



Missouri City Small Business Lease/Mortgage Assistance Grant Program Frequently Asked Questions (FAQs) rev 11.18.2020

1. Is this for Missouri City Businesses only?
A: Yes, this program is for small businesses located with the Missouri city jurisdiction.
2. Can non-profits apply?
A: This program is for for-profit small businesses only.
3. Can churches apply?
A: Non-profits are not eligible as this program is for for-profit small businesses.
4. Where do I apply?
A: The on-line application will be available on Sunday, October 11th at 12:00pm at www.missouricitytx.gov
5. Is there a max grant amount I can receive?
A: Yes, up to \$20,000,00. This is based upon your monthly lease or mortgage statement.
6. Is the program for multiple months?

A: The program is for monthly lease and mortgage payments until all funds have been expended or until December 30, 2020. If there are any funds remaining, they will be allocated monthly based upon recertification of need.
7. Is there a priority to receive the funds?
A: Funds will be provided on first-come, first-served basis. We encourage you to apply as soon as the online portal opens at www.missouricitytx.gov
8. Can I apply through my bank?
A: No, you will apply on-line www.missouricitytx.gov
9. Is this open to self-employed or sole proprietors?
A: Yes, however you must have filed a Schedule C on your IRS federal tax return for 2019 and have an active and valid Texas Franchise Account or license or permit that is current.
10. If I applied for an EIDL but have not received it yet, do I qualify?
A: We encourage you to apply as soon as the program is open and then if you do receive funds from EIDL prior to the funding of the Missouri City Small



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Business Assistance Program you will need to disclose these funds and cannot use EIDL for lease or mortgage expense. Otherwise, you must return the funds to Missouri City.

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

A: The program is designed for small businesses. Independent Contractors may apply if they are established as a business and have at least 1 (one) employee.

12. Is there a credit score requirement?

A: The FICO report is used to determine if the business is in good standing and viable, as the score is only a portion of the evaluation. This is determined by an independent agency and their determination is provided to the City as either "Meets requirement" or "Does not meet requirement" No other information is provided to the City.

13. Is there an annual revenue my business must make?

A: The City has set the criteria that small businesses can apply for the program with 2019 annualized revenue of at least \$25,000 to a maximum of \$5,000,000.

14. Is there a minimum requirement for number of employees to apply?

A: To apply, you must have at least 1 (one) full-time equivalent (FTE) and not to exceed 50 FTEs.

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

A: 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.

16. If I registered my business in Missouri City but my business is located in Houston, can I apply?



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A: Your business must be physically located within the jurisdiction of Missouri City

17. How are FTEs calculated among multiple locations?

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

18. Do other cities or counties have similar programs?

A: Yes, some do, you can search other city or county websites for more information.

19. Is there going to be a second phase that expands the eligibility?

A: Currently, there is no second phase anticipated. If additional funding is made available to Missouri City, then we will be able to determine if the eligibility criteria should be adjusted at that time.

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

A: The business must have been fully operational as of February 15, 2020 and has not permanently closed to qualify.

21. Will you pull personal credit or business credit?

A: A FICO report will be pulled under the Federal Employer Identification Number (FEIN) provided or the Social Security Number (SSN) if a Sole Proprietor. See Question 12.

22. 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?

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

23. Can we view the application on-line prior to Monday?

A: The on-line application will not be available until Sunday, October 11th at 12:00pm. The application is user-friendly. We encourage you to gather your Small Business information and have it available at the time you apply online. These would include the following:



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- 2019 Tax Return
- Certificate of Good Standing or valid license or permit to operate
- Prior month revenues
- A valid government-issued photo ID

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

A: The application is based on the FEIN number or SSN if a sole proprietor that does not have a FEIN. One grant application per FEIN.

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

A: The business must have been operational as of February 15, 2020. However, if there is a definitive demonstration of loss of revenue due to COVID-19 (approximately 25% decline) even though you were not in business in 2019, send in your application and the case worker will review your application for program eligibility.

26. What if I made over \$5M in 2019, but know we will not hit that mark this year due to COVID?

A: We encourage you to apply and you may be able to qualify depending on your specific circumstances, however, 2019 annualized revenue cannot exceed \$5M.

27. If we have over \$5,000,000 in revenue, can we apply?

A: The program is designed for small businesses with revenue of at least \$25,000.00 and no more than \$5,000,000. We suggest that if you need assistance, you contact the Small Business Administration (SBA) to see what programs they may have available.

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

A: 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: [Franchise Account Tax Status](#)



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POST GRANT AWARD

29. I have been approved for a grant award. How long will it take to receive my payment/check?

A: It may take 4-5 weeks from the time you have been approved to receive your grant payment.

30. What are the eligible expenses that the grant funds can be used for?

A: Grants are available to businesses for the following eligible CARES ACT activities:

- Commercial Leases or leaseholds.
- Commercial Mortgages (If the business also owns the building it is operating within); Business lease must be in the name of a 3rd party and not a relative or household member to qualify.

31. How long do we have to use all of the grant money awarded?

A: You have until December 30, 2020 to use all the funds received. Funds can be used for commercial lease or mortgages due in October, November and/or December. These leases or mortgages must have not been reimbursed through any other loan or grant program.

32. How do I submit all required document?

A: You must retain all receipts and payments made to landlord or mortgage company. Keep photocopies of lease and other documentation that will provide evidence of the payment made and received by the lienholder or recipient. Please provide specific, legible and accurate information.

A case manager will contact you prior to the end of the program in December requesting, all documentation and receipts. You must present this information and supporting documentation or return the grant award amount that cannot be supported by complete and eligible expenditures.



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33. Should I send email, or do you an have online form?

A: You will be contacted by a case manager on how to submit your expenditure documentation.

34. When is the last date to submit receipts?

A: The last date to submit is Wednesday, December 30, 2020.

35. What are the acceptable time frame dates for eligible receipts of expenses for the Missouri City Small Business Assistance Grant? If I read correctly expense occurred starting 10/1 are eligible however I do not see an ending date?

A: The time period for eligible lease and mortgage expenditures is October 1st though December 30, 2020.

36. If I applied and was approved for a different commercial lease or mortgage program from another entity, can I still apply for the Missouri City grant?

A: Yes, you can still apply, however, to prevent a duplication of benefits the grant approval coverage cannot be for the same period. (ex. If eligible for one-month of assistance in June 2020 from Fort Bend County for a commercial lease/mortgage grant, a Missouri City Small Business applicant could receive assistance for October 2020 because the coverage periods are not the same.)