This LA Regional COVID Fund is funded by the County of Los Angeles ("County") and City of Los Angeles ("City") allocated federal CARES Act - Coronavirus Relief Fund ("CRF") to provide economic assistance to help small businesses and nonprofit entities impacted by COVID-19. The Local Initiatives Support Corporation ("LISC") and New Markets Support Corporation ("NMSC") will be administering the LA COVID Fund Grant. Financial assistance will be allocated to eligible, qualified small businesses, and nonprofit entities with final award recommendations based on availability of funds, program guidelines, and the submission of all required information and supporting documentation. Grant funds may be used towards eligible activities, listed below, associated with the COVID-19 pandemic. Eligible expenditures begin March 1, 2020 through the end of the agreement term, no later than December 30, 2020.

**Eligible Businesses**

1. Must have experienced financial hardship as a result of COVID-19. These impacts must be documented, quantifiable, and clearly related to COVID-19.
2. Private for-profit and non-profit businesses including sole proprietorships and independent contractors.
3. Employers headquartered and operating in Los Angeles County.
4. Must have been in operation since September 4, 2019.

Grant winners will be chosen through an online, randomized application system. In order to support the most vulnerable in our communities, applicants that meet the following criteria will be weighted more heavily in the system:

- Entities that are located in low- and moderate-income communities (either 80% or 50% of Average Median Income ("AMI").
- Entities that are led or owned by veterans.
- Small businesses and nonprofits with annual gross revenue below $500,000
- CalEnviroScreen Map communities with health hazard ranges at 90%+
- SocioEconomic Data Composite Score by County Supervisorial and City Council Districts (i.e. poverty rates, educational attainment, median income, etc.) The districts with disadvantaging factors will receive higher weightings.

Additionally, eligible organizations will fall into one of the following categories:

1. **Small Business:**

   **Very Small Businesses:** Registered with the California Secretary of State for-profit business entities that have a yearly revenue of less than $1,000,000 in the most recent tax return (2018 or 2019). Must have prior tax returns for 2018 or 2019 to verify revenue. Must be certified in good standing with the California Secretary of State, if applicable. Businesses must be in operation as of the date of filing of this grant application and has been in existence six (6) months prior to the March 4, 2020 declared State of Emergency of the Governor of the State of California.

   **Small Businesses:** Registered with the California Secretary of State for-profit business entities that
have a yearly revenue between $1,000,000 and $5,000,000 in the most recent tax return (2018 or 2019). Must have prior tax returns for 2018 or 2019 to verify revenue. Must be certified in good standing with the California Secretary of State, if applicable. Businesses must be in operation as of the date of filing of this grant application and has been in existence six (6) months prior to the March 4, 2020 declared State of Emergency of the Governor of the State of California.

**Micro-entrepreneurs:** Workers participating in the gig economy, street vendors, sole proprietors, independent contractors, 1099 workers, and/or single-member LLCs with revenues of less than $100,000 in the most recent tax return (2018 or 2019). Alternative forms of documentation will be needed to verify the operations.

2. **Non-Profits:**

   **Very Small Non-Profits:** Nonprofit organizations with 501(c)(3) tax-exempt status and chambers of commerce with 501(c)(6) status that have a yearly revenue between of less than $1,000,000 in the most recent tax return (2018 or 2019) and that provide supportive services to Low-to-Moderate income individuals residing in Los Angeles county if non-profit entity is based in the City of LA, the organization must have a minimum revenue of $50,000. Must provide a filed Form 990 for 2018 or 2019 to verify revenue. Must be certified in good standing with the California Attorney General and that they can conduct business in the State of California as defined by the California Secretary of State. Non-profit must be in operation as of the date of filing of this grant application and has been in existence six (6) months prior to the March 4, 2020 declared State of Emergency of the Governor of the State of California. Nonprofits providing essential safety net services, such as housing, food, employment search, and transportation, to County residents in response to the COVID-19 pandemic during the Covered Period may apply for grants funds under the Small Business Grants - Recovery Fund.

