# Fort Bend County Coronavirus Response
## Small Business Emergency Assistance Grant Program
## Frequently Asked Questions (FAQs)

1. Is this for Fort Bend Business only?

   Yes, this program is for businesses located in Fort Bend County

2. Can non-profits apply?

   This program is for profits only. We recommend that if you have not done so already, you make application for PPP through the SBA

3. Can churches apply?

   Non-profits are not eligible. We recommend that if you have not done so already, you make application for PPP through the SBA

4. Where do I apply?

   The on-line application will be available on Monday, June 15th at 8 am at www.fortbendcountytx.gov

5. Can I apply through my bank?

   No, you would apply on-line through www.fortbendcountytx.gov

6. Is this open to self-employed or sole proprietors?

   Yes

7. If I applied for an EIDL but don't have it yet, do I qualify?

   Yes you still qualify for the program, however we encourage you to apply and use other available SBA funds first, to maximize the opportunity for others who have not received these funds to get some assistance.

8. Is this available to travel agents who are independent contractors with no employees?

   The primary small businesses we are providing funding for are those with a minimum of one (1) employee. You are encouraged to apply in case there is a second phase that may adjust the criteria. Your information will be used to indicate if there is a need.

9. Is there a credit score requirement?

   Yes, however the FICO report is primarily used to determine if the business is in good standing and viable.

10. What if my income is way below $100,000?

    The minimum range to qualify has been adjusted and is now at $25,000.00 annualized. You must meet this minimum revenue level to participate.

11. What is considered inventory?

    Inventory would be property, goods in stock, or the contents of a building. If you had to replenish inventory as a result of COVID-19. For example, a restaurant who had to replenish perishable food.

12. When it says no more than 50 FTE's, does that mean full-time only? How do part-time employee's count?

    The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.

13. If I registered my business in Fort Bend County but my business is located in Houston, can I apply?

    Your business must be located in Fort Bend County

14. How are FTEs calculated among multiple locations?

    For businesses with multiple locations, the employee count will be calculated per location.

15. Do other counties have similar programs?

    Yes, some do, you would need to located the county website for more information

16. Does this apply to small businesses that were in the process of being built but construction was put on hold due to COVID-19?

    The business must have been operational as of February 15, 2020 and has not permanently closed.

17. Will you pull personal credit or business credit?

    A FICO report will be pulled under the Federal Employer Identification Number (FEIN) provided. If there is no business report, a personal report may be required.

18. Does the Fort Bend County program support eligibility for persons who have been laid-off, applied for full-time positions with no luck, but who now wish to start their own consulting firm?

    The business must have been operational as of February 15, 2020. Visit your local chamber of commerce to see what resources are available. Also, Fort Bend County is currently operating a business coaching program at Gallery Furniture.

19. Does a business that actually opened mid-March that had a loan since 2019 and started paying rent and the loan back in 2019 qualify?

    The business must have been operational as of February 15, 2020.

20. What if I have multiple locations? Can I apply for just one or all? Is it based on my FEIN number?

    The application is based on the FEIN number. One grant application per FEIN.

21. What if my company just opened in 2020 and I have no financials for 2019?

    The business must have been operational as of February 15, 2020. You can provide your business income and/or financials for the 3 months prior to March 1st. The case worker will review your application for program eligibility.

22. What if I made over $2M in 2019, but know we will not hit that mark this year due to COVID?

    The program limit has been adjusted to $5,000,000 annualized revenue.

23. If we have over $2,000,000 in revenue, can we apply?

The program limit has been adjusted to $5,000,000 annualized revenue. Therefore, please apply if you fall within the range of $25,000.00 and $5,000,000.00 annualized revenue.

24. How do I obtain a Franchise Account Tax Status?

A Franchise Account Tax Status can be obtained through the Texas Comptroller's office. Use the following link to obtain the form needed for your grant application: https://comptroller.texas.gov/taxes/franchise/coas-instructions.php

25. How much am I eligible for based upon the size of my business?

There are three (3) eligible tiers to the grant award. The table below provides the maximum grant award that will be made, based upon the annualized revenue for the business.

| Annualized Revenue | Maximum Grant Award |
|---|---|
| $25,000 – 100,000 | $5,000 |
| $100,001 - $2,000,000 | $15,000 |
| $2,000,001 - $5,000,000 | $25,000 |

26. Can I elect to receive less if I do not need the maximum grant award?

Yes, you can elect to only receive a grant award less than the maximum grant amount. This is encouraged if you do not need the entire award so that the County can serve more businesses with the available funds.