

Tarrant County Small Business Assistance Grant

Application Overview and Tutorial

The Small Business Grant Information and Application can be accessed from the main page on Tarrant County's website under "Trending" at TarrantCounty.com or directly at <http://smallbusiness.tarrantcounty.com> The applicant will click the Apply Now button to apply.

Once on the application page, the first time an applicant enters the system they Sign Up for an Account, by clicking "Sign Up" under NEED AN ACCOUNT?

The screenshot shows a web browser window with the URL https://webportalapp.com/sp/login/tarrant_county_sbag. The page features the Tarrant County Seal at the top center. Below the seal, there are two main sections: "Sign In/Sign Up Instructions" and "Sign In".

Sign In/Sign Up Instructions:

- For New Users:** By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.
- For Returning Users:** Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

Sign In:

Email:

Password:

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

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[Privacy Terms](#)

The applicant will sign in with their email address and a unique password. Applicants will need to write down this email and password in order to go back to access their application at a later time if needed.

The screenshot shows the same web browser window, but the URL is https://webportalapp.com/sp/signup/tarrant_county_sbag. The page features the Tarrant County Seal at the top center. Below the seal, there are two main sections: "Sign In/Sign Up Instructions" and "Sign Up".

Sign In/Sign Up Instructions:

- For New Users:** By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.
- For Returning Users:** Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

Sign Up:

Enter an email address and choose a password to create a new account.

Email:

Password:

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password:

Passwords must match

[Sign Up](#)

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Once logged on, the applicant will be directed to create their Business Profile by clicking on the Create a Profile to Get Started bar. Applicant will complete the Business information requested. No PO Boxes are allowed for Business Location Address.

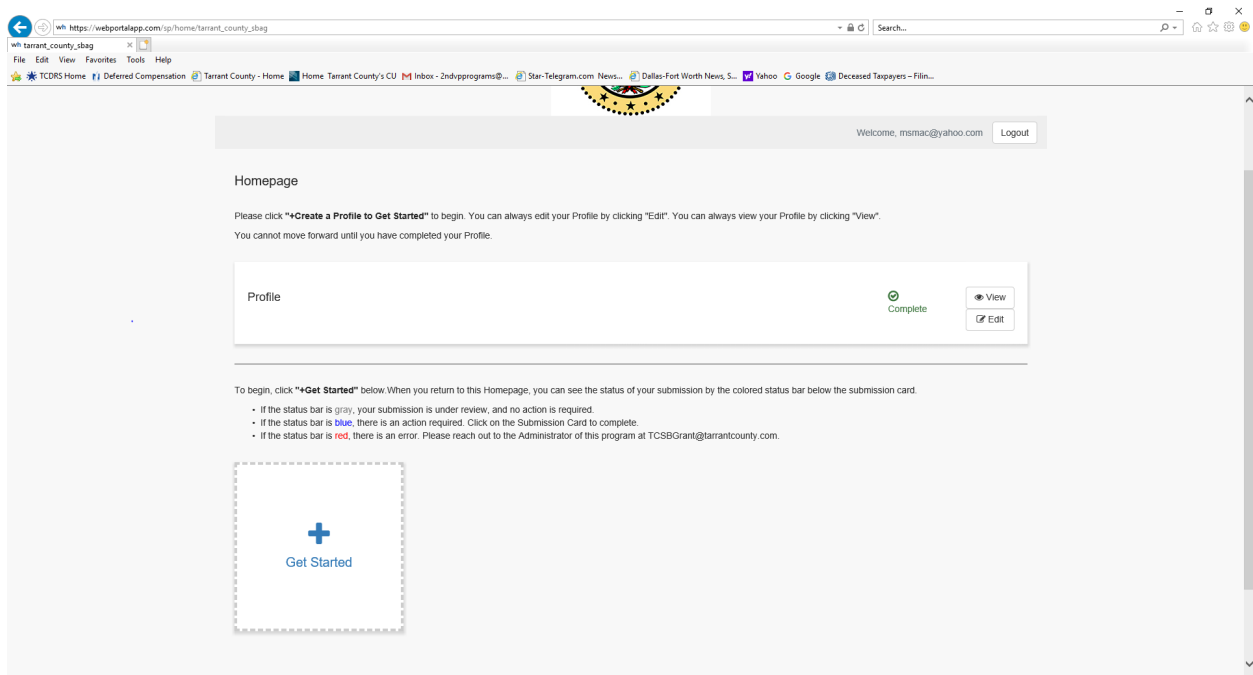
The screenshot shows a web browser window with the URL https://webportalapp.com/sp/profile_input/tarrant_county_sbtag. The page header includes a navigation bar with links like "Tarrant County - Home", "Home Tarrant County's CU", "Inbox - 2ndyrprograms@...", "Star-Telegram.com News...", "Dallas-Fort Worth News, S...", "Yahoo", "Google", and "Deceased Taxpayers - Filin...". A welcome message "Welcome, msmac@yahoo.com" and a "Logout" button are visible. The main content area is titled "Business Profile" and contains several input fields: "Business Name (as shown on tax records) *", "Trade Name/DBA (if different from above)", "Tax ID Number/Social Security Number *", "Primary Business Contact Name (First Name Last Name) *", "Primary Contact Phone *", "Primary Contact Email *", "Secondary Contact Email", and "Business Website (if applicable)". A "Draft" button is located at the top right of the form area.