**Eligible Activities**

Activities eligible for funding must be related to small businesses, non-profits, and microentrepreneurs that are suffering from business interruptions or business closures incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 ("Covered Period") due to the COVID-19 pandemic.

1. Expenditures to reimburse the costs of business interruption caused by required closures due to the COVID-19 pandemic.

2. Fund payments may be used for economic support if such expenditures are determined to be necessary. This may include, for example, grants to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

The list below provides examples of [ineligible](#) activities or costs covered:

1. Expenses for the State share of Medicaid.
2. Damages covered by insurance.
3. Reimbursement to donors for donated items or services.
4. Workforce bonuses other than hazard pay or overtime.
5. Severance pay.
7. Property Taxes.

**Application Process**

Applications will be made available by LISC. Those who submitted in the fourth round (open August 31 through September 4) will need not reapply for the subsequent rounds thereafter, unless noted otherwise.

Applicants may only apply for one entity. Applicants with multiple businesses or non-profits may only submit one application for the business or non-profit with the most revenue. Each grant is limited to one grant per applicant and business tax ID.

If your small business, non-profit or microenterprise is selected as a finalist, you will be notified via email. Being selected as a finalist does not guarantee a grant will be awarded. As a finalist, the following **Verification Documents** will be required:

1. Very small Non-profits: 2018 or 2019 990 form, 501C3 or 501C6 tax status verification letter from the IRS, DUNS number, proof of Active Standing on the California Secretary of State website, DD214 form if a Veteran-lead entity, October 2018 W-9 form, Direct Deposit Form, and voided check
2. Very Small business entities: 2018 or 2019 tax return, proof of Active Standing on the California Secretary of State website, Business Tax Registration Certificate (BTRC) if based in the City of Los Angeles, DD214 form if a Veteran-lead entity, October 2018 W-9 form, Direct Deposit Form, and voided check.
3. Small business entities: 2018 or 2019 tax return, proof of Active Standing on the California Secretary of State website, Business Tax Registration Certificate (BTRC) if based in the City of Los Angeles, DD214 form if a Veteran-lead entity, October 2018 W-9 form, Direct Deposit Form, and voided check.

Documentation must be provided within five (5) business days of written notification, unless extenuating circumstances exist. Failure to provide documentation may be a denial of grant funds.

**Privacy**

Information provided through the application process is the responsibility of each applicant. Applicants will not hold LISC, its affiliates, members, partners, and staff liable for any losses, damages, costs, or expenses, of any kind relating to the use or the adequacy, accuracy, or completeness of any information loaded in the form. For further information please see LISC’s privacy policy. Data entered on this secure form utilizes Form Assembly. More info.

**Conflict of Interest**

Current directors, officers, employees, and contractors of LISC and such individuals' family members (spouse, parents, children, grandchildren, great-grandchildren, and spouses of children, grandchildren, and great-grandchildren) are not eligible to apply or seek an award.

**Publicity**

HOA.102967912.1
If awarded, please be advised that the business/applicant’s application information, name, statements, and other information provided during the award process may be used for promotional purposes in all forms and media and the business/applicant may be contacted by LISC, its agents and/or the program sponsors for such purposes. Until notified, applicants must agree not to share any status as a finalist publicly, including but not limited to all social media platforms, news media, or local publications.

**Submission Guidance**

It is recommended that before completing and submitting the online form, applicants save their answers in a separate backup document, as your work may not be saved if you leave the web page before submitting the application. You may also lose your work if your internet is disconnected, or as a result of other potential web browser issues. We cannot accept changes to your grant application once it has been submitted, so please review it carefully. You will see a confirmation page after successful completion of this application.

