

FAQs

1. Q: What are the eligibility requirements for this program?

A: The business must:

- Employ no fewer than **two (2)** and no more than **ten (10)** full-time equivalent W-2 employees
- Independently owned and operates the principal office in Huntington Beach
- Currently has a valid business license in the City of Huntington Beach
- Has been negatively affected by Coronavirus (COVID-19)
- Business acknowledges that if it was a previous recipient of any Coronavirus (COVID-19) grants from the City of Huntington Beach, their application will not be prioritized for the HB Small Business Micro Grant Program
- Does not promote, sell, or advertise any products, ideas, or services that fail to comply with all applicable laws, acts, regulations, rules and ordinances
- Is not under current governmental investigation nor currently a party to a civil or criminal matter, nor has any outstanding violations, citations or other issue that would put them in a situation other than in good standing with the City
- Is not owned (in whole or in part) or related to any individuals who are currently employee of the City of Huntington Beach or who are currently an elected or appointed official representing the City of Huntington Beach
- Home-based businesses are not eligible for the grant
- Complies with all grant funding requirements included in the City's Subrecipient Agreement with the County of Orange. The Subrecipient Agreement with the County defines a small business as a business:
 - that is independently owned and operated and not dominant in its field of operation
 - that the principal office is located in the City of Huntington Beach
 - that has at least one officer of which is domiciled in Orange County, California
 - that together with affiliates, has 100 or fewer employees, and average annual gross receipts of \$15,000,000 or less over the previous three years, or is a manufacturer with 100 or fewer employees
- Per Federal guidelines, eligible businesses are those that meet at least one of the following criteria.
 - Business must have been deemed non-essential and forced to close
 - Sales/Revenues must be down more than 25% since the start of the COVID-19 Pandemic
 - Business must have laid off at least 1 part-time or full-time employee

2. Q: What costs are eligible for reimbursement?

A: Personal Protective Equipment, Rent, Payroll, Utilities and Other COVID-19 related operational or safety expenses (must be described in detail). Receipts are required. Please go to the Huntington Beach website for the Dos/Don'ts and sample documentation.

3. Q: How much can I apply for?

A: \$5,000

4. Q: When can I apply?

A: The application period opens April 5, 2021 at 8:00 A.M. The Deadline is April 12, 2021 5:00 P.M.

5. Q: If I want to create an account with SurveyApply before the program goes live, can I do that?

A: Yes, just go to <https://ndc.smapply.io/> and click on the green Register button on the right hand corner.

6. Q: How do I apply?

A: Click on the link on the Huntington Beach website and it will take you to the online application. Please read the cover page to make sure you qualify before clicking on "Apply". Then you will:

- a. Fill in the legal name of your business and (if applicable) the DBA.
- b. If you do not have account yet, please click "Register" button on the top right corner.
- c. Once you are registered, please make sure that you are applying for the Huntington Beach COVID-19 Micro Grant Program.

The forms you will fill out are as follows:

- d. Please fill out the business information form.
 - i. Legal name of business
 - ii. DBA (if different from legal name)
 - iii. Tax ID #, or SSN (if sole proprietor)
 - iv. Active Huntington Beach license number
 - v. Number of employees
 - vi. Business address
 - vii. Mailing address (if different)
- e. Please fill out the expenses report summary.
 - i. Did you purchase Personal Protective Equipment (PPE)? If yes, please upload receipts reflecting the amount you are requesting.
 - ii. Are you requesting rent? If yes, please upload evidence of rent. Please see the sample documentation for additional guidance.
 - iii. Payroll? If yes, please upload documentation evidence.
 - iv. Utilities? If yes, please upload documentation evidence
- f. Please upload your Huntington Beach business license
- g. Please use the link on the task "W-9 Form" to access the W-9 Form. Please download, fill out, sign and upload the signed form.
- h. Please review and check off the acknowledgment and certification form. If you can't answer yes to everything in the "Program Eligibility

Section”, you DO NOT qualify. If you do not agree with each statement in the “Expense Eligibility Section”, you DO NOT qualify.

- i. If you are able to answer yes to all the statements, please fill in the owner section, sign and date your acknowledgment and certification form.

7. Q: What can I use the funds for?

A: You may only use the funds for Rent/lease payments, mortgage interest payments, utilities, personal protective equipment, payroll, and other COVID-19 related operational or safety expenses.

8. Q: What if I need someone else to help with my application?

A: You should be able to add a “Collaborator” to help you with the application. This person cannot access some portions of the application though, as they are required to be signed and certified by the owner.

9. Q: What if my business has more than one (1) owner?

A: Please add the second person as a collaborator. We will make sure they have access to the grant agreement if awarded, as two signatures will be required there.

10. Q: Why can I not modify the Copy of the Huntington Beach Business License or the Acknowledgment and Certification sections before I complete some previous sections?

A: There are pre-requisites needed to be completed before moving on to the next section. Please make sure to fill in all of the requested information and at the bottom select “Mark as Complete.”

11. Q: How do I submit my application?

A: To submit your application you must complete all of the required tasks within the application. Once all of the tasks are completed, select the Review & Submit button. Review all of the application materials. Once reviewed, click Submit Your Application.

12. Q: I submitted an application but did not receive a confirmation email?

A: Please check your spam/junk folder. Ensure that HBMicroGrant@ndconline.org is added to your safe sender list within your email account. If you have not received a confirmation email, contact the program administrator at biz-grants@surfcity-hb.org to confirm if your application was successfully submitted.

13. Q: How do I edit a completed task?

A: Click on the task you would like to edit. On the top right corner of the task, click on the icon and select More Options. Click Edit. Click Previous/Next to go through the pages to make any changes and on the last page click on Mark as Complete. Please NOTE: You cannot edit once you have submitted.

14. Q: Why are my documents not uploading/saving? I get an error when uploading a file.

A: Please make sure your file is the acceptable format (pdf, .jpeg, .jpg), check the file size, and make sure the file is not encrypted or corrupted.

15. Q: I applied for the Small Business Grant Program but have not heard anything regarding the status of my application. What should I do?

A: If program staff need any additional information from you, they will reach out via email. Please monitor your email (and your spam and junk folders) for correspondence from NDC staff. You do not need to do anything regarding your application unless you are directly contacted by our program staff.

NOTE: You should be able to see the status of your application and where it is in the workflow.

16. Q: How long do I have to respond if NDC requests information or documents from me?

A: 3 business days

17. Q: I was approved for the program but haven't received my funds yet. What do I need to do?

Verify that you have signed the grant agreement and submitted the bank information form. You must fill those items out once awarded and click submit to go to the final stages for funding.

If you have questions that have not been answered, please email your question to biz-grants@surfcity-hb.org.