If Business has a different Mailing Address and clicks “Yes”, a new set of address entry boxes will come up for the applicant to enter their Business Mailing Address. Once complete, click the blue SAVE button.

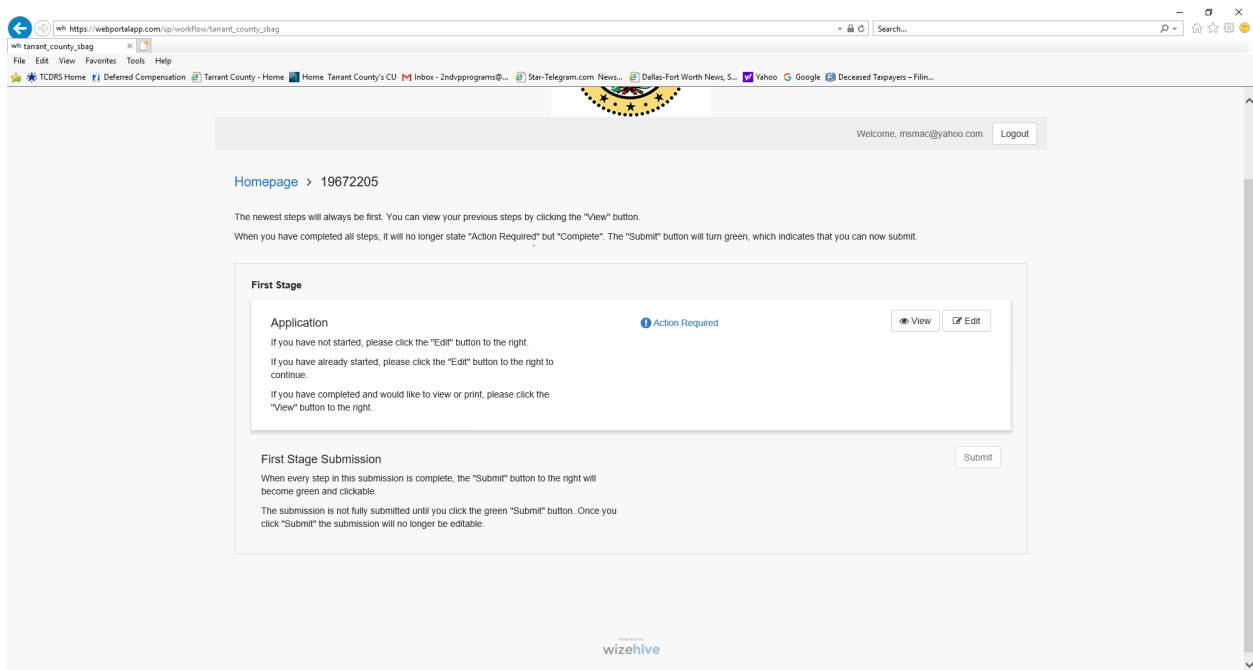
The screenshot shows the same web browser window, but the form has advanced to the "Business Mailing Address" section. It includes a "No PO Box Allowed" warning. The form fields are: "Business Address Line 2", "City *", "State *", "Zip Code *", and a question "Is your mailing address different than your business address?". The "Yes" radio button is selected. Below the question, it says "If yes, list Mailing Address below:" and provides fields for "Address Line 1", "Address Line 2", "City", "State", and "Zip Code". At the bottom right, there are "Save Draft" and "Save" buttons.