It is also recommended that you consult a tax consultant should you receive a grant for any tax determinations.
1. I acknowledge I have read and agree to the Terms and Conditions stated above:
   _ Yes _ No

LISC LA COVID Fund Grant Application

2. Applicant Information

2. Are you a registered for-profit business, registered 501C3 organization or a registered 501C6 organization?
   _ For profit business
   _ 501C3 organization
   _ 501C6 organization
   _ none of the above

2.1 [If 501C3 or 501c6] What type of tax return did you file?
   990
   990-N
   990-EZ
   990-PF
   None of the Above

2.2 [If 501C6], are you a Chamber of Commerce?
   _ yes
   _ no

2.3 [If 501C3 or 501C6] Are you currently in active standing per the California Secretary of State website?
   _ Yes
   _ No

2.4 [If 501C3 or 501C6], what is your mission statement? (50 words or less)
   ______

2.1 [If for-profit] What type of business are you?
   _ Micro-Entrepreneur (revenue less than $100,000)
   _ Very Small Business (revenue of $100,001-$1,000,000)
   _ Small Business (revenue of $1,000,001-$5,000,000)

2.2 [If a Micro-Entrepreneur] which of the below describes to your business:
   Gig Economy
   Street Vendor
   Sole-Proprietor
   Consultant
   Independent Contractor
   Other: ____________

2.3 in 50 words or less, please briefly describe your business activity
2.4 Was your organization in operation as of September 4, 2019?
   _Yes
   _No

2.5 Are you applying for the grant due to business losses or interruptions as a result of the COVID-19 pandemic?
   _Yes
   _No

2.6 Have you submitted an application for any other funding from the County of Los Angeles COVID-19 relief efforts?
   _Yes
   _No

2.7 Did your business/nonprofit previously receive a small business grant from the County of Los Angeles COVID-19 relief efforts?
   _Yes
   _No

2.8 Did you receive any funding for your business/nonprofit from your city's business assistance grants related to COVID-19 relief efforts?
   _Yes
   _No

2.9 Does your business fall into any of the following categories:
   - Corporate-owned franchises;
   - Social clubs;
   - Payday loan stores;
   - Pawn shops;
   - Astrology, palm reading;
   - Liquor stores, night clubs;
   - Adult bookstores, massage parlors, strip clubs;
   - Track waging facilities;
   - Gambling businesses (i.e. Bingo parlors);
   - Trailer-storage yards;
   - Gun or ammunition stores;
   - Junk yards; and
   - Marijuana dispensaries.

   _Yes
   _No

2.10 Are you completing this application on behalf of the entity?
Yes
No, I am the business owner/executive director

3. Please be ready to provide information for the lead small business owner/non-profit executive director.

Small Business/Non-Profit (Entity) Information

Please note: You may apply for one business only. For business owners with multiple businesses, please complete this application based on the largest business owned.

Each grant is limited to one grant per individual and business tax ID.

3 Business Owner/Non-Profit Executive Director Information

3.5 First Name

3.6 Middle Name

3.7 Last Name(s)

4 Primary Email for Contact - This email will be used for all LISC communication during the application process.

4.5 Secondary Email for Contact (Optional)

5 What is the best phone number to reach the applicant?

Business/Non-Profit Permanent Phone Number
Business Owner/Non-Profit Executive Director Phone Number

5.5 Entity Phone Number (numbers only - no dashes)

5.6 Owner/Executive Director Phone Number (numbers only - no dashes)

5.7 Do you authorize LISC to contact you at the above number via SMS/text if needed?

Yes
No

6 Business Entity/Non-Profit Information

6.1 Website

6.2 Primary Social Media Address (e.g. Facebook, Twitter, or Instagram)
6.3 Legal Entity Name (Include dba if Applicable)

6.4 Entity Street Address (Business/Organization Physical Location)

6.5 Entity Address Line 2 (Suite, Floor, etc. - If Applicable)

6.6 Entity City/Town

6.7 Entity State/Territory

6.8 Entity Zip Code

6.9 [For very small and small businesses] Are you based in the City of Los Angeles? Not sure? Check the map here: https://www.arcgis.com/home/webmap/viewer.html?webmap=0a7911afdad945c3972e4b2a76292b2c
   Yes
   No

