

Small Business Impact Grant (SBIG) Round 2

Frequently Asked Questions

The Small Business Impact Grant (SBIG) is a COVID-19 relief program for small businesses in Salt Lake County funded by the CARES Act. SLCo will award up to \$40 million in grants through one-time payments of \$500 to \$35,000 to impacted businesses that apply.

Update to Grant Eligibility

As of July 28, 2020, the eligibility requirements for the Salt Lake County SBIG have been updated to include all industries, as well as businesses that received less than \$35,000 in CARES Act funds.

Any small businesses in Salt Lake County meeting all other requirements noted below should apply. If you were denied the grant in Round 1 based on industry or previously receiving COVID-19 aid, please re-apply.

Eligibility for SBIG Round 2

- Is my business eligible for a grant?
 - To be eligible for a grant, you must meet **ALL** of the following criteria:
 - The primary location of your business is in Salt Lake County,
 - **AND** you have fewer than 100 employees on payroll (W-2 earners),
 - **AND** you established and licensed your business before January 1, 2020,
 - **AND** your business was impacted by COVID-19,
 - **AND** you can document financial loss of more than \$500 between March 16 - July 31, 2020, due to COVID-19,
 - **AND** if you received assistance from CARES Act funding (EIDL, PPP, etc), with the total less than \$35,000
- How can I check that my business is in Salt Lake County?
 - You can explore Salt Lake County's boundaries on this map:
<https://slco.org/council/district-map/>
- I'm not sure my business is eligible. How can I find out?
 - Complete the eligibility pre-screening at <https://slco.org/grantscreen> or call the Business Relief Hotline for assistance: (385) 468-4011.

- Is my business eligible for the grant if I personally received Pandemic Unemployment Assistance (PUA)?
 - An individual that received PUA is still eligible to apply for the grant for their business. This grant serves business owners, as well as self-employed individuals.

Salt Lake County Non-Discrimination & Equal Access

Salt Lake County complies with the Americans with Disabilities Act of 1990 (ADA), as amended and Sections 503 & 504 of the Rehabilitation Act of 1973, as amended in providing individuals with disabilities equal access to employment opportunities and the services, programs and activities the County offers. Members of the general public may seek assistance from any County employee in contacting the ADA/504 Liaison, Erika Fihaki, at EFihaki@slco.org. Salt Lake County will provide free auxiliary aids and services to qualified individuals, including qualified sign language interpreters, alternate formats, etc.

Applying in Round 2

Continue on if your business industry was impacted by COVID-19 and/or received less than \$35,000 in CARES Act funding:

What to do if you were determined ineligible in Round 1

- I was originally considered ineligible in the application's pre-screening because my business was outside the designated industries and/or because I received CARES Act funding for my business. What should I do now?
 - Start a new application at <https://slco.org/covid-19/economy/grants/>. You need to confirm your business is now eligible in the pre-screening step of the application. Refer to the "starting an application" section for detailed instructions.
 - If you have trouble beginning a new application, call the Business Relief Hotline at (385) 468-4011.

What to do if Round 1 awardees want to extend reporting period

- If your business received funding through the SBIG program in Round 1 and you can prove additional loss for June 16 - July 31, apply for additional funding in Round 2. Total funding received through the SBIG program cannot exceed \$35,000. Call the Business Relief Hotline to receive a direct link to the application: (385) 468-4011.

Grant amount and qualified expenses

- How much funding can my business receive?
 - Grant amounts are determined by individual business needs based on documented losses and COVID-related expenses. The minimum grant amount is \$500, and the maximum grant amount is \$35,000.
- Do I need to spend the grant by a specific date?
 - Yes, grant awards must be spent by **November 30, 2020**. Any remaining grant amount at that time must be returned to Salt Lake County.
- Do I need to repay my grant?
 - No, if you spend the grant on qualified expenses and submit documentation of your spending, you do not need to repay it.
- Will I be taxed on the grant?
 - Yes. State and local grants are taxable for federal income purposes. Approved grant applicants who are individual/sole proprietors, LLC's and partnerships will be issued a 1099.
- What are qualified expenses for the grant?
 - The grant can be used on operating expenses such as:
 - Payroll,
 - Rent or mortgage,
 - Utilities,
 - Insurance,
 - Inventory, and
 - COVID-related expenses.
 - **You must submit documentation of how you spent the grant.**
- What qualifies as a COVID-related expense?
 - Expenses related to business modifications to promote social distancing.
 - Expenses related to continuing business operations from the home or by internet.
 - Expenses related to business modifications to protect employees or customers such as barriers, distancing signs, hand sanitization centers, etc.
 - Expenses related to providing protective equipment and sanitization, such as masks and disinfectant.
 - Other expenses that are business-related and would not have been necessary if not for the COVID-19 pandemic.
- How do I find out if an expense is qualified or is prohibited?
 - Call the Business Relief Hotline for assistance: (385) 468-4011

- What will happen if I use the grant on prohibited expenses?
 - You will be required to pay back the grant amount if you cannot prove your business spent it on qualified expenses.
- How many grants will be given?
 - There is not a set number of grants that will be awarded. Grants will be awarded until the program's funding runs out.

