

**District 1 Grant Program  
Frequently Asked Questions  
As of: July 16, 2020**

**1. What languages are supported on the application (hosted on Survey Monkey Apply)?**

English full application (English is the standard language for Survey Monkey Apply)  
Spanish full application (please select ES from the upper right corner of your screen)  
Vietnamese text and images (please note SurveyMonkey Apply does not at this time support Vietnamese characters, therefore you will see some text and some images of Vietnamese as you complete the pre-application)

**2. When I am in the English language version, why do I see Vietnamese images? Am I in the wrong place?**

You are in the correct place! The Pre-Application is in English with Vietnamese characters visible as an image nearby.

**3. Do 1099 employees count as full-time employees?**

No, individuals issued 1099s are not considered full-time employees

**4. How to mark my business type?**

Anyone that is **not** a non-profit, a home-based business or an independent contractor should mark "traditional small business".

**5. Am I a traditional small business if I am NOT a home-based business or independent contractor?**

Yes. As long as you have less than 10 employees or 10 FTEs. All industries/sectors may fall under traditional small businesses as long your business is not gambling, adult entertainment or cannabis-related.

**6. How do I calculate FTE (full-time equivalent) employees?**

A full-time equivalent employee works an average of 40 hours per week. To calculate how many FTE employees you have, simply add the average hours per week worked for each employee and then divide the total by 40 hours per week.

For example, if you have 13 employees, 6 of which work 40 hours per week and 7 of which work an average of 20 hours per week, this comes to 380 total average hours per week.

$$6 \times 40 \text{ hours/week} = 240$$

$$7 \times 20 \text{ hours/week} = 140$$

$$140 + 240 = 380 \text{ total average hours per week}$$

If you divide by 40, this comes to 9.5 FTE employees. In this scenario, the business would qualify as having less than 10 FTE.

**7. I am a non-profit but I can't submit my EIN number. I keep getting an error message.**

The Survey Monkey Apply database automatically verifies the EIN you provide and if no match is found, please contact [help@district1grantprogram.com](mailto:help@district1grantprogram.com) Our Support Team will work with you to determine what documentation to provide in order to verify your nonprofit status so that you can be entered into the computer-based randomization selection process.

**8. Why haven't I heard from the Support Team yet?**

We are working diligently to answer questions and will return email correspondence in the order received. Our Support Team is available by email from 8:30-5:00pm PST Monday-Friday, excluding observed holidays Orange County holidays.

**9. Why am I ineligible for a place in the computer-based selection process?**

If you have received an email that said you are ineligible after filling out the pre-application, it is likely because answers you provided to questions pertaining to how many full-time equivalent employees you have, if you are related to disallowed industries (cannabis, gambling and adult entertainment), or the type of business you have.

If you feel that you meet the eligibility requirements and that a mistake has been made, the only way to resolve the issue is to email [help@district1grant.com](mailto:help@district1grant.com)

**10. Help! I've entered information incorrectly, what do I do now?**

If you feel that you meet the eligibility requirements and that a mistake has been made, the only way to resolve the issue is to email [help@district1grant.com](mailto:help@district1grant.com)

**11. How do I reach your Support Team?**

Email [help@district1grant.com](mailto:help@district1grant.com).

**12. What languages do your Support Team speak?**

English, Spanish and Vietnamese.

**13. I forgot my password. How do I reset my account or request my password?**

Please use the feature, I forgot my password to reset your password through Survey Monkey Apply. You will find this on the login page.

**July 13, 2020 Webinar Questions**  
**Posted July 16, 2020**

**14. If I started my business November of 2019 am I eligible for this Grant? Or do I need to have been in business since April of 2019?**

Yes, you are still eligible to apply as long as you were in business before March 1, 2020. For the field where you are required to upload April, 2019 bank statements, please upload the earliest month business bank statements you have that show activity.

**15. Will there be credit checks?**

No credit checks.

**16. What if your business falls under the closed category governor Newsom issued today (7/13/2020)?**

If your business was mandated to close temporarily by Governor Newsom you are still eligible and encouraged to apply.

**17. What if you have no employees?**

If you have no employees you are still eligible to apply.

**18. Bank statements are only for April, not the whole year, right?**

On the employee list, please just list yourself as the owner. Bank Statements are only for April 2019 and April 2020, not the whole year.

**19. Will the video recording be posted online later?**

Yes, the video is available at <http://district1grantprogram.com>

**20. Is there a time limit on the use of funds?**

Yes, more information will be provided

**21. Pertaining to bank statements for independent contractors - if we use an app like Venmo, would those statements work?**

Banking statements are required. If you do not have a business bank account, a personal bank account statement may be submitted. You may upload Venmo Account statements to show transactions and business activity as an optional upload.

**22. I had my business in Costa Mesa, I just gave up my office since I have been working from home. I live in District 1 but my business license is in Costa Mesa (outside of D1) do i qualify? I have not received any funding from anywhere.**

Unfortunately, if your business is not tied to a District 1 location or if you are not a home-based business in District 1 you are not eligible. We would need official documentation linking your business to District 1 in order for you to be considered eligible. However, other districts are

doing similar grants for small businesses, please check and see if your business is in one of these districts.