6.10 [If yes] Do you have a Business Tax Registration Certificate? Check to see if you are in active standing with the City of LA here: https://data.lacity.org/A-Prosperous-City/Is-Your-Business-Registered/-grur-nfhp
   Yes
   No

7 Alternative Business Entity Information

7.1 Do you receive and collect mail from the entity's address above?
   _Yes
   _No

7.2 If not, what is the entity's alternative mailing address? (Street, City, State, Zip)

Additional Organization Information

8 Structure of Organization

   _501C3 Corporation
   _501C6 Corporation
   _Corporation (for-profit entity)
   _Sole Proprietorship

HOA.102967912.1
Limited Liability Company
Partnership (General and Limited)
Other - Please specify:
Other: ____________________________

9  Years in Operation
   _1 year or less
   _2 years or less
   _3-5 years
   _6-9 years
   _10 years or more

10. What was your organization’s gross revenue in the calendar year 2019 (1/1/2019 to 12/31/2019)?
   _Less than $50,000
   $50,001 to $99,999
   $100,000 to $299,999
   _$300,000 to $499,999
   _$500,000 to $999,999
   _$1,000,000 to $4,999,999
   _$5,000,000 or higher
   _My organization did not have positive revenue in calendar year 2019
   _My organization did not exist

**Total Number of Workers**
The following questions ask about the number of workers at the entity. For this section, full-time workers are those who work 35 hours/week or more; part-time workers are those who work less than 35 hours/week.

12. To the best of your knowledge, how many **full-time workers, including yourself**, did the entity employ **as of January 2020**? _____
   Enter the digit 0 if there are no FT workers.

13. To the best of your knowledge, how many **part-time workers, including yourself**, did the entity employ **as of January 2020**? _____
   Enter the digit 0 if there are no PT workers.

14. To the best of your knowledge, how many **full-time workers, including yourself**, did the entity employ **as of March 2020**? ____________
   Enter the digit 0 if there are no FT workers.

15. To the best of your knowledge, how many **part-time workers, including yourself**, did the entity employ **as of March 2020**? _______
   Enter the digit 0 if there are no PT workers.

**Primary Industry**
HOA.102967912.1
16. What is your primary industry? (Select one)

- Accommodation and Food Services (includes hotels, restaurants, bars, mobile food vendors, etc.)
- Administrative and Support and Waste Management and Remediation Services (includes establishments performing routine support activities for the day-to-day operations of other organizations, includes employment services, business support services, travel and reservation services, services to buildings and dwellings)
- Agriculture, Forestry, Fishing and Hunting (includes farms, ranches, dairies, greenhouses, nurseries, orchards, or hatcheries)
- Arts, Entertainment, and Recreation (includes theater, dance and music companies, museums, sports teams, performing artists, fitness and recreation centers, etc.)
- Construction (includes general contractors, trade contractors such as painting, masonry, plumbing, electrical work, etc.)
- Educational Services (includes elementary and secondary school, technical, skills and trade training, language schools, sports and recreation instruction, etc.)
- Finance and Insurance (includes banks, credit unions, savings institutions, non-depository credit institutions, insurance agencies, etc.)
- Health Care & Social Assistance (includes office of physicians and dentists, family planning centers, nursing care, child and youth services, child day care services)
- Information (includes newspaper and periodical publishers, film producers, music and radio producers, etc.)
- Management of Companies and Enterprises (includes establishments that administer, oversee, and manage may hold the securities of the company or enterprise)
- Manufacturing (includes factories, makers, bakeries, candy makers, custom tailors, etc.)
- Mining, Quarrying and Oil and Gas Extraction (includes establishments that extract or beneficiate naturally occurring mineral solids)
- Professional, Scientific and Technical Services, Scientific, and Technical Services (includes legal, accounting and tax services, architectural, engineering and design services, consulting, marketing services, veterinary services, etc.)
- Real Estate and Rental and Leasing (includes property management, asset management and leasing)
- Retail Trade (includes food stores, groceries and convenience stores, hardware stores, nurseries/garden centers, flower shops, bookstores, car dealers, apparel stores, etc.)
- Transportation and Warehousing (includes providing transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation)
- Utilities (includes provision of electric power, natural gas, steam supply, water supply, and sewage removal)
- Wholesale Trade (includes wholesaler merchants and distributors)
- Other Services (includes repair and maintenance services, personal care services like nail and hair salons, spas, barbershops, dry cleaning and laundry services, general automotive repair, etc.)

