Dallas County Emergency Business Assistance Program Overview

Dallas County believes in the power of small business. The goal of the EBAP is to quickly provide eligible small businesses up to $15,000 in emergency financial assistance in the form of a forgiveable loan.

Businesses must meet eligibility requirements, including being located in Dallas County (except the City of Dallas) and demonstrate a decrease in revenue of at least 25% due to COVID-19.

1. Pre-applications will be accepted between June 15 and June 28, 2020.

2. After answering the first 10 questions in the pre-application, you will be notified whether you appear to be eligible for an EBAP loan.

3. If you appear to be eligible for an EBAP loan, you will be required to answer additional questions. If you do not answer all of the questions, your pre-application will not be considered.

4. Late pre-applications will not be accepted.

5. All pre-applications may be completed online at:

   https://www.surveymonkey.com/r/DallasCountyEBAP

6. The pre-application is available in English and Spanish.

7. You may use your smartphone, tablet, or desktop to submit a pre-application.

8. Please attempt to fill out the pre-application online first. If you still have questions about the application, leave a voicemail message at 214-845-7673 or email NTXsmallbiz@ndconline.org. Your message will be returned within one business day.

9. The third-party administrator for the EBAP is the National Development Council (NDC), a national economic development non-profit. You can learn more about NDC and the EBAP here: https://ndconline.org/ntxsmallbiz/

10. Not all eligible businesses will be invited to submit a full loan application. After the pre-application period closes, NDC will use a randomized selection process to select the eligible businesses that will be invited to submit a full application.

Q1. Who is eligible?

Businesses must be physically located and operating in Dallas County, but not in the City of Dallas.

Businesses must have no more than 100 employees as of March 1, 2020 and have an annual gross income of less than $1.5 million in 2019.

Businesses must have been in existence on or before February 1, 2019.

Businesses must have experienced a loss of at least 25% in income since March 1, 2020 due to COVID-19.

Determining eligibility is the first step in the process. Borrowers must comply with all program requirements, including submitting required documentation and signing a promissory note and personal guaranty, in order to receive funding.

Q2. Who is not eligible?

Employees of Dallas County or any board/commission members.

Persons/entities who are a party to a lawsuit against Dallas County.

Persons/entities who have been a party to a contract with Dallas County that has been terminated because of insufficient performance within the past 13 months.

Businesses cannot be a franchise, non-profit, operate as an age-restricted business or receive its primary income from rental/income-producing properties.

Businesses cannot be delinquent in the payment of federal, Dallas County, or local taxes.

Q3. How does the randomized borrower selection process work?

1. All fully-completed pre-applications submitted by eligible applicants between June 15-June 28, 2020 will be included in the randomized borrower selection process.
2. NDC will use the List Randomizer from Random.org to generate a randomly-ordered list of businesses. Businesses that are assigned numbers 1-500 are most likely to be invited to submit a full EBAP loan application.
3. 20% of the businesses selected to move on to the next funding stage will be located in Priority/Strategic Areas and 40% of the businesses selected to move on to the next funding stage will have less than 50 employees. The remaining 40% of businesses will not need to meet either criteria in order to move on.

Q4. Why can't all eligible businesses submit a full EBAP loan application?

Dallas County anticipates that demand for loans will exceed the amount of funding available. A randomized borrower selection process will allow for outcomes that are more equitable than "first come, first serve."

Q5. If I am invited to submit a full loan application, what documents will I be required to submit?

Borrowers who are invited to submit a full loan application will receive a checklist of required documents. Some of those documents include: 2018 & 2019 business and personal tax returns (if 2019 is available), payroll reports, IRS 941 for Q1 2020 or Texas Employer Quarterly Wage Report Form C3 for Q1 2020, monthly profit and loss statements for Q1 2019 and Q1 2020, and borrower certifications, among other documents.

Q6. Is everyone eligible to receive a $15,000 loan? How is the maximum loan calculated?

$15,000 is the maximum loan amount. The actual loan amount (up to $15k) will be based upon the total of
3 months of business:
+ payroll,
+ lease payments,
+ utilities,
+ the renting of existing equipment,
+ the payment of existing business-related loans for equipment, vehicles, and/or real estate,
+ $3000 of restart-up capital.

Q8. What are the eligible uses of funds?

Funds may be used for working capital.

Q9. Can the loan be forgiven?

Yes, if you stay in business for four months and retain 90% of your March 1, 2020 full-time employee count and payroll. One-fourth of the loan is eligible for forgiveness per month.

Q9. How will funding be disbursed and what is the source of the funding?

If NDC determines that the borrower meets all program criteria, the borrower will be asked to sign a promissory note and personal guaranty. Funding will be disbursed within two weeks of the borrower submitting all required documents. The source of funding is federal CARES Act funding; specifically the Coronavirus Relief Fund that allows for small business assistance to reimburse the costs of business interruption caused by required closures related to COVID-19.