



City of Irving, Texas
**Small Business Recovery &
Resiliency Program Guide***



ASSISTANCE AVAILABLE:**

The City of Irving, Texas has partnered with a third-party administrator, National Development Council (NDC), to offer the *Small Business Recovery and Resiliency Program* to target assistance to businesses in need. Such businesses may be facing financial insecurity, substantial declines in gross revenues and less capacity to weather an economic downturn.

The *Small Business Recovery and Resiliency Program* provides **two** potential grants, a **Recovery Grant** and/or a **Resiliency Grant**, to eligible businesses in Irving, Texas. The **Recovery Grant** provides up to \$15,000 in direct financial assistance for eligible small businesses that can demonstrate economic hardship due to the COVID-19 public health emergency. The **Resiliency Grant** covers the cost for eligible applicants to receive business services necessary to help prevent, prepare for and respond to the disruption and impacts of economic shocks. Funding for both grants is limited and available on a first-come, first-served basis.

Applicants can apply for both grants, if eligible, within one application linked below. Funding for the **Recovery Grant** may be exhausted sooner than funding for the **Resiliency Grant**. Therefore, applicants eligible for both grants may only receive a **Resiliency Grant**. Those that do receive a **Recovery Grant** must agree to receive and participate in the **Resiliency Grant**.

The **Recovery Grant** is direct financial assistance in the form of a one-time payment up to \$15,000 available to eligible businesses and can be used for working capital expenses. Funds are available to eligible businesses based on its 2022 gross income (as reported on its 2022 business tax return) and other factors. A **\$5,000 Recovery Grant** is available for eligible applicants that had gross business revenues up to \$150,000 in 2022. A **\$10,000 Recovery Grant** is available for eligible applicants that had gross business revenues between \$150,001 and \$1,000,000 in 2022. A **\$15,000 Recovery Grant** is available for eligible applicants that had gross business revenues between \$1,000,001 and \$5,000,000 in 2022. Recipients of a **Recovery Grant** must agree to receive and participate in the **Resiliency Grant**.

The **Resiliency Grant** covers the cost of professional business support, advice, counseling, training and technical assistance (TA) services including:

- Business plan writing
- Website development
- Financial readiness
- Business management training
- Marketing and advertising expertise
- Disaster mitigation planning
- Legal, accounting and many more topics

Businesses eligible for the **Resiliency Grant** can be in the startup stage or growth stage. See the program FAQ (CityofIrving.org/SmallBizGrant-FAQ) for a definition of each stage. Selected applicants will work with a Lead Service Provider (LSP) who will review the application submission, conduct an intake session, recommend services tailored to the business' needs and pair the business with one or more Support Service Providers (SSP). The LSP will share an initial evaluation with the business, after which they will agree on a service plan, which will be included in the grant agreement. Businesses participating in the **Resiliency Grant** are expected to meet with their assigned LSP and SSP as required, complete all assignments on time and reach all milestones to fully execute their service plan. Sessions with service providers may be virtual and/or in person.

ELIGIBILITY CRITERIA:

To qualify for the **Resiliency Grant**, an applicant must:

1. Be the principal of the applicant entity. A principal is the majority owner of the applicant entity. An applicant entity is the legal business applying for the program.
2. Be a small business owner currently **operating within the City of Irving, Texas**. Businesses that have ceased operations are ineligible.
3. Be an eligible private for-profit business. Nonprofits are ineligible. See the program FAQ (CityofIrving.org/SmallBizGrant-FAQ) for a full list of ineligible businesses.
4. Have 100 full-time equivalent (FTE) W-2 employees or less. See the program FAQ (CityofIrving.org/SmallBizGrant-FAQ) for a definition of W-2 employees.
5. Have gross business revenues not more than \$5,000,000 in 2022.
6. Certify and demonstrate they experienced economic hardship due to the COVID-19 public health emergency such as lost revenue, decline in profits or increased costs, challenges covering payroll and costs to retain employees, maintenance of existing equipment and facilities such as rent, leases, mortgages, utilities or other operating costs, the capacity of a small business to weather financial hardships, and other general financial insecurity resulting from the public health emergency.
7. Not be in default or arrears on past or current federal, state, or local financing or funding programs.
8. Not be in current litigation with, or have any conflict of interest with, the City of Irving, Texas, or the third-party administrator (NDC).

