



Pflugerville
Cares
Small Business Grant

Phase 2 Program Update



bcl



Program Overview

Local Pflugerville small businesses were offered the opportunity to apply for grant funds up to \$75,000 of emergency relief to be used for business continuity and immediate emergency relief to business interruptions due to COVID-19 pandemic

The following grant amounts were offered:

- Tier 1- Applicants with Sole Proprietor - 14 Full Time Equivalent (FTE) employees may qualify up to \$25,000
- Tier 2- Applicants with 15-40 Full Time Equivalent (FTE) employees may qualify up to \$50,000
- Tier 3- Applicants with > 41 Full Time Equivalent (FTE) employees may qualify up to \$75,000

The application period ran May 15 through June 30, 2022.

All eligibility requirements were verified through application response and documents provided by the business. Ineligible applicants were provided with an opportunity to submit an appeal following their notification of ineligibility.

Program Overview

Eligible Businesses

- For-Profit Business operating since March 1, 2019, and is still in business at the time of application submittal, and intends to remain open indefinitely
- Business located within the City of Pflugerville city limits.
- Must have a Social Security Number (SSN), Employer Identification Number (EIN) or Individual Taxpayer Identification Number (ITIN).
- Must demonstrate a loss of at least 25% of gross income for the period beginning March 3, 2021 through December 31, 2024 due to negative impact related to the COVID-19 pandemic.
- Must have filed business tax returns for tax years, 2019, 2020, and 2021. If taxes have not been filed for 2021, a copy of a filed extension must be provided along with interim financial statement (profit and loss, balance sheet).
- Applicant Business must be current with property taxes and City fees, if not they must have a payment plan in place with County and/or City as of March 3, 2022.

Outreach and Engagement

BCL conducted the following outreach for the Pflugerville Cares Small Business Grant program over the period of May 11, 2022 through June 26, 2022:

Communication and Outreach	Total
Door to Door Business Outreach	247
Emails to Community Partners with Toolkit	57
Social Media Posts	14
Social Media Reaches	14,053
Social Media Engagement	121
Incoming Phone Calls	258
Incoming Emails	187
Outgoing Phone Calls	868
Outgoing Emails	229

During the application period a total of 87 accounts were created in our application system.

- 49 were submitted applications
- 38 were not submitted applications, which consisted of:

Not Submitted Application Detail	
Not Started and/or Test Applications	13
Phase 1 grant recipients	1
Outside of City Limits	11
App Started, did not uploaded required documents	13
Total	38

Application Results

Of the 49 submitted applications it has been determined 22 are eligible to move forward to be processed for funding

Submitted Application Detail	Tier 1 \$25k	Tier 2 \$50k	Tier 3 \$75k	Total Decisions
Approved Applications	22	0	0	22
Unqualified/ Ineligible Applications	20	2	0	22
Undecided (Pending Review or Add. Docs)	5	0	0	5
Total Submitted Applications	47	2	0	49
Recommendation Funding Totals	Tier 1 \$25k	Tier 2 \$50k	Tier 3 \$75k	Total
Initial Recommendation Amount	\$550,000	\$0	\$0	\$550,000
Grant Program Balance				\$370,000
Total Funds Made Available				\$920,000

Ineligible Applicants

Of the 49 submitted applications it has been determined 22 were ineligible and provided information on their decision.

Reasons for Unqualified/Ineligible Determination(s) where:

- 1 Applicant did not start operating until July 2019. The requirement was as of March 3, 2019
- 10 Applicants were located within the City of Pflugerville ETJ, but not city limits, per the City of Pflugerville jurisdiction map.
- 2 Businesses received funding during Phase 1
- 6 Applicants did not show a loss of at least 25% of gross income for the period beginning March 1, 2021, through March 31, 2022 due to negative impact related to the COVID-19 pandemic
 - BCL reviewed tax returns, twelve months of bank statements, profit and loss statements, and communication with accounting staff, bookkeeper(s), and CPA(s) was conducted to validate final determination.
- 3 Applicant did not submit complete applications, specifically required documents to determine eligibility and unresponsive to phone and email requests for additional information.

Next Steps

All approved applicants have been provided with award letters, contracts to be executed, and instructions on how to complete their reimbursement invoices for grant payment processing.

Grant funding must be used for business payroll, rent, mortgage, utility, or COVID mitigation.

- Payments to owner are eligible if periodic draws were in place prior to March 3, 2021.
- Program period/expenditure timeframe is March 3, 2021 – December 31, 2024
- During the program period, proof of payment must be submitted to document eligible use of grant funds
- A business cannot receive a grant larger than their total revenue loss

One Year Performance Reporting

Grantees are expected to make best efforts to keep business operating in Pflugerville for one year from execution of grant agreement. Participation in a one-year follow-up survey will be required of all grantees.

Administration

Program Administration:

- BCL will maintain a dedicated phone number, email, and website presence for the program during the contract period, with instructions for awardees
- BCL will provide technical assistance to awardees for grant invoice preparation and online submission.
- BCL will be responsible for collection of applicant grant invoices, supporting documents, and ensuring awardee expenses are eligibility for funding when submitting to the City of Pflugerville for process.

The BCL of Texas team includes:

Raquel Valdez Sanchez, COO

- Contract Management
- Reporting

Yeraldin Yordi, Senior Project Specialist

- Project management
- Invoicing Technical Assistance

Ashley Ramirez, Project Specialist

- Invoicing Technical Assistance

Contact



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