



Allen/Collin County Small Business Grants Program Frequently Asked Questions

My business received PPP funding. Am I still eligible for an Allen/Collin County SBGP grant?

Yes, businesses that received PPP funding are eligible for the Allen/Collin SBGP grants. Businesses that have not received PPP funding will receive additional consideration during the review process.

What documentation do I need for proof of the existence of my business?

The Third-party Administrator (“TPA”) only needs to receive one document that proves the existence of a business. That document may be the Secretary of State of Texas File number, State of Texas License number, DBA, or a tax return. It is not necessary to provide more than one of these documents.

What businesses are considered “sole proprietorships” and can net income be used to calculate payroll costs?

Any business with only one owner that does not have payroll cost may report using net income as a sole proprietor. This includes corporations and LLCs with one owner and with no payroll cost; however, sole proprietors who have payroll costs (that file 941’s, W-3’s, etc.) must report payroll costs, not net income.

My business has locations in Collin County and other counties. Do I qualify for the Allen/Collin County SBGP grant program?

Yes, if your business meets the other criteria, you will qualify. Payroll and/or fixed cost amounts used to calculate the grant amount should be only for those portions of the business that are located in the City of Allen within Collin County.

My professional services business was considered essential by local/state government orders, but I feel that my business was affected by the mandates. Can I apply?

Yes, all businesses that otherwise meets the criteria outlined in this Allen/Collin County SBGP program document may apply if such business is located in the City of Allen and within Collin County. You will only be allowed to apply for reimbursement of actual losses that occurred during the time period outlined here.

What date do I show as the date my business was in operation?

To qualify, a business needs to have been in operation at a storefront/office conducting business in Allen before March 1, 2019. Submittal of lease, mortgage, utilities statements showing occupancy of space before March 1, 2019 need to be submitted.

My business is located in a coworking space, is my business eligible to apply for a grant?

Those businesses that had a coworking space contract before March 1, 2019 on a continuing basis may also be eligible to apply.

I had a storefront/office location prior to the COVID-19 pandemic restrictions issued by the State of Texas and was forced to close my physical presence. Am I eligible for a grant?

If a business does not currently have a storefront/office location, but had one pre-COVID-19 and vacated the space *temporarily* due to COVID-19, the business may be eligible for a grant. You may be asked to provide proof that you had a storefront/office location prior to COVID-19

Will I be notified whether or not my application is approved for a grant?

Yes. The TPA will notify all applicants on whether or not they have been approved for a grant or have been disqualified for ineligibility.

Do I need to file all of these documents?

Yes. These documents are necessary to ensure all applicants meet the required eligibility to receive grants. These same documents are required by many state and federal grant programs.

How soon will these grants be awarded?

The Allen/Collin County SBGP will work to turn around grant funds quickly upon the conclusion of the submission period. The intent is to issue grants on or about mid-July.

Who makes the grant award decisions?

Grant award decisions are made objectively by a third-party administrator based on a pre-determined set of application criteria and scoring guidelines. No appointed or elected officials are involved in the decision-making or influence the final award decisions. The City will only be conducting a review of approved grant applications identified by the TPA to ensure documentation is complete and appropriate for payment approval. Every applicant will have a fair and abundant opportunity to apply with advance notice.

I provide services outside my home, such as personal training, consulting, or coaching sports. However, I don't own or lease a commercial storefront or office. Am I eligible to apply for the grant?

If a business does not have a commercial storefront/office location within Allen, the business is not eligible to apply for the grant.

Will the grant amount awarded to a business be considered taxable income?

The CARES Act is silent regarding whether grant amounts received by small businesses pursuant to the Coronavirus Relief Fund are taxable income and/or whether business-related expenses covered by grant funding may be deducted from taxable income. Furthermore, the IRS has not issued guidance on the matter, although it has released Notice 2020-32 regarding the tax treatment of Paycheck Protection Loan Forgiveness. It is strongly recommended that the applicant consult with a tax advisor regarding the tax treatment of the award for its 2020 tax returns.

Will a 1099 be issued to business that receive a grant?

The TPA is currently awaiting federal guidance regarding the tax treatment of small business grants issued pursuant to the Allen/Collin County SBGP. It is possible that guidance will be issued later this year and, if a 1099 is required to be issued, the TPA will issue one to each grant recipient. It is strongly recommended that the applicant consult with a tax advisor regarding the tax treatment of the award for its 2020 tax returns.

Are part-time employees included as part of the total number of employees?

Part-time employees are included in the 941 Form, as such, the total number of employees (full-time and part-time) reflected in said form will be used to confirm the eligibility criteria.

I operate a business with different locations. The total number of employees reported on Form 941 is over 100 but only 20 of them work at the City of Allen locations. Do I still qualify?

In order to determine qualification, the TPA will look at the number of employees reported on Form 941 for the reporting entity. For instance, if the activity of all locations flow up to one taxpayer (business or personal) and such taxpayer files a tax return and form 941 at that level, TPA will use the gross revenue and number of employees reported at that level. But if each location or a group of locations are reported as a separate entity with its own tax return and payroll filings, then the TPA will look at what's provided for that particular taxpayer for qualification

Where is the employer portion of Social Security and Medicare included on the application?

The only expenses used to calculate the Maximum Grant Amount are those specifically listed on the application and defined as "estimated expenses". Therefore, the employer portion of social security and Medicare costs are not eligible expenses and will not be included in the calculation.

What is the required format for a Profit and Loss Statement?

There is no particular format required for a Profit and Loss Statement; however, it must provide appropriate level of detail in order for the TPA to be able to calculate the Maximum Grant Amount. Note that the Profit and Loss Statement must be signed and uploaded as a PDF file. The applicant business may make notes on the Profit & Loss if it so desires to explain any particular line item.

What are eligible utility expenses?

In addition to typical utility expenses like electricity and water, other eligible utility costs may include landline, cell phone, and installed security system costs. Note that all utility costs must be specific to the business.

What type of documentation is required to support fixed costs?

An applicant business may provide support for eligible fixed costs defined under "estimated expenses", in the form of a lease agreement, mortgage statements, insurance declaration page, utility statements, and receipts. A general ledger detail with bank or credit card statement highlighting the expense may be acceptable, depending on the expense.

Who can I call to answer some general questions I have about this application?

Please contact the third-party grant administrator at ntxsmallbiz@ndconline.org or call toll-free **1-833-696-0804**.

I am in the process of completing a grant application in zoomgrants.com but encountered an issue with uploading information, who can help me?

Log into your ZoomGrants account. Then click the 'Help' button in the upper right-hand corner of the page. It will provide you an option to contact the administrator for questions, or to submit a ticket to **ZoomGrants Support** for technical assistance. You can also search **ZoomGrants University** at help.zoomgrants.com, email at questions@zoomgrants.com or call at **866.323.5404 ext. 2**. ZoomGrants Support Hours are Monday - Friday, 9am – 6pm CST.