



PROGRAM ELIGIBILITY

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

You must provide either documentation that you filed business formation documents with the Secretary of State or, if you are a sole proprietor, your DBA filed with Dallas County.

My business has locations in City of Irving and other cities/counties. Do I qualify for the Irving EBAP grant program?

Yes, if your business meets the other program eligibility criteria. Only expenses related to the City of Irving location(s) will be used to calculate the grant amount. Please make sure to submit an explanation related to any documents that contain expenses from non-City of Irving locations.

I own multiple businesses. Can I apply for funding for all businesses?

No, not unless they are reported under the same EIN and all are located in the City of Irving. You may only apply for one entity/EIN having common ownership located within the eligible geographic area. In your application, you will be required to disclose all persons who own 20% or more of the business. We will review each business's tax return to verify ownership.

Does my business need to have been in operation and located in City of Irving for a certain length of time?

To qualify, a business needs to have been in existence on or before January 1, 2020 as evidenced by the Secretary of State registration or County Assumed Name filing. If you operate out of a commercial location, you may provide proof in the form of a signed and dated lease, mortgage statement, a dated permit or other similar documentation.

My business received PPP/EIDL funding. Am I still eligible for an Irving EBAP grant?

Yes, businesses that received \$100,000 or less in PPP funding are eligible for the Irving EBAP grants. However, businesses cannot seek funding for the same expenses (for the same time period) for which the business previously received other government assistance.

My business received funding from the Dallas County EBAP program. Am I still eligible for an Irving EBAP grant?

No, businesses that received funding from the Dallas County EBAP program are excluded from Irving EBAP. Additionally, businesses that are actively in the Dallas County EBAP application process are also not eligible to apply. However, business that were already declined or



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disqualified from the Dallas County EBAP program may re-apply to the Irving EBAP grant if they meet all other eligibility criteria.

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

For any business with only one owner that does not have payroll costs, including Corporations and LLCs, we will use the net income reported on the business owner's 2019 personal tax return Schedule C as self employment income. The net income will be divided by 12 to calculate the eligible monthly self-employed payroll expense. (If you had negative net income in 2019, you will not be eligible for any payroll expenses.) However, for any business entity with actual payroll costs (i.e. that file 941s), actual W-2 payroll costs will be used.

My landlord or mortgage company has allowed me to defer payment of my rent/mortgage. May I claim my rent/ as an eligible expense?

If your rent/mortgage expense has been deferred but not forgiven, you may claim it as an eligible expense. Please make sure to upload documentation of the deferral agreement.

REQUIRED DOCUMENTS

Why do I need to submit a signed year-to-date month-by-month Profit & Loss Statement?

Your Profit & Loss Statement will be used to determine if your business experienced a loss in revenue due to COVID-19. It will also be used as the primary source for determining eligible expenses that qualify for the grant. By signing the document, you attest that the information is true and correct.

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 underwriter to be able to calculate the maximum grant amount. Note that the Profit and Loss Statement must be signed and uploaded. You may make notes on the Profit & Loss statement if you want to explain any particular line item. **Also, if you have never created your own Profit & Loss Statement, you may download a blank Profit & Loss template from the Library tab within ZoomGrants.**

I am a home-based business. On my Profit & Loss Statement, can I list my home mortgage/rent and utilities as eligible expenses?

You may not *unless* you deducted the business use of your home on your 2019 tax return. If your 2019 tax return reflects a Business Use of Home deduction, then you may claim *the same percentage* of expenses as were deducted on your 2019 tax return. **We have included a Home-**



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Based Business Profit & Loss Tutorial as well as a blank Profit & Loss template in the Library tab within ZoomGrants.

You may read more about the Business Use of Home deduction here:

<https://www.irs.gov/taxtopics/tc509#:~:text=Regular%20Method%20%2D%20You%20compute%20the,floor%20space%20used%20for%20business.>

Why do I need to submit a 2019 tax return?

Your tax return demonstrates that you have been following the formalities of operating a legitimate business operation. Additionally, the grant underwriter will review your tax return to: (1) verify business ownership, (2) verify that your annual gross revenue is under \$10 million and (3) determine if your business's 2019 net income and expenses roughly align with the income and expenses included in your 2020 Profit & Loss Statement.

DOCUMENTATION OF EXPENSES

What are eligible utility expenses?

In addition to typical utility expenses like electricity and water, other eligible utility costs may include landline phone, cell phone, internet, and website maintenance costs. Note that all utility costs must be specific to the business. You are required to provide documentation of Jan to Mar 2020 utility expenses.

What type of documentation is required to support fixed costs?

An applicant business may provide support for eligible fixed costs in the form of a lease agreement, mortgage statements, utility statements, and other bills/invoices. You are only required to provide documentation of Q1 2020 fixed expenses.

GRANT AWARDS

What is the difference between the \$5,000 grants and a grant up to \$50,000?

Qualified businesses can receive \$5,000 for working capital based on minimal documentation, unless satisfactory additional documentation is provided showing actual incurred costs of over \$5,000 and up to the \$50,000 maximum. Designed for start-ups, recently acquired businesses, self-employed, and home-based businesses without rent or W-2 employee expenses, \$5,000 maximum grants will be awarded based on verification of business existence on or before January 1, 2020 and a loss since March 1, 2020 due to the pandemic.



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How soon will these grants be awarded?

The Irving EBAP administrators will work to award grant funds as quickly as possible. Applications will be reviewed in the order they are received. Applicants who have submitted complete applications and responded to all questions from the grant processor and underwriter should expect to be notified of their award within two weeks of their application being deemed complete.

Will I be notified if I am not selected to receive a grant?

Yes. At the close-out of the Irving EBAP, the grant administrator will notify all applicants who were not selected to receive a grant.

Will I have to sign anything to receive funds?

Yes. You will be required to sign a Grant Agreement and a Transfer of Funds form. You will digitally sign both documents in ZoomGrants.

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.

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

Yes. Please see the answer provided by the Internal Revenue Service (IRS) available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

Will an IRS Form 1099 be issued to businesses that receive a grant?

Yes, an IRS Form 1099-MISC will be issued to each business that receives a grant.

APPLICANT SUPPORT

Why does ZoomGrants repeatedly pause and show a "Saving" button?

ZoomGrants is designed to automatically save your application whenever you enter new data so that you never lose information. We apologize that this may cause delays as you try to complete your application.

Who can I call if I have general questions about the program guidelines?

Please contact the City of Irving at ispeck@cityofirving.org or (972) 721-2398.



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I am having technical difficulties submitting my applications in ZoomGrants.com. Who can help me?

Log into your ZoomGrants account. Then click the 'Help' button in the upper right-hand corner of the page. Please 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.