



The Shuttered Venue Operators Grant (SVOG) program was established in Section 324 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act (Economic Aid Act) signed into law on Dec. 27, 2020, as part of [H.R. 133 Consolidated Appropriations Act, 2021](#) (Public Law No: 116-260). Section 324 of the Economic Aid Act was amended by Section 5005 of the [American Rescue Plan Act](#) (Public Law No.: 117-2) signed into law on March 11, 2021.

This guidance document answers common questions about the SVOG program for applicants.

Post-Application Guidance

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Post-Application

The SBA began processing applications in order of priority in April 2021.

As of July 26, 2021, the SBA had decisioned 95% of applications.

After decision, Applicants will receive communications from the SBA regarding documents to be signed or additional information needed prior to Award. *These communications are time sensitive, please review carefully for your applicable deadlines.*

These communications will be emailed (from noesponse@sba.gov or svogrant@sba.gov) to the address provided in the application. For some email applications, the email address will show as coming from “noreply@salesforce.com; on behalf of noesponse@sba.gov.” If you provided a phone number in the application, you may also receive a text. If you receive such communication, but are concerned that it may not actually be from the SBA, you may log in to your SBA account on the SVOG Applicant Portal to view all required action items.

The SBA will provide status updates throughout the review and award process. You may receive email status updates for several reasons:

- Your award has been finalized, and you need to execute your pre-award documents
- Your application has been reviewed and additional documentation or information is required
- Your application has been reviewed and declined (see below for information on appeals)

The SBA began making grant award decisions in late May.

Notice of Award and other updates will be provided by email using the contact information provided on the application. If you provided a phone number in the application, you may also receive a text. *These communications are time sensitive, please review carefully for your applicable deadlines.*

When you receive a status update from the SBA, log in to the SVOG Applicant Portal to complete all required action items.

You may click the link in the email, or enter www.sba.gov/svogrant directly into your browser.

After logging in, click the “Funding Request Name” to open your application.

- Status Update will appear in the top left of the page.
- Action Items are at the top right of the page.
 - Click there and follow the instructions provided.
 - *Action Items are time sensitive, please review carefully for your applicable deadlines.*

If you have questions about completing Action Items, please contact the SBA:

For general assistance, call the Office of Disaster Customer Service Center:

(1-800- 659-2955)

Monday through Friday, 8 am to 8 pm ET

For in-depth assistance, contact SBA resource partners:

You can identify partners in your area by visiting www.sba.gov/local-assistance.

An applicant may request to withdraw an application by sending an email to svogrant@sba.gov. If an applicant requests a withdrawal, the applicant will not be able to reapply.

The request must be sent from the email address used to create the SVOG application, and must include:

1. Subject Line: “Request to Withdraw SVOG Application”
2. Email Message:
 - SVOG application number
 - Email address used to create the application
 - Entity name, address and phone number
 - Name of person making the request -
 - Request must be made by applicant or authorized representative named in the application.
 - Reason the applicant is requesting to withdraw the application

Applicant Action Items During "In Review" Stage

After Review and prior to Approval or Decline, you may receive notice that you need to complete an Action Item. Possible Action Items include:

1. Technical Corrections: Your application has been reviewed, but additional information or documentation of specific requirements is needed.
 - You will receive an email notification advising you of the Action Item.
 - After logging into the portal, you will be able to view a checklist prepared by SVOG Staff advising you of the additional information or documentation to provide.
 - Follow the instructions provided in the portal to upload and submit the requested information.
 - Applicants have 14 days to complete this Action Item.

2. 4506T: The IRS was not able to be processed by the IRS for various reasons.
 - You will receive an email notification advising you of the Action Item.
 - After logging into the portal, you will be able to view a new 4506T checklist prepared by SVOG Staff. You may make corrections, if needed.
 - Review and sign the document.
 - Follow the instructions provided in the portal to upload and submit the document.
 - Applicants have 14 days to complete this Action Item.

