

# Travis County's TCTX Thrive Small Business Program



## Pre-Applicant Eligibility Questionnaire

**This form must be submitted to BCL of Texas no later than Friday, July 3, 2020 at 11:59pm.**

You may submit online at [www.traviscountythrive.com](http://www.traviscountythrive.com) or by email to [info@traviscountythrive.com](mailto:info@traviscountythrive.com).

Please PRINT clearly.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Legal Name: \_\_\_\_\_

Doing Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What is the NAICS code for the business? \_\_\_\_\_

\*You can look this up at <https://www.naics.com/search/>

Is your business a minority owned business?

**Yes**    **No**

Is your business a woman owned business?

**Yes**    **No**

Did you receive technical assistance completing the Pre-Application Eligibility Worksheet?

**Yes**, through one of the following technical assistance partners (please select).

BCL of Texas    BiGAustin    EGBI    PeopleFund

The Greater Austin Asian Chamber of Commerce

**Yes**, through another organization (please list), \_\_\_\_\_

**No**

**Eligibility Questions**

1. Is your business located inside Travis County but outside of the City of Austin?  
 **Yes**    **No**
  
2. Per your payroll reports does your business employ fewer than 25 full-time equivalent employees on or before March 1, 2020?  **Yes**    **No**
  
3. Are you a self-employed contractor or gig worker?  
 **Yes**    **No**
  
4. Per your 2019 Business Tax Return is your business annual net revenue \$500,000 or less?  
 **Yes**    **No**
  
5. Was your business in operation on or before March 1, 2019?  
 **Yes**    **No**
  
6. Has your business been financially affected by covid-19?  
 **Yes**    **No**
  
7. Is your business within any of the following categories?
  - Nonprofit organizations or Government entities/departments
  - National franchise, including those that are independently owned
  - Pyramid concerns
  - Pawn shop
  - Gambling operation
  - Real estate development
  - Investor
  - Political or religious organization
  - Involved in illegal activities
  - Sexually oriented business
  - Business suspended or debarred from doing work with the federal government **Yes**    **No**
  
8. Does the business or business owner have outstanding tax liens or legal judgments?  
 **Yes, but on a payment plan**  
  
 **Yes, no payment plan**  
  
 **No**

**Questionnaire and Disclosure must be submitted to BCL of Texas  
By Friday, July 3, 2020 at 11:59pm**

# Travis County's TCTX Thrive Small Business Program



## *Pre-Application Eligibility Disclosure*

By signing this Travis County's TCTX Thrive Small Business Program Eligibility Disclosure, you acknowledge that you understand the eligible and non-eligible program terms and guidelines, that you understand these requirements and agree to abide by the terms as outlined below:

### **1) Pre-Application Eligibility Worksheet is for determination of Application Access Only**

The Pre-Application Eligibility Questionnaire is used to determine access of the TCTX Thrive Small Business Program full application only. Actual TCTX Thrive Small Business Program application access is granted on July 6, 2020, once you have submitted your Pre-Application Eligibility Questionnaire either through 1) ZoomGrants Pre Application Eligibility Questionnaire online or 2) submission of Pre-Application Eligibility Questionnaire and Disclosure paper form. During the full application process a comprehensive review of all applicant information will be completed. The results of that review establishes the approved grantees and the grant amounts that will be awarded.

### **2) Consent to share information**

I have requested assistance under the TCTX Thrive Small Business Program. I authorize representatives from BCL of Texas to supply and receive information I provide related to the TCTX Thrive Small business Program to/from BCL of Texas. I understand and consent to the disclosure of public and non-public personal information by and between BCL of Texas and Travis County in connection with BCL's responsibilities under the TCTX Thrive Small Business Program, including but not limited to pre-application intake, data and documentation verification, review, program and assistance evaluation, monitoring, and oversight. I understand that Travis County may make information about applicants to the TCTX Thrive Small Business Program available that are deemed public information by the Travis County Attorney's Office and the Texas Attorney General.

### **3) All information provided is truthful and accurate**

I certify that I am legally authorized to submit this Pre-Application Eligibility Worksheet and the information and statements that I have provided are truthful and accurate. I understand the information and documentation submitted in this pre-application will be provided to a governmental agency and is subject to the guidelines of a CARES Act federal program and the Travis County's TCTX Thrive Small Business Grant Program and, by submitting this pre-application, I agree to comply with the Federal, State, and local guidelines. Failure to provide truthful and accurate information may determine you ineligible to complete a full application, and or may cause your full application to be rejected.

I acknowledge and agree by submission of a Pre-Application Eligibility Questionnaire and Disclosure the TCTX Thrive Small Business Program, Travis County is not guarantee eligibility for the program.

Printed Name: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

# Travis County's TCTX Thrive Small Business Program



## *Checklist of Required Documents for All Applicants*

The following checklist provides the documentation you will need if you are eligible to complete a TCTX Thrive Small Business Program application. Please begin to start gather this information in preparation of your application.

- \_\_\_ Photo Identification of Business owner applicant
- \_\_\_ Certificate of Incorporation/Formation or Assumed Name Certificate from Travis County
- \_\_\_ Account Status with Texas Comptroller's Office (lookup at <https://mycpa.cpa.state.tx.us/coa/>)
- \_\_\_ 2019 Business Tax Return (all pages, no redactions)
- \_\_\_ 2019 Personal Tax Return (all pages, no redactions) for all owners 20% or more
- \_\_\_ Business Bank Account Statement for June 2020 (all pages, no redacted)
- \_\_\_ Business W-9 form (download a blank form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- \_\_\_ Signed TCTX Thrive Program General Disclosure
  - The form will be provided when the full application period opens
- \_\_\_ Affidavit confirming status as a women owned, minority owned and/or Section 3 business concern, if applicable.
  - The form will be provided when the full application period opens
- \_\_\_ Disclosure of full time and part time employees as of March 1, 2020, if applicable
  - The form will be provided when the full application period opens
- \_\_\_ Completed Pre-Application Eligibility Determination
  - BCL will verify this was completed through online questionnaire or paper submission of Pre-Application Eligibility Questionnaire form.

**Note: additional requests for required documentation may be needed if information provided is not completed correctly**