Socioeconomic Data
The next portion of the survey requests socioeconomic data related to the lead business owner/non-profit executive director and it is optional. Please provide information based on how the lead business owner/non-profit self-identifies.

17. Age
Business owners need to be at least 18 years old.

- 18-24
- 25-34
18. Gender (Based on how the business owner/executive director self-identifies)

_Woman
_Man
_Non-binary
_Other
_Prefer not to say

19. Veteran
(If Yes, you will need to provide DD214 information)

_Yes
_No
_Prefer not to say

20. Race/Ethnicity
(Please specify based on how the lead business owner self-identifies)

_African American/Black
_American Indian/Alaska Native
_Asian
_Native Hawaiian/Pacific Islander
_Hispanic/Latino
_White
_Biracial
_Multiracial
_Other
_Prefer not to say

Populations Served

Note: To be classified as low or moderate income and individual or family's household income must be 80% of the median income for the area where they reside. For Los Angeles and Long Beach metropolitan area that is equivalent to $63,100 for a single individual household, $72,100 for a two-person household, $81,100 for a three-person household, $90,100 for a four-person household and $97,350 for a five-person household.

20.1 Of the population you serve, what percentage is low or moderate income (LMI)?

_Less than 10%
_10% -19%
_20% - 50%
_50% - 75%
_75% - 90%
_Greater than 90%
20.2 What demographics do you serve? (Check all that apply)

- Alaskan Native
- Asian
- Black/African-American
- Hispanic or Latino
- LGBTQ+
- Native American
- Native Hawaiian or Other Pacific Islander
- Veterans
- White
- Women
- Other
**Grant Information**

21. Please state how you will use the grant and which expenditures you anticipate paying for to support your organization, if you are awarded funding. (100 words or less)

22. Please describe how the COVID-19 pandemic impacted your small business or nonprofit (loss in sales, worker layoffs, employees payroll, past due bills, business closure, etc.) (100 words or less)

23. Did you receive a loan through the Paycheck Protection Program (PPP)? (This DOES NOT disqualify your organization from receiving funding).

   _Applied and approved
   _Applied and denied
   _Applied and did not hear back
   _Did not apply

23.1 If answered “did not apply” in question 22, for what reason did you not apply to the Paycheck Protection Program?

   _I was not aware of the program
   _I could not find a lender
   _I was not interested in the program
   _Other, please specify:

   Please Specify here: ____________________________

24. Did you receive a loan through the Economic Injury Disaster Loan Program (EIDL)? (This DOES NOT disqualify your organization from receiving funding).

   _Applied and approved
   _Applied and denied
   _Applied and did not hear back
   _Did not apply

24.1 If answered “did not apply” in question 23, for what reason did you not apply to the Economic Injury Disaster Loan Program (EIDL)?

   _I was not aware of the program
   _I could not find a lender
   _I was not interested in the program
   _Other, please specify:

   Please specify here: ____________________________

25. Select the one that best describes your business location:
26. To the best of your knowledge, how did your revenue/net income in April 2020 compare to January 2020?