Application Process

Getting help with your application

- I am having issues filling out the application. What should I do?
 - Call the Business Relief Hotline for assistance: (385) 468-4011
- How can I get translation assistance?
 - Look at the language resources FAQ at the top of this page, available in Spanish, Chinese, Vietnamese and Arabic, or call the Business Relief Hotline for assistance: (385) 468-4011.
 - Spanish: 8 a.m.-8 p.m. Monday-Thursday, 8 a.m.-4 p.m. Friday
 - Mandarin: 5-8 p.m. Monday, 1-8 p.m. Tuesday-Friday
 - Vietnamese:
 - 8 a.m.-1 p.m. Monday-Tuesday
 - Noon-4 p.m. Wednesday
 - 9 a.m.-Noon Thursday-Friday
 - Arabic: By appointment. Call to schedule.
 - ADA Liaison: Call (385) 468-4900 or email EFihaki@slco.org

Starting an application

- When does the SBIG application close?
 - Complete applications from eligible businesses will be processed in the order they are received. The application will close when the program runs out of funding or Nov. 1, 2020, whichever comes first.

- How do I begin an application?
 - Applications must be completed online at slco.org/covid-19/economy/grants/.
 - The first step in the application process is to complete the eligibility pre-screening
 - If you meet the eligibility requirements, you will receive an email with a link to the main application.
- Can I complete the application on my phone or tablet?
 - Yes, but it may be easier to use a computer.

What documentation is required for a complete application?

Documents are required to prove lost sales and COVID-19-related expenses. Grant awards are limited to *substantiated* losses and COVID-related expenses, and will not be greater than \$35,000.

Expected Sales March 16 to July 31, 2020

Note: The expected sales time period was extended in Round 2. If your business was approved in Round 1 and would like to provide new documentation of further losses through July 31, call the Business Relief Hotline at (385) 468-4011 to receive a direct link to the Round 2 application.

Documents are required to prove lost sales and COVID-19-related expenses. Grant awards are limited to *substantiated* losses and COVID-related expenses, and grants will not be greater than \$35,000.

- Provide ONE or more of the following documents that show business revenues during the same period of last year (March 16-July 31, 2019), including but not limited to:
 - **Bank statements (preferred)**
 - Tax Returns (annual, quarterly report 940 or 941)
 - Deposit slips
 - Copies of customer receipts
 - Weekly or monthly cash summaries
 - Copies of journals or ledgers showing receipts
 - Credit card batch records (do not include personally protected information)
 - Income statements from independent accountant

-- OR --

- Documents that indicate expected sales that were cancelled **THIS YEAR** from (March 16-July 31, 2020) including but not limited to:
 - Contracts for services that were cancelled due to closure (partial closure or complete closure)
 - Proof of event/appointment confirmation, proof of event/appointment cancellation, AND proof of associated lost revenue (**MUST** include all three; eg. copy of event contract AND copy of event cancellation AND copy of itemized anticipated revenue)
 - Accounts receivable reports from electronic accounting software (must be exported as a PDF)

-- OR --

- **If you cannot provide information from 2019 or expected sales from 2020**, provide documentation for average sales for 10 weeks from Jan. 1-March 15, 2020. *This must be shown by providing one or more of the documents listed above.*

Actual Sales March 16 to July 31, 2020: You need ONE or more of the following:

- **Bank statements (preferred)**
- Accounts/Receivable records
- Daily, weekly or monthly summary of cash receipts

Receipts for other COVID-related expenses

- Receipts or other itemized documentation for expenses that would not have been necessary but for the COVID-19 pandemic. These expenses must have been made between March 16 -July 31, 2020. Expenses can include:
 - Modifications of the business space to promote social distancing
 - Continuing business operations from the home or by internet
 - Modifications of the business space to protect employees or customers, such as barriers, distancing signs, hand sanitization centers, etc.
 - Protective gear and sanitization such as masks and disinfectant, including increased costs for utilizing these items

