

**American Rescue Plan Act (ARPA)  
Fort Bend County  
Small Business Emergency Assistance Grant Program  
(FY2021/2022)  
Guidelines**

The American Rescue Plan Act (ARPA) Grant Program has seen significant interest in providing small businesses a supplemental grant award. Fort Bend County, as of December 31, 2021, has allocated over \$6 Million for approximately 567 businesses.

The Project Management team has proposed the following draft outline and eligibility plan for implementation, administration and meeting the spending deadline of December 31, 2022, for the funds.

Grant Level	2020 Revenue	Grant Award
Level 1	\$25,000 - \$100,000	\$ 5,000.00
Level 2	\$100,001 - \$2,000,000	\$ 15,000.00
Level 3	\$2,000,001 - \$5,000,000	\$ 25,000.00

1. Supplemental Grant Awards will be available for small business applicants who received their initial ARPA grant payment (in accordance with County payment records) and have exhausted all funds and provided all eligible receipts of approved expenditures from the first payment.
2. The Supplemental Grant Awards will be issued in the previously awarded grant amount provided to the applicant. All awards would be approved pending the following:
  - Applicants have exhausted all of their award funds from the 1<sup>st</sup> allocation; and
  - Their recertification information is approved and meets all criteria (i.e. continued decrease in revenue, good standing, etc.)
3. A Recertification form will be required and reviewed for completeness and compliance with the grant eligibility standards and process. Applicants will submit an updated, signed and notarized profit and loss statement and/or a submitted 2021 business tax return. Applicants must continue to be in good standing with state of Texas.
4. Receipts and documentation for all eligible expenditures must be submitted for audit purposes within three (3) months of loan disbursement or funds. Funds dispersed that are not documented or deemed inappropriate uses of the funds, would need to be repaid within 30 days of notice of ineligibility.

The expectation is that the business would remain operational in Fort Bend County through December 31, 2022, and significantly beyond.

5. March 31, 2022, would be the application deadline for the Supplemental Grant Award for the Small Business Emergency Assistance Grant Program.

#### Grant Award Eligible Expenses

- Commercial building Lease(s) or Mortgage(s)
- Employee Payroll and/or Owner Distribution or Draw
- PPE (face masks, hand sanitizers, temperature meters; cleaners)
- Updates to existing facilities for social distancing and to prevent the spread of COVID-19 (i.e., plexiglass dividers, approved HEPA filters; outdoor seating; etc)
- Direct Advertising expenses for re-opening and COVID-19 CDC guidelines (i.e., posting of flyers, local market advertisement; paid social media)

#### Documentation of Eligible Expenditures

- Commercial Building Lease or Mortgage that is active and fully executed.
- Payroll from a payroll service our accounting system.
- Business Owner Distribution, equity/personal draws from business account to personal account and documented on the transaction as such.
- Checks that are clearly listed as "payroll" on the front of the check and deposit/cancelled check.
- Receipts that are clear and itemized and have the payment information displayed.
- Copies/photos of all advertisement and itemized paid receipts to vendor.

#### Other Considerations/Guidelines

6. Supplemental Grant Awards will be available for small business applicants that are between \$25,000 - \$5,000,000 in annual revenue, based upon their 2021 Tax Return, Notarized P&L statement or CPA letter.
7. Businesses who have not filed a 2021 tax return must submit an audited profit and loss statement for 2021. If the profit and loss statement is not audited, the applicant will need to have it affirmed and notarized by a CPA or the preparer. They will also need to provide 2 years of submitted Tax Returns to match in the small business name.
  - The business will be required to submit their 2022 business tax return or Schedule C (with full 1040) once submitted to the IRS to validate business revenue.