



## FREQUENTLY ASKED QUESTIONS

### General Updates: What You Need to Know

**1) I started my application in ZoomGrants. Is my user account still valid?**

No. The LACDA has transitioned to a new application platform. A new user account will need to be created to apply for the grant.

**2) What is the best way to stay updated on program announcements?**

The most current program information will be posted at [keeplacountydining.lacda.org](http://keeplacountydining.lacda.org). Notices will also be posted via the agency's [Facebook](#) and [Twitter](#) accounts.

**3) Will applications submitted via ZoomGrants be considered?**

Only applications successfully completed and submitted will be considered.

**4) If I did not fully complete my application and did not receive a confirmation email, what do I need to do?**

If you created an account, but did not submit the full the application, your application is not considered complete and you will need to re-apply.

**5) How do I know if my Zoomgrants application was successfully submitted?**

If you successfully completed the application process, you will have received a confirmation email from ZoomGrants indicating the application was submitted. If you did not receive a confirmation email, your application was not successfully submitted.

Staff will review completed applications and advise applicants that submitted if they need to resubmit to new portal or confirm that their application will be considered.

**6) Is there a fee to apply for this grant program?**

No. There are no fees required to apply for the grant.

### Website Content Questions

**7) I cannot find the application. Where is it?**

The application link will be made available at **8:00 a.m. on Monday, December 7, 2020**, and will remain available until **Tuesday, December 8, 2020, at 5 p.m.**, or until **2,500 applications** are received, whichever comes first.

**8) Will the grant agreement and COVID-19 Statement of Impact be available when the application process opens?**

The grant agreement will be provided to applicants selected and approved for the grant. The COVID-19 impact statement is part of the application. It is a fill-in-the blank field.

### Grant Selection

**9) Are applicants selected on a first-come, first-served basis?**

No, there will be five lists, one for each Supervisorial District. Businesses that provided outdoor dining as of November 24, 2020, will be placed at the top of the list for their respective Supervisorial District in the order the application was received. Those that did not provide outdoor dining will follow and be listed in the order the application was received.

### Required Documentation

**10) Is there a downloadable application I can complete?**

The application is **not** a downloadable form. It is an interactive application that is completed online.

**11) Do you require just the 1040 form on the taxes, or do you want the applicant to download all pages that were filed?**

We require all pages that were filed, and they must be signed.

**12) What is the COVID-19 Statement of Impact?**

It is a two to three sentence declaration by the applicant that specifically states how the business was impacted by COVID-19. Some examples include: staff layoffs, purchasing Personal Protective Equipment for employees, purchasing furniture to accommodate outdoor dining, a decrease in revenue due to a decline in customers.

**13) Must the business owner have an active license to apply/be eligible for the grant?**

Yes. If the business license has expired, applicant must submit a copy of the expired business license along with proof of renewal payment.

**14) What if I have only paid half of the renewal payment for my business license?**

If the jurisdiction that issued the business license has approved a partial payment, the LACDA will also accept it.

**15) Where can I receive assistance regarding the Secretary of State requirements?**

Please direct your question to the Secretary of State by calling (916) 653-6814.

**16) Regarding a fixed brick and mortar location, what other documentation can be used as proof besides the business license?**

A lease agreement is another proof of documentation.

**17) My restaurant is located in the City of Long Beach. The City of Long Beach does not issue inspection grade cards.**

Those restaurants in the City of Long Beach are to submit the most recent copy of their City of Long Beach Inspection Summary Report.

### **General Grant Questions**

**18) How much has been allocated to this program?**

\$5.6 million was allocated, which will be divided equally between the five Supervisorial Districts to ensure equitable distribution of funds across the County of Los Angeles.

**19) What does “business principal” mean?**

It means those that have a legal capacity to sign contracts on behalf of the applicant’s business. The business principal(s) must submit government-issued identification (ID), such as a driver’s license, state-issued ID card, or a passport.

**20) If I have five or less locations, does the requirement for fewer than 25 employees apply to only one location or does it apply throughout the five locations?**

It applies to the one location for which you will be applying.

**21) Is the grant amount up to \$30,000 or is it a flat \$30,000 grant?**

It is a flat \$30,000 grant.

**22) Do I have to pay back the grant?**

No, there is no repayment as it is a grant, not a loan; however, the selected applicant must retain all receipts and other records supporting expenditure of funds for a period of five years.

**23) If my business received federal funds that were not obtained from the County of Los Angeles, do I still qualify for this program?**

Yes, you do.

**24) If my business received a Payroll Protection Program (PPP) loan, can I still apply for this grant?**

Yes, you can.

**25) If selected, can I use the grant to cover expenses previously paid with a PPP loan?**

No, the grant funds may not be used to cover expenses previously paid with a PPP loan.

**26) My restaurant has more than 25 total employees, but most of them are part-time. If I add up all the part-time employees, it is less than the equivalent of 25 full-time employees. Does my business qualify for this grant?**

No. The employee count of 25 does not differentiate between full-time or part-time employees. The employee account provided by the applicant and IRS Form 941 filed for the third quarter of 2020 will be used to validate the employee count to ensure the total employee count is at 25 or below.

**27) My business ownership structure is 60% corporate and 40% private. Do I still qualify for the grant?**

Yes, but you will have to submit organizational documentation for both the corporate and private owners.

**28) Why do the Cities of Los Angeles and Pasadena not qualify for this grant?**

The City of Los Angeles received its own CARES Act funds allocation and the City of Pasadena has its own Public Health Officer that allowed restaurant owners to continue to operate via outdoor dining. Restaurants in the County of Los Angeles were forced to shut down their outdoor dining operations per the latest public health order, which was effective November 25, 2020. [See attached](#).

**29) I live in the City of Avalon. Will my application be rejected for only having a P.O. box as my business location?**

No. P.O. Boxes are considered acceptable addresses for businesses in the City of Avalon.

**Further Assistance**

**30) Who can I contact if I have any issues?**

Please email [keeplacountydining@lacda.org](mailto:keeplacountydining@lacda.org), or call (626) 943-3833 for assistance.

**31) Will there be phone support available to applicants during the weekend?**

Yes, there will be support available on weekends.