue their application process. The application window will close at 12pm on September 25, 2020. The third-party administrator will issue electronic fund transfers to grant recipients after approval the recommended grant awards by Commissioners Court.

Applications will be reviewed as they are received, with grants to eligible businesses being awarded to those having completed applications on a first come, first serve basis.

## **General Ineligibility**

- Businesses located within the City of Dallas or outside of Collin County
- Any previously received CARES Act funding from Collin County or its cities will reduce the amount of the applicant's maximum grant award under this program
- Businesses who previously received other government assistance for the same expenses for the same time period
- Businesses with outstanding financial obligations to the County
- Businesses without a Certificate of Occupancy (if required), or businesses with past due taxes owed to federal, state or local government entities, unless an approved and current payment plan exists
- Businesses not in full compliance with county and local ordinances
- Businesses in default or arrears on past or current federal or state financing or funding programs
- Businesses in bankruptcy or have filed for bankruptcy within the last 12 months
- Businesses ineligible or precluded from receiving federal or State of Texas funding due to federal laws, including, but not limited to, the CARES Act
- Persons or businesses with a conflict of interest, including Collin County elected officials and full-time Collin County employees

## **Ineligible Businesses**

- Non-Profit organizations
- Lobbying and political organizations
- Government / Taxing agencies
- Franchises which are not responsible on a local level for all revenues and expenses or are not eligible to obtain SBA loans per the SBA Franchise list
- Banks, Lending and Financial Institutions, including pay day and title loan businesses
- Businesses involved or affiliated with personal or corporate indictment, or the arraignment or conviction of criminal offenses
- Businesses whose primary income is derived from rental/income-producing properties
- Pawn Shops
- Medical Providers
- Businesses that operate as an age-restricted business, except for firearm dealers

## **Other Terms**

- Must be willing to certify their intention to remain in business at least 90 days subsequent to disbursement of grant funds
- Must disclose any funds applied for or received from the SBA, FEMA, or other federal, state or local assistance programs
- Must be willing to submit: a signed, year-to-date month-by-month profit & loss statement; business bank statements; business formation documentation or a DBA; a signed W-9; documentation of incurred expenses; a valid Texas driver's license or other valid form of government-issued documentation; a signed Q1 2020 IRS 941 (if business has employees); and any other information necessary to determine the business's eligibility for a grant