Applicant is returned to the Homepage where it will show that the Profile is Complete. Applicant can view and make changes or additions to their Business Profile by clicking View or Edit in the Profile box.

To move on in the application process, the Applicant will click the Get Started box.



To Start the Application, the Application Box will show “Action Required” and the Applicant must click “Edit” to begin the application questions and inserting the application information.



The First Question will ask the Applicant if their business was in operation as of January 1, 2020. If the answer is NO to this question, the message “Thank you for applying. Based on the information you provided you are not eligible for a grant under the program” will appear. This is a hard stop for the application, and the applicant will be asked to log out. If they misread the question and change their answer to Yes, the application will proceed.

The screenshot shows a web browser window with the URL https://webportalapp.com/sp/task_item_primary_input/tarrant_county_sbag. The page header includes the Tarrant County seal and a welcome message for user 'msmac@yahoo.com' with a 'Logout' button. The breadcrumb trail is 'Homepage > 19672205 > Application Input'. Instructions state: 'Please complete all required fields. You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page. When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.'

Application

Was your business in operation as of January 1, 2020? *

☐ Yes

☒ No

Thank you for applying. Based on the information you have provided you are not eligible for a grant under this program

Please log out of the application portal *

Save Draft Save

If the Business was in operation on January 1, 2020, then additional application questions will come up and the Application will proceed. For the question on What City is your Business Physically Located, a drop down box will provide City or Unincorporated Tarrant County.

The screenshot shows the same application portal with the 'Yes' option selected for the business operation question. The following questions are visible:

Application

Was your business in operation as of January 1, 2020? *

☒ Yes

☐ No

In what city is your business physically located? *

Indicate city name or unincorporated area

Name of Business Owner(s) *

First Name Last Name

Percent of Ownership

Is the business 51% or more Minority, Women or Veteran owned? *

☐ Yes

☐ No

Type of Business (Select from business category below) *

Federal Tax Classification of person on Form W-9; line 1 (Select from category below) *

How many total Full-Time Equivalent (FTE) employees did you employ on March 1, 2020?

Part-time employees are those that work less than 30 hours per week. Your FTE number = (Total average of hours worked per week by part-time employees/30+Number of full-time employees; A sole proprietor counts as 1 FTE employee.

The Applicant will provide the Business Owner name and provide that person's percentage ownership of the business. If 100%, the applicant will move forward to next question. If less than 100%, a box asking how many additional co-owners there are will appear, along with boxes for additional owners names and percentage ownership.

Application

Was your business in operation as of January 1, 2020? *

☒ Yes
☐ No

In what city is your business physically located?

Arlington

Indicate city name or unincorporated area

Name of Business Owner(s) *

Mary Mac

First Name Last Name

Percent of Ownership

50

How many additional co-owners?

2

If no additional owners proceed to the next question.

1. Co-Owner name

Percent of Ownership

2. Co-Owner name

Percent of Ownership

Is the business 51% or more Minority, Women or Veteran owned? *

☐ Yes
☐ No

The Applicant will check if they are 51% Minority, Women, or Veteran owned. They will then choose from a drop down box as to the type of business they have (ie. retail, restaurant, etc) and then choose from a drop down box as to the Tax Classification of their business (sole proprietorship, LLC, etc.). They will then enter information on their Full Time Equivalent (FTE) employees (whole numbers only). If FTE as of March 1st is greater than 25, a message will pop up that the Business is ineligible, and the application will be asked to log out. Applicant can correct their numbers and move forward if actual FTE's are 25 or less.