To qualify for the **Recovery Grant (financial assistance)**, an applicant must:

9. Meet all the Resiliency Grant eligibility requirements.
10. Have been in operation in Irving, Texas prior to **January 1, 2020**. There is no minimum business age requirement for the **Resiliency Grant**.
11. Commit to actively participate in the **Resiliency Grant (TA)** program.

REQUIRED DOCUMENTS: The following documents will be required to submit a complete *Small Business Recovery and Resiliency Program* application. Incomplete applications may not be considered. All files must be in PDF format.

- 2019 federal business tax return for the applicant entity. All pages and schedules of the return are required. This document is not required if the applicant entity was not in operation in 2019.
- 2020 federal business tax return for the applicant entity. All pages and schedules of the return are required. This document is not required if the applicant entity was not in operation in 2020.
- 2021 federal business tax return for the applicant entity. All pages and schedules of the return are required. This document is not required if the applicant entity was not in operation in 2021.
- 2022 federal business tax return or proof of extension along with complete 2022 profit and loss statement for the applicant entity. All pages and schedules of the return are required. This documentation is not required if the applicant entity was not in operation in 2022.
- 2023 profit and loss statement (year to date)
- Employer withholding tax return from the IRS called Form 941, Employer's Quarterly Federal Tax Return. Form 941 from the quarter ending 12/31/2022 is required if the applicant entity had W-2 employees the last quarter of 2022 and a recent payroll summary.
- Current business bank statement for the applicant entity. The bank logo, date of statement, name of bank account and mailing address must be legible.
- Organizational documents, also known as business formation documents, such as articles of incorporation or certificate of organization. A sole proprietor should provide their doing business as (DBA) certificate filed with Dallas County. Applicants who conduct business as themselves using their legal name must provide a signed document stating such.
- Valid government-issued photo ID for every owner with 20% or more interest in the applicant entity.
- Commitment to participate in the **Resiliency Grant (TA)** program.
- Execute a grant agreement and other documents necessary for funding.

DUPLICATION OF BENEFITS TEST: One requirement to determine eligibility for federal funds is to ensure that there are adequate procedures in place to prevent any duplication of benefits. A duplication of benefits (DOB) occurs when a business or other entity receives financial assistance from multiple sources for the same purpose covering the same time period, and the total assistance received for that purpose is more than the total need for assistance. Applicants must provide an account of all financial assistance to be considered.

ELIGIBLE USE OF RECOVERY GRANT PROCEEDS: Eligible uses of **Recovery Grant** proceeds include working capital to mitigate the economic and financial hardships caused by COVID-19 such as the purchase of inventory/supplies, rent, utilities (not water), lease or purchase of equipment, operating and emergency maintenance, etc. Eligible uses of **Resiliency Grant** proceeds include costs of professional business support, advice, counseling, training and technical assistance (TA) as outlined in a tailored service plan for the applicant entity.

HOW TO APPLY: Eligible applicants can make full application at [CityofIrving.org/SmallBizGrant](https://www.cityofirving.org/SmallBizGrant). Applications and required documentation will be reviewed by NDC in accordance with these program guidelines.

Applicants will receive an email from recoveryresiliency@ndconline.org indicating approval or denial. **Recovery Grant** funds will be wired to the approved applicant. **Resiliency Funds** will be wired to the service provider.

Incomplete applications may not be reviewed. Applicants needing assistance can call **972-957-5162** or email recoveryresiliency@ndconline.org.

*Portions of the funding from these programs may contain an agreement to retain or create at least one low to moderate income job.

**The program is funded by federal Community Development Block Grant CARES Act (CDBG-CV) and American Rescue Plan Act funds (ARPA). Applicants who qualify for a grant must comply with CDBG-CV or ARPA requirements and shall execute an agreement specifying such.