**23. Is it acceptable to apply if a nonprofit is currently at 10 FTE but may hire another staff position later in the year if finances allow? In other words, is there any timeline cut-off for 10 FTE, or is it just based on the April 2020 employee roster submitted?**

Yes, as long as the businesses suffered a reduction in staff to below 10 FTE between February and April 2020. Additionally, if the business, at-time of application, can be confirmed to have less than 10 FTE, they would be considered eligible.

**24. Can I use all funds solely for payroll?**

Yes.

**25. How many grants are available or being issued for each pool?**

Santa Ana - 567

Garden Grove - 387

Westminster/Midway City - 246

Fountain Valley - 53

**26. I want to make sure that I have clearly understood the eligibility criteria. This grant is only for an organization that ONLY has 10 FTE post-COVID-19?**

There are multiple eligibility criteria, including: location of business, type of business, COVID-19 impact and employee count. As long as the businesses suffered a reduction in staff to below 10 FTE between February and April 2020, or has less than 10 FTE at the time of applying, the applicant would be eligible.

**27. What if you have 10 FTE, are you eligible?**

Yes

**28. Do you count independent contractors as one employee?**

If you are applying as an independent contractor, you would count yourself as one employee. If your business hires independent contractors, you would not count them as additional employees.

**29. Are churches eligible?**

Yes, churches are eligible as long as their non-profit status is current.

**30. If I am located south of Warner in FV, is there a program for me in Fountain Valley?**

Businesses located south of Warner Avenue in Fountain Valley are in District 2. You can contact District 2 office at (714) 834-3220 or <https://d2.ocgov.com/contact>

**31. Do you have to have employees before the pandemic?**

No.

**32. My company is a partnership - does one partner file or all partners file?**

Just one partner should file for the business.

**33. As an independent contractor can I show my 1099 as proof? and also can I show a screenshot of receiving the eidl from the sba treasury?**

Although we suggest submitting a business license, utility bill or invoice to confirm eligibility for Independent Contractors, you may submit your tax return or EIDL documentation to assist in confirming eligibility in lieu of the recommended documents.

**34. What if the only current employee is the owner ?**

You are still eligible to apply.

**35. What if we don't have bank statements for April 2019? Are we not eligible?**

You are still eligible to apply. In lieu of April 2019 bank statements, please submit the earliest banks statements you have that show activity.

**36. Do gig workers, for example Instacart workers qualify as independent contractors ?**

It depends on how your taxes were filed, but in most cases yes, gig economy workers are independent contractors.

**37. I do not have 2019 bank statements. My business started in Santa Ana January 2020.**

Yes, you are eligible, please provide the January 2020 bank statements.

**38. Are sole proprietor's eligible? You mentioned 1099's are not considered FT?**

Yes Sole Proprietors are eligible.

**39. You mentioned 1099's are not considered FTE?**

1099's are not considered FTE employees.

**40. As an independent contractor operating from a personal checking account and not a business account - Is that okay?**

Yes, in that case just please submit your personal bank statements.

**41. I'm a college planning advisor. My business most of the time is a one man person with my wife as part time office administrator. I had to shut down the office in June due to Covid-19. Will I be eligible?**

Based on the information provided, there is nothing stated that would make me believe that you are ineligible. I encourage you to apply.

**42. Why do you need my full bank statements?**

The District 1 Grant Program is here to help businesses that have been negatively impacted by COVID-19. The criteria and required documents for the application are designed to show how COVID-19 has negatively impacted your business.

*These questions below were asked during the Spanish Language Webinar 43-48\**

**43. My application had an error and I can not continue, what do I do?**

Please contact the Support Team and we can assist you [help@district1grant.com](mailto:help@district1grant.com) email or call (714) 657-3300 for support

**44. If my business is selected, how quickly can I receive funds? Do we receive the funds at once or in payments?**

The funds will be distributed in one \$10,000 payment. This will occur as early as August 10, 2020, but will depend in part on how quickly recipients are able to provide the signed grant agreement and other required forms and/or information.

**45. Do you need a social security number to apply?**

No

**46. How many businesses are eligible for funding?**

It depends on the size of the community pool. Please see question #25

**47. Is there a template for use of funds?**

Yes on the SM Apply site you will download the template.

**48 How, from all eligible businesses, if there are more than the amount of businesses eligible, will the selection process be?**

There is no limit on the number of eligible businesses. The selection will be a randomized computer drawing that will take place on August 1, 2020.

*These questions below were asked during the Vietnamese Language Webinar #49-51\**

**49. My application seems to be complete but it says I can't modify it.**

That is correct you can not modify a submitted application. Please contact the [help@district1grant.com](mailto:help@district1grant.com) email or call (714) 657-3300 for support.