Percent of Ownership

100

Is the business 51% or more Minority, Women or Veteran owned? *

☒ Yes
☐ No

Type of Business (Select from business category below) *

Maintenance/Repair (car, appliance, other)

Federal Tax Classification of person on Form W-9; line 1 (Select from category below) *

Individual/Sole Proprietor

How many total Full-Time Equivalent (FTE) employees did you employ on March 1, 2020?

4

Part-time employees are those that work less than 30 hours per week. Your FTE number = (Total average of hours worked per week by part-time employees/30+Number of full-time employees. A sole proprietor counts as 1 FTE employee.

How many were full-time (30 or more hours per week)? *

2

How many were part-time (less than 30 hours per week)? *

4

How many total Full-Time Equivalent (FTE) employees do you CURRENTLY employ? *

2

How many are full-time (30 or more hours per week)? *

2

How many are part-time (less than 30 hours per week)? *

0

Was your business closed or partially closed due to the COVID-19 pandemic public health emergency? *

Reduced operating hours, staff, workload, or limited service (to-go, take-out, delivery only) are considered partially closed.

☐ Yes
☐ No

After entering FTE information, the Applicant will be asked if their business was closed or partially closed due to COVID-19. If they answer, NO, this is another hard stop and the ineligible message will appear. If the answer is yes, the next question will populate.

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wh tarrant_county_sbag

File Edit View Favorites Tools Help

TCDRS Home Deferred Compensation Tarrant County - Home Home Tarrant County's CU Inbox - 2ndyprograms@... Star-Telegram.com News... Dallas-Fort Worth News, S... Yahoo Google Deceased Taxpayers - Filin...

4

Part-time employees are those that work less than 30 hours per week. Your FTE number = (Total average of hours worked per week by part-time employees/30)*Number of full-time employees. A sole proprietor counts as 1 FTE employee.

How many were full-time (30 or more hours per week)? *

2

How many were part-time (less than 30 hours per week)? *

4

How many total Full-Time Equivalent (FTE) employees do you CURRENTLY employ? *

2

How many are full-time (30 or more hours per week)? *

2

How many are part-time (less than 30 hours per week)? *

0

Was your business closed or partially closed due to the COVID-19 pandemic public health emergency? *

Reduced operating hours, staff, workload, or limited service (to-go, take-out, delivery only) are considered partially closed.

☐ Yes

☒ No

Thank you for applying. Based on the information you have provided you are not eligible for a grant under this program.

Please log out of the application portal *

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Save Draft Save

Next, the Applicant will be asked if their business experienced a business interruption and/or incurred costs due to closure or partial closure of business since March 1, 2020 because of the COVID-19 public health emergency. If they answer, NO, this is another hard stop and the ineligible message will appear and they will be asked to log out. If the answer is yes, they will be able to begin entering the required financial information.

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0

Was your business closed or partially closed due to the COVID-19 pandemic public health emergency? *

Reduced operating hours, staff, workload, or limited service (to-go, take-out, delivery only) are considered partially closed.

☒ Yes

☐ No

Has your business experienced a business interruption and/or incurred costs due to closure or partial closure of business since March 1, 2020 because of the COVID-19 public health emergency? *

☒ Yes

☐ No

Provide Monthly Revenue, Payroll/Owner Compensation and Fixed Expenses for the Months of January 2020 - May 2020 as follows:

For Payroll/Owner Compensation – Include costs only up to \$100,000/employee, including gross payroll, retirement costs and health insurance costs; Sole Proprietor, Partnership, C Corporation and S Corporation applicants can use the calculated average monthly amount from their 2018 or 2019 Schedule C and Form 1040, Form 1065, Form 1120, or Form 1120S for Owner Compensation of Draw incurred by not paid, less any unemployment benefits

For Expenses – Include facility rent/lease payment, rent/lease of existing business equipment, payment of existing business-related loans for equipment, vehicles and/or real property, utilities and other expenses (excluding costs associated with your personal residence). Deferred expenses for facility and equipment rent/lease/loan are allowed under the program guidelines. Payments or escrow for property, sales or other taxes cannot be included.

