



PHASE I

Public Purposes – Pursuant to Texas Local Government Code Ch 381 & the CARES Act

- Continuation of Business Operations during declared disaster due to COVID-19 and its impacts
- Retention of jobs of employees of business concern
- Business model adjustments needed to accommodate ongoing practice of social distancing and sanitizing requirements to deter spread of COVID-19 and protect public health

Wilco Forward Small Business Grant Program Overview:

- Program to be called the Wilco Forward Program using the logo created by Small Business Committee
- Total amount for Phase I of the Wilco Forward Program \$25M
- Maximum amount per business up to \$30,000
- Grants will be processed and funded in order received until budgeted funds are exhausted
- Includes for profit and non-profit businesses headquartered and located in Williamson County (excluding ineligible entities listed below).
- Recipients must be a sole proprietor or other small business with 100 or fewer Full Time Equivalents (FTE). Business is expected to maintain consistent total FTEs during the Wilco Forward Program.
- For Eligible Uses incurred from March 27, 2020 to September 30, 2020 (see Eligible Uses below)
- Eligible amount of grant is the **higher** of:
 - 1x the average monthly payroll costs for 2019 (same calculation as PPP, including gross payroll, retirement costs and health insurance costs ; if not in business in 2019, use 2020, through March 15 to calculate average); if sole proprietor can use average monthly amount of 2019 net income or 2020 net income (must have a net profit) **OR**
 - 2x fixed costs (rent, lease or mortgage payment of real and business property, real property taxes, business personal property taxes, and utilities excluding costs of your personal residence) calculated on 2019 monthly average (if not in business in 2019, use 2020, through March 15 to calculate average);
- Amount received will be based on % of closure during COVID-19 Stay Home Stay Safe Order:
 - Business operations completely closed can get 100% of eligible grant
 - Business operations partially closed can get 75% of eligible grant
 - Business operations that stayed open can get 50% of eligible grant
- If owner has more than one business, the owner is eligible for application for up to three businesses (all businesses must be located in Williamson County). Ownership defined as 20% or more. Application will include disclosure of all 20% or more owners.
- Online fill-in Wilco Forward Program Application will be located at www.wilco.org.
- Applications and required documentation will be reviewed by assigned Wilco Auditors based on Commissioners Court approved Wilco Forward Program Guidelines. Applicant will receive an email indicating Wilco Forward Program approval or denial.
- Checks are to be issued to qualifying applicants by Williamson County Accounts Payable. A weekly list will be sent to Commissioners Court for information purposes.
- Deadline for application for Phase I is June 30, 2020.



- Wilco Forward Program Applicant must have no outstanding tax liens or judgments (not including 2019 property taxes).
- Applicant's business must have been active since February 15, 2020

Wilco Forward Program Funds may only be used for the following Eligible Uses:

- Payroll costs for employees
- Contract labor
- Supplier payments
- Rent, lease or mortgage payment (for real property used for business purposes, like storefront or warehouse, excluding personal residence.)
- Rent, lease or purchase payment for business property (e.g., delivery vehicle; food truck; kitchen equipment; technology, payment, and communications systems and equipment)
- New or expanded technology applications and Wi-Fi services
- Utility payments for business properties, excluding personal residence.
- Cost of critical business operations (raw materials, marketing expenses, etc. payments)
- PPE and sanitation supplies and equipment
- Interest on other business debt obligations incurred before February 1, 2020, excluding personal residence.

Documentation required:

- Included with Application - documentation of going concern or business: Secretary of State Texas File number; State of Texas License number; DBA, 2018 or 2019 tax return (return only, schedules not required); Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number
- Signature on Application required:
 - Good Faith Certification as to truth and accuracy of information provided
 - That the grant request is necessary due to conditions caused by COVID-19
 - Agreement to audit of the use of grant funds received
 - Agreement to claw-back provisions if funds are used for ineligible purposes
- Documentation required with application and for proof of fund uses by September 30, 2020: Proof of payment of eligible expenses including Form W-3, Form 941, utility statements, cancelled checks/receipts or bank statements
- For Sole Proprietor Applicants provide 2018 or 2019 Schedule C
- Form W-9

Ineligible Business Entities

- Franchisors
- Real Estate developers/Investors
- Governmental/taxing agencies/departments
- Hobby businesses as defined by federal law
- Multi-level marketing concerns



- Gambling Concerns, including casinos, racing operations or other activities whose purpose involves gambling
- Lobbying organizations and political organizations subject to Internal Revenue Code 527
- Sexually Oriented Businesses (live performances, product sales, items or materials)
- Businesses primarily engaged in lending, investments, or to an otherwise eligible business engaged in financing or factoring.
- Pawn Shops
- An individual who employs household employees such as nannies or housekeepers
- A business where a 20% or more equity owner is 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;
- Concerns engaged in illegal activities under federal, state or local laws
- A business that is otherwise prohibited by federal or Texas law
- A business that is ineligible or precluded to receive federal or State of Texas funding due to federal laws (including but not limited to the CARES Act) or Texas laws

Certification:

I certify that I am legally authorized to submit this application and the required documentation on behalf of the applicant and the information and statements that I have provided are truthful and accurate. 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 the Wilco Forward Program and, by submitting this application, I agree to comply with such guidelines and I understand that any funds awarded under the Wilco Forward Program are subject to audit and, if not expended as defined under the Eligible Uses of the Wilco Forward Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to Williamson County, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.