Other Documents

- **W-9** for your business: [<https://www.irs.gov/forms-pubs/about-form-w-9>]
(required)
 - **Copy of Business License** OR other applicable document proving legal business operation in Utah **(required)**
 - **Copy of Health Department Permit** (if applicable)
Protected Records Request Form (optional) [link to <https://slco.org/contentassets/72250f828944490b8ec5bff6e880a44a/protected-record-request.pdf>]
 - Who can I ask about substitutions for required documents?
 - Call the Business Relief Hotline for assistance: (385) 468-4011
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Step 1: Complete application's eligibility pre-screening

- What is the application pre-screening?
 - This first part of the application will assess if you meet initial required SBIG eligibility criteria in Round 2.
- How do I access the application's eligibility pre-screening?
 - Visit <https://slco.org/covid-19/economy/grants/>
- Is the pre-screening available in other languages?
 - No, but translation services are available in Spanish, Chinese, Arabic and Vietnamese. Please refer to the language resources on the SBIG webpage <https://slco.org/covid-19/economy/grants/> or call the Business Relief Hotline for translation assistance: (385) 468-4011
- How long will it take to complete the pre-screening part of the application?
 - The eligibility screening will take less than 5 minutes to complete.
- What should I do if I don't receive an email after submitting the application's pre-screening?
 - Check your spam folder for an email with the name "SLCo Small Business Impact Grant Eligibility Screening". If you do not receive this email within an hour, you can submit the eligibility pre-screening again or call the Business Relief Hotline for assistance: (385) 468-4011

Step 2: Complete the application

- How do I access the application?
 - 1) After completing the eligibility pre-screening [slco.org/covid-19/economy/grants/], you will receive an email from the sender “SLCo Small Business Impact Grant Eligibility Screening”
 - 2) The email will say if you are eligible to continue your SBIG application.
 - 3) If you are eligible, the email will include a link to the main application, where you will need to create an account.
 - 4) After creating an account, you can return later to make updates and edits to your application at <https://www.zoomgrants.com/login>.
- Is the application available in other languages?
 - No, however translation services are available in Spanish, Chinese, Vietnamese and Arabic by calling the Business Relief Hotline at (385) 468-4011.
- How long will it take to complete the main application?
 - The main application will take approximately 45 minutes to complete, although it may take longer if you need to gather documents while filling out the application.
- How do I create a ZoomGrants account to complete the application?
 - Use the link in the email you received after completing the application pre-screening to open the SBIG main application. You will only use this link to create your application. Click the orange “New ZoomGrants Account” button.
 - For detailed directions, watch our [SBIG Application Tutorial Video](#).
- What is a collaborator?
 - If you need someone to see or help with your application in ZoomGrants, you can add them as a collaborator. The person you add can make application changes if you give them permission. You are not required to have a collaborator.
- How do I access my application after I create it?
 - Log into ZoomGrants at <https://www.zoomgrants.com/login>. You will be taken to the My Account Home/My Applications page. Your application will be in one of the white boxes depending on whether it is incomplete, submitted, approved, or declined. You may need to click the appropriate box’s “Show/hide” to see your application.

- **Do NOT use the application creation link sent to you by email to log in. You will see a message that says “No additional applications allowed”.**

Application Submission Tip: After clicking the “Apply” button, ZoomGrants sometimes takes a few moments to process and open your new application. Please only hit the “Apply” button ONCE. If you are not taken to your created application after clicking “Apply”, please call the Business Relief Hotline at (385) 468-4011, and they can verify if your application has been created and how to access it.

- What is Planned Grant Spending?
 - In the grant application, you must share how you plan to use the grant funds in order to submit it for review. Your planned uses must match the total of the grant amount you are requesting. If you have questions about what grant funds can be used on in your business' plans, call the Business Relief Hotline to get one-on-one help: (385) 468-4011.

Step 3: Upload required documentation

*Applications are not processed until **all** required documentation is uploaded.*

- What documentation is required for a complete application?
 - Refer to the “Starting an Application” section of the FAQ for a list of required documents.
- What is a “Protected Records Request Form,” and do I need to submit one?
 - You are not required to submit [this form](#). Upload [this form](#) if you are electing business confidentiality for trade secrets or proprietary information provided in other documents. [*“this form” should link to <https://slco.org/contentassets/72250f828944490b8ec5bff6e880a44a/protected-rec-ord-request.pdf>*]
- What file formats can I use to upload documents?
 - The most common file formats that can be uploaded to ZoomGrants include: .DOC, .DOCX, .XLS, .XLSM, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PDF, .GIF, .JPG, .PNG, .JPEG, .TIF, .TIFF
- How do I upload documents in ZoomGrants?
 - In your application, click on the Documents tab. Click the orange ‘Upload’ button to the right of the document request you want to complete. This will open a new window. Enter a file description (such as “2019 Tax Returns”). Select ‘File Upload’

to attach a file from your computer. Click the 'Choose File' button. Select the file you want to upload. Click 'Open'. Then click the 'Upload Now' button. Close the window and repeat with the remaining document requests.