For Other Expenses – Include contract labor, supplier payments, new or expanded technology applications and Wi-Fi services, cost of critical business operations (raw materials, inventory spoilage, etc. payments), PPE and sanitation supplies and equipment, and interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence).

Do not leave fields blank. If you have nothing to report enter '0'.

	Jan	Feb	March	April	May
Business Revenue	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value
Payroll/Owner Comp	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value	\$ <input type="text"/> add '0' if no value
Facility Rent/lease/loan	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

All fields in the financial spreadsheet must be complete. If no value, applicant must put in Zero (0). A description of what the business applicant can include in Payroll, Expenses, and Other expenses is provided in the application and shown below:

***For Payroll/Owner Compensation** - Include costs only up to \$100,000/employee, including gross payroll, retirement costs and health insurance costs; Sole Proprietor, Partnership, C Corporation and S Corporation applicants can use the calculated average monthly amount from their 2018 or 2019 Schedule C and Form 1040, Form 1065, Form 1120, or Form 1120S for Owner Compensation or Draw incurred but not paid, less any unemployment benefits.

***For Expenses** – Include facility rent/lease payment, rent/lease of existing business equipment, payment of existing business-related loans for equipment, vehicles and/or real property, utilities and other expenses **(excluding costs associated with your personal residence). Payments or escrow for property, sales or other taxes cannot be included.**

***For Other Expenses** – Include contract labor, supplier payments, new or expanded technology applications and Wi-Fi services, cost of critical business operations (raw materials, inventory spoilage, etc. payments), PPE and sanitation supplies and equipment, and interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence). **NOTE: Other Expenses are limited to COVID-Related costs that occurred, not other normal non-fixed costs of doing business.**

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inventory spoilage, etc. payments), PPE and sanitation supplies and equipment, and interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence).

Do not leave fields blank. If you have nothing to report enter '0'.

	Jan	Feb	March	April	May
Business Revenue	\$ 10,000 add '0' if no value	\$ 10,000 add '0' if no value	\$ 9,000 add '0' if no value	\$ 6,000 add '0' if no value	\$ 6,000 add '0' if no value
Payroll/Owner Comp	\$ 4,000 add '0' if no value	\$ 4,000 add '0' if no value	\$ 3,000 add '0' if no value	\$ 3,000 add '0' if no value	\$ 3,000 add '0' if no value
Facility Rent/Lease/Loan	\$ 1,200 add '0' if no value	\$ 1,200 add '0' if no value	\$ 1,200 add '0' if no value	\$ 1,200 add '0' if no value	\$ 1,200 add '0' if no value
Equip Rent/Lease/Loan	\$ 500.00 add '0' if no value	\$ 500.00 add '0' if no value	\$ 500.00 add '0' if no value	\$ 500.00 add '0' if no value	\$ 500.00 add '0' if no value
Utilities	\$ 200.00 add '0' if no value	\$ 200.00 add '0' if no value	\$ 200.00 add '0' if no value	\$ 200.00 add '0' if no value	\$ 200.00 add '0' if no value
Other (Expense Name)	\$ 0.00 add '0' if no value	\$ 0.00 add '0' if no value	\$ 0.00 add '0' if no value	\$ 300.00 add '0' if no value	\$ 300.00 add '0' if no value
PPE					

After entering all financial information, the Net Profit/Loss will be calculated for each Month (Jan-May 2020) and Box A will provide the average Net Profit/Loss for Jan-March 2020, and Box B will provide the average Net Profit/Loss for April-May 2020. The business must show a reduction in Net Profit/Loss in April-May to be eligible for a grant. The applicant will be asked to report if Box B is less than Box A – Yes or No.

