



Irving EBAP Grant - General Program Information

Please review the information below for an overview of the City of Irving EBAP Grant. If you still have questions about the program after reading the information below, please contact the the City of Irving, **via email at ispeck@cityofirving.org or via phone at 1-972-721-2398.**

If you are experiencing technical difficulties, please contact ZoomGrants at questions@zoomgrants.com or at 1-866-323-5404 Ext. 2. ZoomGrants cannot provide information about the eligibility criteria or application content, status of the grant application, nor decisions regarding awards.

Definition of small business: Business with less than 100 full-time equivalent (FTE) employees and gross revenue under \$10 million.

Type of assistance: Grant

Maximum grant amount: up to \$50,000

- \$5,000 for working capital grant, unless satisfactory additional documentation is provided showing actual incurred costs in excess of \$5,000 up to the \$50,000 maximum. The amount of the grant will be based on eligible expenses, prior receipt of CARES Act funds and the applicant's grant use description. City of Irving, its agents and representatives will make the sole and final determination of program requirements and grant awards.
- Businesses who previously received any CARES Act small business funding from Dallas County EBAP or are already in the application process for the Dallas County EBAP are not eligible for a grant award under this program.
- Any previously received PPP or EIDL funding **will not reduce** the amount of the applicant's maximum grant award under this program.

Maximum grant calculation: Expenses eligible for reimbursement include the following actual costs incurred from Jan 1, 2020 through March 31, 2020:

- Payroll (W-2 based on IRS 941 or self-employed)
- Fixed Overhead Costs
 - Rent, lease or mortgage for business-related real property paid to an unaffiliated, unrelated third party
 - Loan or lease payment for equipment or business-related vehicles (e.g., delivery vehicle, kitchen equipment, furniture, machinery, etc.)
- Utilities, excluding personal residence

Eligible geographic area: City of Irving

General requirements:

- Business cannot have received more than \$100,000 from the Paycheck Protection Program.
- Business must be in an industry that has been impacted by local and state Stay at Home Orders or capacity restrictions or have experienced a gross revenue loss since March 1, 2020 due to the COVID-19 pandemic.
- Business must have been in existence on or before January 1, 2020.
- Business owners with multiple business entities can only apply for one entity/award and eligible expenses must be tied to business related real property located within the eligible geographic area.
- Business owner must be willing to certify their intention to remain in business at least 90 days subsequent to disbursement of grant funds.
- Business owner must disclose any funds applied for or received from the SBA, FEMA, or other federal, state or local assistance programs

General ineligibility:

- Businesses located outside the City of Irving
- Businesses who previously received other government assistance for the same expenses for the same time period
- Businesses with outstanding lawsuits or financial obligations to the City
- Businesses without a County or State filing (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 city 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 City of Irving elected officials and full-time City of Irving employees

Excluded 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

- Businesses that operate as an age-restricted business

Required documents:

- Valid Texas driver's license or other valid form of government-issued documentation
- All pages of either a signed personal tax return including the 2019 Schedule C or a business tax return
- Signed, year-to-date month-by-month profit & loss statement
- Business formation documentation or a DBA
- Signed W-9
- Signed Q1 2020 IRS 941 (if business has employees)
- Jan to Mar 2020 Utility Bills (Electric, Gas, Telephone, Internet, Water)
- Lease Agreement and/or Jan to Mar 2020 Mortgage or Rent Statement for Business Related Real Estate
- Loan or Lease Agreement and/or Jan to Mar 2020 Loan or Lease Statement for Business Related Equipment or Vehicles
- Any other information necessary to determine the business's eligibility for a grant.

**Businesses that are seeking the \$5,000 grant will not be required to provide documentation of incurred expenses or the year-to-date profit & loss statement, unless needed for verification of loss due to the pandemic.*