3. Do Not Pay: Your name or entity name appears on the Department of Treasury's Do Not Pay (DNP) list. Your status must be corrected or cleared prior to Award.
 - You will receive an email notification advising you of the Action Item.
 - After logging into the portal, you will be able to view information regarding where and why your name appears on the Do Not Pay list.
 - Follow the instructions provided to contact the source of your Do Not Pay status:
 - o Visit [Do Not Pay - Privacy Program \(treasury.gov\)](https://www.treasury.gov/privacy)
 - o Scroll down to "Data Correction Process,"
 - o Find the row for the match source, and
 - o Use the Contact Information to contact the source and correct or clear your status
 - In the portal, follow the instructions for notifying SBA that you have cleared or corrected your status
 - Applicants have 30 days to clear or correct a DNP status

Post-Approval Stage

After Approval and prior to Disbursement you may receive notice that you need to complete an Action Item. Possible Action Items include:

1. Notice of Award (Form 1222): Your application has been approved, and your Award amount is finalized. You must sign and return your Notice of Award prior to Disbursement.
 - You will receive an email notification advising you of the Action Item. After logging into the portal, you will be able to view a checklist prepared by SVOG Staff advising you of the additional information or documentation to provide.
 - Follow the instructions provided in the portal to upload and submit the requested information.
 - Applicants have 7 days to complete this Action Item.
 - Additional notes on Form 1222:

- The “Project Period” on the Form 1222 is the granting period for issuing a notice of award with the SVOG program—this does not correspond with the allowable time period to incur costs.
 - The “Budget Period” indicates the time you are permitted to spend the grant award.
 - You may spend the grant on costs incurred beginning on March 1, 2020 and ending on December 31, 2021 (or June 30, 2022 if you receive a supplemental award).
 - The “Budget Period” indicates the time you are permitted to spend the grant award.
2. Special Conditions (Form 1222 Addendum): Your application has been approved, and your Award amount is finalized. You must fulfill, or agree to fulfill, any listed Special Conditions prior to Disbursement.
- You will receive an email notification advising you of the Action Item.
 - After logging into the portal, you will be able to view your Notice of Award and any Addendum.
 - Special Condition documents that must be uploaded at the same time as the signed Notice of Award will be identified as such on the Addendum.
 - Follow the instructions provided in the portal to upload and submit the requested information.
 - Applicants have 7 days to complete this Action Item.
 - Additional notes on Form 1222 Addendum:
 - Grantees may be asked for a copy of their 2020 federal tax filings. Filings for Tax Year 2019 were required of most applicants as part of the initial applications. For fiscal year filers, the requirement on the Form 1222 Addendum is to provide a copy of their filings for their most recent tax year.
 - Some Grantees may have seen a condition on the Addendum and/or the Portal which read “You are required to upload a final 425 and Supporting Documents within 15 days of receipt of your final disbursement.”
 - The correct language is “You are required to upload a final 425 and Supporting Documents within 15 days of spending down your full award amount.”
 - The SBA will correct this language as soon as possible but Notices of Award may continue to be issued with this language as to not slow emergency funding from reaching businesses in dire need. We apologize for any confusion it may cause.
 - Grantees with less than 500 employees do **not** need to initial line 10 of the additional program assurances.
3. Budget Revision: Your application has been approved, but your possible Award amount is higher than the Proposed Budget you provided on your application. You must revise your budget if you would like to receive the additional funds or confirm you wish to receive the smaller grant award.
- You will receive an email notification advising you of the Action Item.
 - After logging into the portal, you will be able to view a checklist prepared by SVOG Staff advising you of the additional information or documentation to provide.
 - Follow the instructions provided in the portal to upload and submit the requested information.
 - Applicants have 14 days to complete this Action Item.

Award & Disbursement Stage

Applicants must return their properly executed Notice of Award (NOA) and complete any Special Conditions prior to Disbursement.

After the SVOG team receives the completed NOA, the Applicant becomes an Awardee/Grantee and a disbursement of funds is scheduled.

Awardees must have a valid SAM registration to receive their funds.

Awardees can check their SAM registration status by completing the following:

1. Go to <https://www.sam.gov>
2. Select Log In
3. Select the Check Status tab in the main navigation
4. Enter Awardee's DUNS Number
5. Select Search to view status

If the Awardee does not have a valid SAM registration, the Awardee must complete registration with SAM.gov. New SAM.gov registrations normally take an average of 7–10 business days to process, but can take 30+ business days during periods of peak volume. An entity can log into SAM.gov and use the SAM Status Tracker (under the Check Status tab) to quickly check its status.

A small number of Applicants may see a “rejected” status or “pending” status for a disbursement in their Applicant Portal. If you see such a status, read the information below:

- In most cases, the SBA can correct this disbursement issue on your behalf. The SBA checks for such issues every day and will re-issue the disbursement shortly.
- In some cases, you may need to take action to correct the issue. If that is the case, the SBA will reach out to you with specific instructions.

Declined Funding Requests

Applicants who have been declined will receive an email notification advising them of their status. All declined applications will have the option to submit an appeal.