Utilities: \$ 200.00, \$ 200.00, \$ 200.00, \$ 200.00, \$ 200.00

Other (Expense Name): PPE, \$ 0.00, \$ 0.00, \$ 0.00, \$ 300.00, \$ 300.00

Other (Expense Name): Website Technology, \$ 0.00, \$ 0.00, \$ 150.00, \$ 250.00, \$ 250.00

Net Profit/Loss: 4100, 4100, 3950, 550, 550

Box A: 4050 (Average Net Profit for Jan-March)

Box B: 550 (Average Net Profit for April & May)

Is the number in box 'B' (April and May avg. net profit) less than the number in box 'A' (Jan/Feb/Mar avg. net profit)?

☒ Yes

☐ No

You are required to provide the following for Financial Documentation:

The applicant will then be asked if they received any Federal, State or Local grants or insurance due to COVID-19. If answer is NO, they proceed. If answer is YES, they will be asked to acknowledge that the grant funds will not be used for the same costs covered by other grant/loan funds. They MUST acknowledge this or the application will not be allowed to be completed.

You are required to provide the following for Financial Documentation:

Payroll Documentation (1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support.)

Expense Documentation (Bank statements for January 2020 through May 2020, Credit Card statements January 2020 through May 2020). If expenses are not shown in bank or credit card statement(s), provide receipts of cash or other payments.

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration.

All expense items must be highlighted on all statements. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Has your business received any Federal, State or other grants, loans or business interruption insurance to assist with costs of business interruption due to the COVID-19 public health emergency? (eg. SBA Economic Injury Disaster Loan/Grant, Payroll Protection Program Loan, local grant, etc.)

☐ Yes

☐ No

Document Uploads**The Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):**

Government Identification for person authorized to submit application on behalf of the business (One (1) required – Driver's License, Passport, or other Government Issued ID)

+ Select a file

Form W-9

+ Select a file

Payroll Documentation - 1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support. *

+ Select a file

Add Additional Payroll Documents?

☐ Yes

Expense Documentation - Bank Statements for January 1 – May 31, 2020 (with all applicable Expense items **highlighted in all statements.***) If Expense payments are not

The applicant will then begin upload of their Documentation. **All documentation MUST be in .pdf format.** It will not allow another format. Each required documentation section must have at least one file uploaded in order for the application to proceed with completion. Only one upload field is available for the Government ID, and for the Form W-9 (these must be scanned as one file each). Payroll documentation is limited to 3 file uploads, and Expense Documentation is limited to 10 file uploads. The applicant will click “Yes” to “Add Additional Documents” in order for an additional “Select a File” upload box to appear. There is no limit on file size.

Document Uploads**The Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):**

Government Identification for person authorized to submit application on behalf of the business (One (1) required – Driver's License, Passport, or other Government Issued ID) *

+ Select a file

Form W-9 *

+ Select a file

Payroll Documentation - 1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support. *

+ Select a file

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☒ Yes

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+ Select a file

Add Additional Payroll Documents?

☐ Yes

Expense Documentation - Bank Statements for January 1 – May 31, 2020 (with all applicable Expense items **highlighted in all statements.***) If Expense payments are not shown in the Bank Statement, provide Credit Card statements, or Receipts of cash or other payments (with all applicable Expense items **highlighted in all statements.***) *

+ Select a file

Add Additional Expense Documents?

☒ Yes

Additional Expense Documentation - Bank Statements for January 1 – May 31, 2020 (with all applicable Expense items highlighted in all statements.)

+ Select a file

Add Additional Expense Documents?

Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support. *

Expense Documentation (Bank statements for January 2020 through May 2020, Credit Card statements January 2020 through May 2020). If expenses are not shown in bank or credit card statement(s), provide receipts of cash or other payments.

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration.

