

FREQUENTLY ASKED QUESTIONS

GRANT ELIGIBILITY

- To be eligible for funding, a business or non-profit must:
 - o Be located within City limits with a physical address.
 - o Be registered to do business in the State of Texas
 - o Have 300 or fewer employees
 - o Be a for profit or registered 501c3 non-profit enterprise
 - o Have been in business prior to January 1, 2020
 - o Have been subject to an executive order, and/or show negative financial impact of at least 20%
 - o Be in good standing with City of Nacogdoches and State of Texas with respect to taxes and fees
 - o Be in compliance with all ordinances of the City of Nacogdoches unless waived by the City or its designee in writing
 - o If not a non-profit, be a local, independent business responsible for all revenues and expenses
 - o Remain operational for at least 6 months following funding
- How do I prove I am eligible to do business in the State of Texas?
 - o Secretary of State Texas file number
 - o Employer Identification number
 - o DBA
 - o 2019 tax return
 - o Individual taxpayer identification number or certificate of filing
- I'm self-employed. Am I eligible?
 - o The grants are available to self-employed individuals. Sole proprietors need to provide a Schedule C tax form in their application documentation. Multi-level marketing businesses are not eligible.

FUNDING

- Funding is based on annual gross revenue in 2019
 - o \$2,500 for AGR \$25,000 to \$100,000
 - o \$5,000 for AGR up to \$250,000
 - o \$10,000 for AGR over \$250,001

WHAT CAN I USE THE GRANT FOR?

- Funding must be used to reimburse the cost of business interruption caused by required closures. This can include supplies, working capital, inventory, physical changes to structure to accommodate meet health requirements due to COVID-19 restrictions, rent, lease or

mortgage payments for business purposes, or rent, lease, or purchase payment for business property.

DO I NEED TO DOCUMENT HOW I USE THE FUNDS?

- Yes. Recipients of the grant will be required to provide documentation to show how the funds are used (canceled checks, receipts for supplies, etc.). This documentation will be requested formally 6 months after funding.

HOW FAR BACK CAN MY EXPENDITURES GO?

- o Expenditures must have been or be made between March 1, 2020 and December 30, 2020

I RECEIVED A PAYCHECK PROTECTION PROGRAM LOAN. AM I STILL ELIGIBLE?

- Expenses are ineligible if the entity already received Paycheck Protection Program funds for the same expenditures

WHAT WILL I HAVE TO DO AFTER RECEIVING THE GRANT?

- Approved applicants must submit a report within 6 months and 1 year of funding to prove
 - o Use of funds
 - o Open status of the entity

WHAT DO I HAVE TO DO TO APPLY?

- Complete the online application
- Provide the following documents:
 - o Completed W-9
 - o Documentation of Going Concern
 - Secretary of State Texas file number, or
 - Employee Identification Number, or
 - DBA, or
 - 2019 tax return
 - o Profit & Loss Statement for 2019 and 2020 to date
 - o Balance sheet
 - o For sole proprietors: 2019 Schedule C
 - o For non-profits: IRS Form 990

- If PPP has been received, documents sufficient to evidence receipt of federal aid related to COVID-19 disaster

HOW LONG DO I HAVE TO APPLY?

- The initial application window will open on September 14, 2020 at 10 am and close on September 25, 2020 at 5 pm.
- Applications will be reviewed on a first come basis.
- Grants will be funded on a first come, first eligible, first fully completed application basis.
- Should more applications be received than the first round of funding will allow, the applications will be held and placed in a queue for future rounds of funding, should future rounds of funding become available.

WHO CAN I ASK FOR HELP WITH MY APPLICATION?

- We encourage you to work with your accountant and/or financial institution to obtain the necessary documentation. Should you have additional information, please contact the Nacogdoches Economic Development Corporation at 936-559-1255 between the hours of 8 am and 5 pm, Monday through Friday.