- For detailed directions, refer to the "How to create an account & start a new application" ([link to pdf](#)) or watch our [SBIG Application Tutorial Video](#).

Before submitting your application, please verify your address is listed correctly and all application information is complete.

Application communication to expect from SLCo

- How will you let me know if my business is eligible for the grant?
 - You will receive an email with the name "SLCo Small Business Impact Grant Eligibility Screening." The email will say whether you are eligible to apply. If you are eligible, the email will all also include a link to the main application.
- How will I know if my application is **complete**?
 - If your application is incomplete, the questions you still need to complete will appear in RED. Please go back and finish them. Otherwise, your application is incomplete.
- How do I know my application is **submitted**?
 - You will get an email from Notices@ZoomGrants.com with "Application Submitted" in the subject line. This email will also have important information about what to expect next in the application process.
- How long will it take for my application to be processed?
 - It will take 10-14 days from the time you submitted your application.
- How will you let me know my application is **approved or denied**?
 - You will get an email from Notices@ZoomGrants.com letting you know that your application has been approved or denied. If approved, the email will include instructions on the next steps.
- My application in Round 1 is still being reviewed. What do I need to do to be considered for Round 2?
 - If your SBIG Round 1 application was denied in ZoomGrants based on industry eligibility or receiving CARES Act funding prior to July 28, 2020, you will receive an email from notices@zoomgrants.com with instructions on how to apply for Round 2 funding.

- If your SBIG Round 1 application is neither approved or denied, contact the Hotline -- (385) 468-4011 -- to check the status of your application. If your application is still in the review process, please **wait to start** an application for Round 2 funding.

Beware of phishing

Salt Lake County will not request that any confidential information be submitted through email or by phone. All financial, personnel, business, contract, and reporting information will be completed online through the main application. Salt Lake County will contact you by email, from Notices@zoomgrants.com, with eligibility and award status or to provide links to the main application, but you should not respond by email.

If you are unsure if an email or call is from Salt Lake County, please contact the Business Relief Hotline for assistance: (385) 468-4011. PLEASE DO NOT REPLY TO ANY QUESTIONABLE EMAILS OR PHONE CALLS.

If you're approved for a grant

Once approved for a grant, your business will be required to sign a contract and provide specific business information to receive funds. These instructions will be sent in your funding notification email. You must report how you spent the money.

Grant Agreement

- How will you send the contract following approval?
 - You will sign your contract electronically in your ZoomGrants application. An email will have instructions on how to access and sign the contract.
- Can I make changes to the contract?
 - No, you cannot make changes to the contract. You can only receive the grant if you sign the contract.
- Who can sign the contract for my business?
 - The person who signs your contract electronically in ZoomGrants must have the authority to bind your organization.

Grant Payments

- How do I submit my bank account and business information?
 - You will receive a link to the Business Information Form in an email from ZoomGrants. You will use this form to submit your payment information to Salt Lake County.
 - You will **NOT** be asked to submit business information by phone or within an email. If you would like to verify that the email link is from SBIG, call the Business Relief Hotline: (385) 468-4011
- How will I receive the grant payment?
 - You will receive your payment by direct deposit or a mailed check, based on what you choose in the Business Information Form as part of the application.
- If I have done business with or received a payment from Salt Lake County before, do I need to submit my information again?
 - Yes. All grant recipients must complete the Business Information Form.
- If I lost the link to submit my business information, how do I get another link?
 - Call the Business Relief Hotline: (385) 468-4011
- How many payments will I receive?
 - You will receive one payment for the approved grant amount.
- How long will it take to receive my payment?
 - 10-14 business days. If you don't receive it as expected, call the Business Relief Hotline.

Required Grant Reporting

- When must the grant money be spent by?
 - You need to spend your grant money and report on how you spent it no later than Nov. 30, 2020.
- Do I need to document how I spend the grant?
 - Yes, you need to document spending and submit proof through ZoomGrants by Nov. 30, 2020, where you can upload documentation on how the funds were spent.

- What type of documentation will I need to submit?
 - You need to submit invoices and corresponding payment receipts, or other documents necessary to verify grant funds were spent on the qualified expenditures listed in the grant application.
 - What is the deadline to submit my grant report?
 - The deadline to submit your report on how you spent grant funds, and the impact of the grant on your business, is Nov. 30, 2020.
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