All expense items must be highlighted on all statements. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Has your business received any Federal, State or other grants, loans or business interruption insurance to assist with costs of business interruption due to the COVID-19 public health emergency? (eg. SBA Economic Injury Disaster Loan/Grant, Payroll Protection Program Loan, local grant, etc.) *

☐ Yes

☐ No

If yes, do you acknowledge that grant funds received under the Tarrant County Small Business Assistance Program will not be used for the same costs covered by other Federal grants or loans, local grants, or business interruption insurance payments your business has received (i.e. PPP, SBA EIDL, other federal or local program funds)? *

☒ Yes

Document Uploads**The Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):**

Government Identification for person authorized to submit application on behalf of the business (One (1) required – Driver's License, Passport, or other Government Issued ID) *

+ Select a file 2019 TxTrust 1099-Int.pdf

Form W-9 *

+ Select a file VPPProgramsReceipt4.pdf

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+ Select a file Keller Chamber Services Agreement.pdf

Add Additional Payroll Documents?

☐ Yes

Expense Documentation - Bank Statements for January 1 – May 31, 2020 (with all applicable Expense items **highlighted in all statements.***) If Expense payments are not shown in the Bank Statement, provide Credit Card statements, or Receipts of cash or other payments (with all applicable Expense items **highlighted in all statements.***) *

Document UploadsThe Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):****

****Government Identification for person authorized to submit application on behalf of the business** (One (1) required – Driver's License, Passport, or other Government Issued ID) ***

+ Select a file 2019 TxTrust 1099-Int.pdf

****Form W-9** ***

+ Select a file VProgramsReceipt4.pdf

****Payroll Documentation** - 1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid.If unemployment benefits were included in Payroll-Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support. ***

+ Select a file Keller Chamber Services Agreement.pdf

Add Additional Payroll Documents?

☐ Yes

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+ Select a file

Add Additional Expense Documents?

☐ Yes

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Grant Funding Determination:

Grant funding eligibility and grant reimbursement amount will be determined based on the financial and other information provided in this application, along with the required documentation.

To establish grant eligibility, business must show a reduction in Net Profit or an increased Loss when April and May 2020 is compared to January through March 2020 Net Profit/Loss.

The amount eligible for reimbursement by the Grant is the total actual costs for April and May 2020 plus the calculated average owner's compensation or partnership draw incurred but not paid.

The dollar amount of individual grants will be determined by the information provided, the number of eligible grant applications received, and the funding pool available, with no individual grant being more than \$10,000.

After upload of documents, the Applicant will proceed to the Certification boxes. If applicants are being helped with application input, **Applicants must complete these boxes themselves**, as they are attesting and certifying to specific information. If an applicant check NO to any of the boxes under the Certification, they will be ineligible and the same ineligible wording, and log out information will appear. They do have the option to change their answer and move forward.

If an Applicant's earlier answer regarding being 51% Minority, Woman or Veteran Owned, does not match with the answer in the Certification box for M/W/V ownership, the applicant will be prompted to review their responses.

ineligible for funding consideration.

Grant Funding Determination:

Grant funding eligibility and grant reimbursement amount will be determined based on the financial and other information provided in this application, along with the required documentation.

To establish grant eligibility, business must show a reduction in Net Profit or an increased Loss when April and May 2020 is compared to January through March 2020 Net Profit/Loss.

The amount eligible for reimbursement by the Grant is the total actual costs for April and May 2020 plus the calculated average owner's compensation or partnership draw incurred but not paid.

The dollar amount of individual grants will be determined by the information provided, the number of eligible grant applications received, and the funding pool available, with no individual grant being more than \$10,000.

Certification By Signature Below That: I certify that I am legally authorized to submit this application and the required documentation on behalf of the business named herein and the information and the statements that I have provided herein are truthful and accurate. I further certify that this business does not have delinquent 2018 or prior year ad valorem taxes, tax liens or judgments. I understand the information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and Tarrant County Small Business Assistance Program guidelines and, by submitting this application, I agree to comply with such guidelines and I understand and affirm that any funds awarded under the Tarrant County Small Business Assistance Program were expended or incurred as set forth in the program guidelines as a Types of Allowable Expense and are subject to audit, in addition to any other civil or criminal remedy or penalty that may be enforced against me, such funds must be forfeited and be immediately returned to Tarrant County and, further, I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United States Code or under state law.