- Decreased by less than 20%
- Decreased between 20 and 49%
- Decreased by 50% or more
- Remained the same
- Increased
- Don't Know/No Answer

27. To the best of your knowledge, how did your revenue/net income in April 2020 compare to April 2019?

- Decreased by less than 20%
- Decreased between 20 and 49%
- Decreased by 50% or more
- Remained the same
- Increased
- Don't Know/No Answer

28. How did you hear about the LA Regional COVID-19 Recovery Fund small business grant program?

- Facebook
- Instagram
- County Website/Announcements
- Department of Consumer & Business Affairs/Disaster Help Center
- Los Angeles County Development Authority Website/Announcements
- Public Agency: City of ___________
- LISC Website / Mailing List
- Television
- Twitter
- Word of Mouth
- None of the Above

29. Did you hear about the LA Regional COVID-19 Recovery Fund grant program from a sponsor or partner?

- Los Angeles County
- City of Los Angeles
- LISC LA
- API Small Business Program
- LA Area Chamber of Commerce/Bixel Exchange
30. What is your preferred language?
- Arabic
- Armenian
- Cantonese
- English
- Farsi
- Hindi
- Japanese
- Khmer
- Korean
- Mandarin
- Russian
- Spanish
- Tagalog
- Thai
- Vietnamese
- Other

30.1 Other, please specify

31. Please describe what you will be using the funds for in further detail and the impact COVID-19 has had: The brief description should indicate how the funds would be spent if you were to be awarded a grant for activities impacted by COVID-19. The grant funds may not be spent on any item that is not part of the activity description in this application.

Final Step: Please review the information below, e-sign and submit your application:
Thank you for completing your application. Please click 'Submit' below to complete your submission.

If your business or non-profit is selected as a finalist, you will be notified via email. Being selected as a finalist does not guarantee a grant will be awarded. As a finalist, additional documentation will be required, including but not limited to: previous year tax returns/990s, Certificate of Good Standing from the California Secretary of State, a 501(c)(3) or 501(c)(6) (for chambers of commerce only) tax-exempt status letter for non-profits, and an SSN, TIN/ITIN and/or EIN for the applicant and/or the business in order for us to perform the due diligence required by the program’s funding source.

This due diligence inquiry may include a background search that we will conduct at our expense. If the due diligence step is successfully completed, we will ask for W-9 and appropriate banking information so that we may transfer funds by ACH to your designated account.
32. [If received a PPP loan] How much did you receive for the PPP loan? (This does not affect your ability to receive a grant)?

33. [If received a PPP loan] What were the approved uses of the PPP loan?

For general questions, please check the LA COVID-19 Fund page regularly for updates about the LA COVID-19 Fund. For additional questions not answered by the FAQ, please email lacovidfund@lisc.org. We are monitoring this email regularly and updating our FAQ accordingly. You can also call the County’s Disaster Help Center at 833-238-4450.

For data security questions, please review LISC’s Privacy Policy.

For updates on additional resources and programs, visit LISC’s COVID-19 Fund page.

Certification:
By submitting this application for review and any subsequent award of grant funds, I __________________________, certify I have not provided any material misrepresentation and/or falsification of my eligibility to secure a small business grant under this Program. I certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a Department of the United States Government. If found guilty of committing fraud, my business entity or nonprofit will no longer be entitled to receive any small business grants and may be subject to other penalties imposed by Federal, State and/or local law.

I also understand and certify that:

☐ By checking this box, I certify that my business entity or nonprofit has not received any other COVID-19 related financial assistance from the County of Los Angeles, City of Los Angeles or Los Angeles County Development Authority related to COVID-19.

☐ By checking this box, I agree to use such grant funds for only for eligible business-related expenses stated in this application and to retain any receipts and documentation for five years evidencing such eligible expense use.

☐ By checking this box, I certify that any grant funds received will not be used to pay for expenses that have or will be reimbursed for under any federal program, including a Paycheck Protection Act loan.

☐ By checking this box, I certify that any grant funds received will not be re-granted to a different individual or entity.

☐ By checking this box, I certify that any grant funds received will not be used to pay for expenses that have or will be reimbursed for under any federal program, including a Paycheck Protection Act loan.