**50. I am an independent contractor but I work for a barber shop in District 1. Am I eligible?**

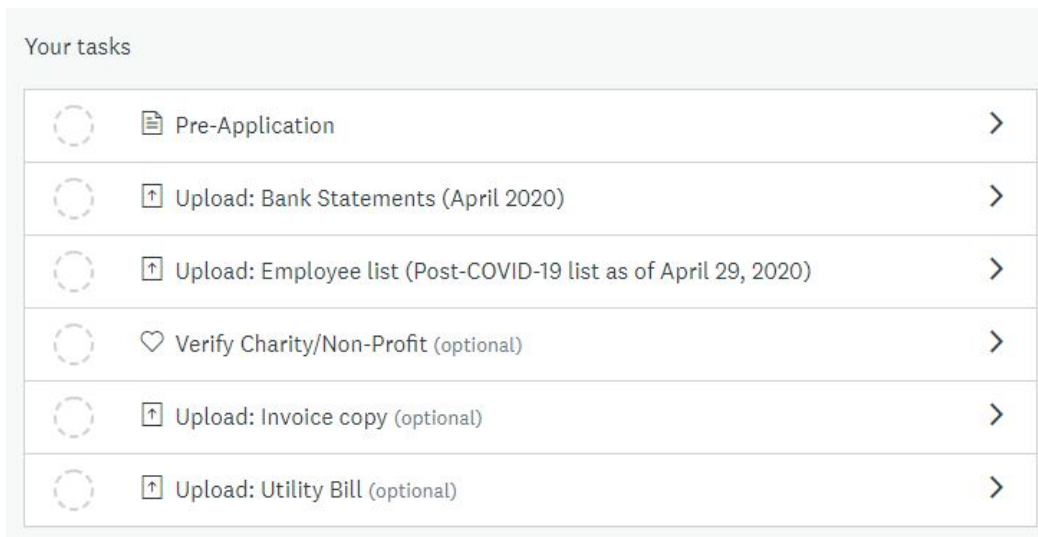
Yes, independent contractors are eligible and it is required you own or operate a business in District 1. You may also choose to include your business license as an optional upload.



**51. Can you tell us how to upload the required files?**

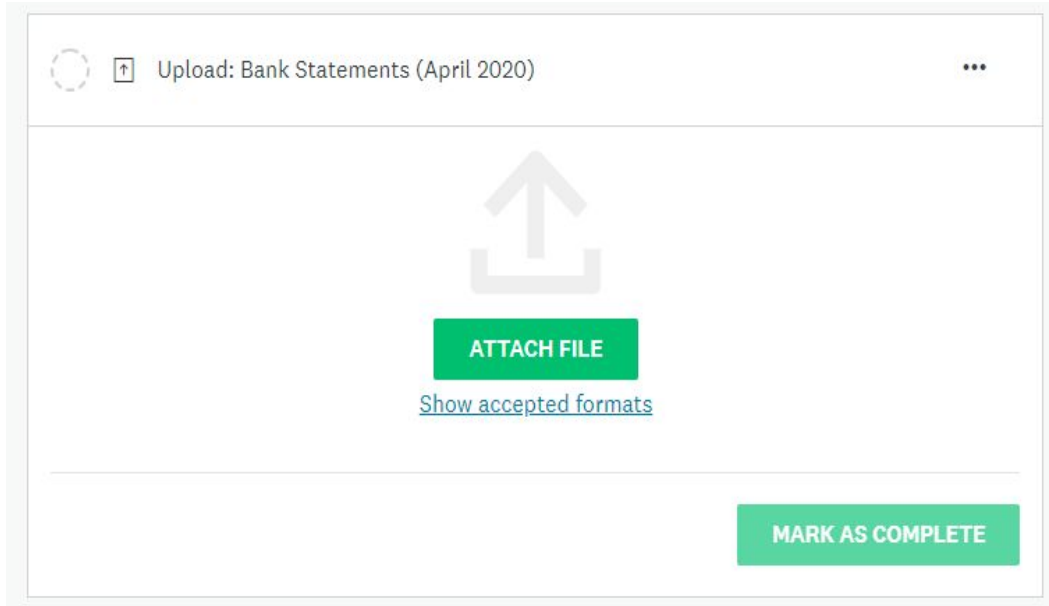
Please see the guide on how to attach files or please contact us via email [help@district1grant.com](mailto:help@district1grant.com) or call (714) 657-3300 for support.


**Step 1:** Log back into your registered account.

**Step 2:** You will see the screen below. Click on  .



**Step 3:** Next it will take you to this screen below. Click on  to attach your documents. Then click on  to complete this 1 upload.



A successful upload will look like this below with a  next to it.



**Step 4:** Repeat step 2 and step 3 for each required document until all documents have been uploaded.

**NOTE:** Once all required uploads and optional uploads are completed, hit submit. No changes can be made after you hit submit. If you review the files and note an error, please contact us via email at [help@district1grant.com](mailto:help@district1grant.com) or via telephone at (714) 657-3300.