

Travis County's TCTX Thrive Small Business Program



Beneficiary Contract Requirements and What to Expect

Business and Community Lenders of Texas (BCL) will continue to support Travis County with the administration of the Travis County Thrive (TCTX Thrive) Small Business Grant Program. As a beneficiary of the TCTX Thrive program, you are responsible to meet the following performance requirements and BCL is here to assist you with the next steps.

SECTION 1. BUSINESS INVOICING/REIMBURSEMENT

As a beneficiary of the TCTX Thrive program, you will be required to submit monthly invoices for reimbursement of expenses between March 1, 2020 to November 30, 2020.

BCL will work with you and Travis County to assist in processing of invoices and budget adjustments.

What to Expect:

- A customized Budget and Invoice Packet will be provided to you by Monday, October 5th, 2020.
- Budget Adjustment will be allowed and required to be submitted to BCL by October 30th, 2020.
- Invoices may be submitted by October 10, November 10, and December 10 of 2020, respectively.

Invoice Reimbursement Point of Contact Information:

You have been assigned a designated Travis County staff member to assist with your invoice questions. If you have any questions, please allow at least one business day for Travis County staff to return your call/email.

You may also reach out to the TCTX Thrive admin team at 512-994-2280 or info@traviscountythrive.com.

SECTION 2. BUSINESS COACHING AND CONTINUITY

As a beneficiary of the TCTX Thrive program, you will be required to submit a Business Continuity Plan within 45 days, with a final deadline of Tuesday November 17th, 2020.

Per the Program General Disclosure and Travis County Small Business CRF Funded Beneficiary Contract, which included Section 8 “GOING CONCERN” BUSINESS REQUIREMENT, failure to participate in business coaching and submission of a continuity plan will result in removal from the program and business will be required to reimburse any grant funds received.

BCL will be providing business coaching to assist you in developing a business continuity plan, as required by the program to help you establish a stable footing and keep the business operating at a profit.

What to Expect:

- You have been assigned a small business coach and provided with their contact information.
- You will be required to contact your coach between October 2nd - October 15th to have your initial coaching session.
- Your initial coaching session and any other coaching sessions should be scheduled using Calendly, an online appointment scheduling system. The actual sessions will be conducted over the phone and/or with Zoom, <https://www.zoom.us/>. Your coach will provide you with the Zoom details, if needed.
- You will work with your coach as well as independently to complete a business continuity plan, as required by Travis County that will ensure the continued survival of your small business and follow the best practices for preparedness situations such as COVID-19. You will have 45 days to complete your plan and your coach will be available as needed to assist.
 - **The business continuity plan is due by Tuesday November 17, 2020**
- Coaches will document coaching sessions as Travis County will conduct monthly audits to determine if business is participating in coaching and communicating with their assigned business coach.

SECTION 3. BUSINESS OPERATIONS

As a beneficiary of the TCTX Thrive program, you will be required to submit monthly proof that the business is open for business and operating. Per the Program General Disclosure and Travis County Small Business CRF Funded Beneficiary Contract, which included Section 8 “GOING CONCERN” BUSINESS REQUIREMENT, failure to submit proof of operations will result in removal from the program and business will be required to reimburse any grant funds received.

BCL TCTX Thrive administrative team will provide customer support and ensure these administrative documents are submitted monthly.

What to Expect:

- You will fill out a monthly form, provided by BCL, along with supporting documents to prove your business is open and operating.
 - This documentation must be provided by the 10th of each month for the 12-month term of the contract. You may submit this documentation via your ZoomGrants account or by email to info@traviscountythrive.com.
- Upon 12 months, post-grant award, you will complete and submit a final closeout form, provided by BCL, showing the business is still in operation with supporting documents.
 - This documentation must be provided by the 10th of final month of your contract. You may submit this documentation via your ZoomGrants account or by email to info@traviscountythrive.com.

BCL TCTX Thrive Point of Contact Information:

To reach any of the TCTX Thrive Team member please contact:

- TCTX Thrive Team
Email: info@traviscountythrive.com
Main Number: (512) 994-2280

Note: BCL is here to support your business in successfully meeting the terms of the TCTX Thrive program. Always feel free to reach out to BCL as your liaison regarding invoicing, coaching, and general questions.