☒ Yes
☐ No

I attest that the business named herein has 51% or more Minority, Woman, or Veteran ownership of said business. *

☐ Yes
☒ No

Please review your response to the question "Is the business 51% or more Minority, Women or Veteran owned?"

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File Edit View Favorites Tools Help

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☒ Yes
☐ No

I attest that the business named herein has 51% or more Minority, Woman, or Veteran ownership of said business. *

☒ Yes
☐ No

I attest that an owner with 20% or more equity ownership has not been incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years. *

☐ Yes
☒ No

Thank you for applying. Based on the information you have provided you are not eligible for a grant under this program.

Please log out of the application portal *

Saved at 9:16:11 AM

Save Draft Save

After completion of the Certification boxes, the applicant can click SAVE. (Note, the applicant can “Save Draft” and return to work on the application at any time). If there are fields left empty when the Applicant hits “Save” it will not allow the process to move forward and will take the applicant to the missing fields. In the Example below, a question was left unanswered and Documentation was not uploaded for a required area.

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File Edit View Favorites Tools Help

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Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration.

All expense items must be highlighted on all statements. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Has your business received any Federal, State or other grants, loans or business interruption insurance to assist with costs of business interruption due to the COVID-19 public health emergency? (eg. SBA Economic Injury Disaster Loan/Grant, Payroll Protection Program Loan, local grant, etc.) *

This field is required

☐ Yes
☐ No

Document UploadsThe Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):****

Government Identification for person authorized to submit application on behalf of the business (One (1) required – Driver's License, Passport, or other Government Issued ID) *

+ Select a file 2019 TxTrust 1099-Int.pdf

Form W-9 *

+ Select a file VProgramsReceipt4.pdf

Payroll Documentation - 1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid.If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support. *

+ Select a file Keller Chamber Services Agreement.pdf

Add Additional Payroll Documents?

☐ Yes

Expense Documentation - Bank Statements for January 1 – May 31, 2020 (with all applicable Expense items “highlighted in all statements.”) If Expense payments are not shown in the Bank Statement, provide Credit Card statements, or Receipts of cash or other payments (with all applicable Expense items “highlighted in all statements.”) *

This field is required

+ Select a file

Add Additional Expense Documents?

☐ Yes

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be

Once the Applicant has completed the application and hit “SAVE” they will be returned to the Home Screen. At this point they can View and/or Edit their Application, or Log Out and return to complete the application later.

The screenshot shows a web browser window with the URL https://webportalapp.com/sp/workflow/tarrant_county_sbag. The page features the Tarrant County Seal at the top center. Below the seal, a navigation bar includes the text "Welcome, msmac@yahoo.com" and a "Logout" button. The main content area displays the breadcrumb "Homepage > 19672205". A message states: "The newest steps will always be first. You can view your previous steps by clicking the 'View' button. When you have completed all steps, it will no longer state 'Action Required' but 'Complete'. The 'Submit' button will turn green, which indicates that you can now submit."

First Stage

Application Complete View Edit

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

First Stage Submission Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

If the Applicant is ready to submit their Completed Application they can click the “SUBMIT” button. **NOTE: Once the applicant has hit SUBMIT they cannot change or edit their application.** If there is an error, they are not able to submit a second application as the program will not allow duplicates. For an issue after SUBMITTAL, applicant can send an email with explanation and their Application Number to TCSBGrant@tarrantcounty.com (Applicant can log in to View completed Application and get App #)

Once submitted, the applicant is encouraged to Print their submitted document. For application problems or questions not addressed, please contact Tarrant County Administrator’s Office at 817-885-1267 or the email address above.

This screenshot is similar to the previous one, showing the same application portal. However, the "Submit" button is now green and labeled "This has been submitted." The "First Stage Submission" section now displays a confirmation message: "Thank you for your submission. Your application has been received."

First Stage

Application View Edit

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

First Stage Submission This has been submitted.

Thank you for your submission. Your application has been received.