Most declined applicants did not meet the eligibility criteria established in the SVOG statute. Please see the SVOG Eligibility Matrix for additional information.

After Award & Disbursement Stage

After receiving and spending your funds, you must submit an accounting of the expenditure of funds to the SBA.

You do not need to spend the grant exactly as you indicated in the budget provided on the application. You may move costs between allowable categories—this does not require SBA pre-approval. However, you must only spend the grant in allowable categories and all grantees will need to submit a final budget upon grant close-out.

You must show the SBA that all grant funds were spent on, or reimbursed you for, allowable expenses. This accounting is completed using the SF-425.

The SF-425 will include a brief narrative describing your expenditures, some questions regarding the impact of your SVOG award, and list of required supplemental documents such as receipts, invoices, or statements to support all of your expenditures.

You will have 15 days from the date of your final expenditure to complete and return your SF-425.

You will need to maintain documents related to your SVOG, such as certifications, special conditions, employment records, etc. for 4 years.

Grantees that expended \$750,000 or more in federal funds during the fiscal year will be required to obtain an external audit and submit information regarding this audit to SBA.

Appeals, Reconsideration & Supplemental Awards

After receiving the final decision on their original SVOG application, Applicants will have three possible options to seek additional funding: appeal, reconsideration, and supplemental award.

Appeal

Declined applicants will receive an email notification and an update in their SVOG portal that they are eligible to submit an appeal. The initial appeals window will last two weeks, during which time funding will be preserved. There is no guarantee that funding will remain available for applicants who appeal after the close of the initial two-week window.

Applicants who opt-in to the appeals process will be asked to review the [Eligibility Matrix](#) and upload a signed statement indicating their grounds for appeal, as well as any supporting documents. Applicants whose appeals are approved but receive an Award amount at least \$100 less than the Adjusted Proposed Grant Amount on their application will be given the opportunity to opt-in to the reconsideration process. There is no secondary appeals process for applicants whose appeals are declined.

Reconsideration

Applicants who received an award amount at least \$100 lower than the Adjusted Proposed Grant Amount on their application will receive an email notification that they are eligible to apply for Reconsideration.

The initial reconsideration window will last two weeks, during which time funding will be preserved. There is no guarantee that funding will remain available for applicants who request reconsideration after the close of the initial two-week window.

Supplemental Award

All grantees will receive an action item with the opportunity to update their 2021 earned revenue. If you would like to update your 2021 earned revenue, you must log into the portal and update through this action item. Otherwise, the SBA will assume the earned revenue figures provided in your application are firm.

Those eligible for a supplemental award based on the SVOG statute and earned revenue will be invited to request a supplemental award.

Supplemental award amounts, as defined in statute, will be 50% of an applicant's initial award, not to exceed the balance of the initial grant and \$10 million for a single entity. If there is not sufficient funding

for all eligible entities to receive a supplemental award, priority will be given to applicants with the greatest revenue loss in Q1 2021 relative to Q1 2019.

Other Special Circumstances

A small number of applicants may receive an email from SVOG indicating their tax transcript was returned with “No Record Found”. If you receive such an email, follow these instructions:

Step 1:

- Verify with the Internal Revenue Service (IRS) that your 2019 Federal Tax Return has been received and processed.
- The IRS provides a few toll-free numbers to assist you, depending on your circumstance:
 - For applicants who filed a Form 1040, call 800-829-1040, from 7 a.m. to 7 p.m. local time,
 - For applicants who filed Form 1065, 1120, or 1120-S, call 800-829-4933, from 7 a.m. to 7 p.m. local time, or
 - For applicants who filed Form 990 or 990-EZ, call 877-829-5500, from 8 a.m. to 5 p.m. local time.

Step 2:

- If the IRS tells you that your tax return has been received and processed, please follow the instructions to fill out another 4506-T and ensure that all information is correct.
- If the IRS indicates that your tax return has been received but not processed, proceed to step 3.

Step 3:

- Contact the Taxpayer Advocate Service (TAS). The TAS is an independent organization within the IRS designed to help if you have tax problems that you cannot resolve on your own ([Home - Taxpayer Advocate Service \(irs.gov\)](https://www.irs.gov/ta)). In the interest of helping your tax return get processed, please contact the TAS to inquire if their services can assist you. Additionally, you can directly request assistance at [Submit a request for assistance - Taxpayer Advocate Service \(irs.gov\)](https://www.irs.gov/ta).