

Applicant Frequently Asked Questions (FAQ) for the Santee Business Assistance Grant Program

When can I apply to the La Mesa Small Business Grant?

The application will be live on eastcountyedc.org/santee from 9:00am October 5th – October 11th at 11:59 PST.

How much can my business receive from the Grant?

Each business is eligible for up to \$10,000 of funding from the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act.

How do I know if my business is eligible for the Grant?

For a business to be eligible to receive funds, they must adhere by these requirements:

- Must be a for-profit business located in the incorporated City of Santee with a valid Business License
- Must have been affected by COVID-19
- Small businesses must have no more than 25 employees (Full-Time Equivalents) on a company wide basis
- Opened on or prior to March 1, 2020
- Must be an independently owned business; **franchises are not eligible**
- Small businesses that received prior Federal and State funding are eligible, however, funding must be used on alternative eligible expenses
- Must be a brick-and-mortar business
- Home-based businesses are not eligible

What is the timeline of Grant Program?

Program Marketing: September 29th- October 4th

Webinar Released: October 1st

Application Period: October 5th- October 11th

Application Review (Rolling Basis): October 12th- October 25th

Checks Issued by the City of Santee: October 12th- October 31st

How many businesses can be helped?

At a minimum, 20 businesses can receive the maximum grant amount of \$10,000. However that number could go up based on the amount of businesses that apply and the need of businesses that might not request the maximum amount.

What do I need to apply?

The application will ask you for:

- Business name, address, and Business License Number
- Your contact information and title in business
- Desired mailing address
- Amount you are requesting
- Narrative Question: Describe how your business was affected by the COVID-19 pandemic
- Narrative Question: Describe how you would use the grant money
- Supporting Documentation to provide evidence of losses incurred
- A current W9 Form

How long should the narrative answers be?

The narrative questions are left open ended to allow each business owner a chance to express how the pandemic has affected their normal business operations and asking how the grant funds would be used if they were awarded. The recommended length for the narrative answers is between 250-750 words.

What can the Grant funds be used for?

The Santee Business Assistance Grant Program funds can be used on rent/mortgage and utilities.

What do I need to provide to show evidence of need?

- To provide evidence for rent/mortgage, the business must provide:
 - Lease Agreement
 - Bills from their landlord or mortgage owner OR proof of payment
- To provide evidence for utilities, the business must provide:

- Bills OR receipts from utility companies such as SDGE, Cox, Waste Management, etc.

How do I know if my supporting documents fit the criteria?

There are a few simple checks that you can do to ensure that your documents provide sufficient evidence of loss incurred due to the pandemic. To simplify it: we are looking for either a receipt that states that you paid for an eligible expense OR we are looking for a bill that states that you owe an eligible expense. Here are some important notes:

- The documents must include one from a third party outside of your business. Examples: SDG&E, Property Management Company, etc.
- Internal documents alone are not enough. While some businesses may have relevant internal documents like a Profit and Loss Statement or a Ledger, these documents alone are not enough to prove loss. We encourage you to upload these documents as well, but please include something from a third party as well.
- Bank Statements are applicable in most cases. Bank statements are a great way to prove that you paid money for an eligible expense that can be reimbursed through the grant.

I paid all my bills and I don't have any outstanding debt, am I still eligible for the grant?

Yes, this grant can be used for reimbursement of eligible expenses that have already been paid for as well as outstanding debts. We just need proof that the payment was made.

My business is a sole proprietorship, will that affect my application?

No, each small business will be helped on a first come, first served basis regardless of the business organization type.

My business has under 25 FTE employees in our Santee location, but over 25 FTE employees company wide. Are we still eligible?

Unfortunately, this grant will look at FTE employees on a company wide basis. If you have more than 25 FTE employees across the company, you are not eligible for the grant.

My business is postmarked in Santee, but I am not in the incorporated City of Santee, I am eligible for the grant?

Unfortunately, only businesses in the incorporated City of Santee are eligible for the grant. Each small business must have a Santee Business License.

Is the grant only for reimbursement or can it be used on future expenses?

This grant is only for reimbursement of eligible expenses or payment of owed expenses between March 1- October 5th.

The file I am trying to upload says it is too large to upload to the application. What should I do?

You can email your files to cat.kricorian@eastcountyedc.org and be sure to let us know the name of the business the files belong with.

Who will be reviewing my application?

All applications received will be reviewed and vetted by the East County Economic Development Council, which will then recommend awards to the City of Santee. Awards will be based on the substantiated need of each applicant up to \$10,000.

Is this application First Come, First Served?

Yes, this application will distribute funds on a rolling basis based on when applicants apply.

Can I use Santee Business Assistance Grant Program funds for the same expenses as my other federal funding sources like PPP or EIDL?

No, the grant funds must be used for unique expenses that have not been previously addressed by other federal funding sources.

How will I get the Grant?

You should expect to hear from the City of Santee in late October whether your business has received the grant. The check will then be delivered personally or through the mail at the listed Mailing Address you provided in the application.

Will my Grant be judged differently if I apply for only one of the approved uses?

No, we will evaluate your application as to the hardships that you have suffered from the COVID-19 shutdown orders. We are asking for details on how you will use the grant to comply with federal guidelines and help us make determinations if we evaluate two equally impacted businesses and need to make decisions as the grant funds run out.

Will anyone follow up to see how I spend the Grant funds?

By accepting the grant funds, businesses agree to spend the funds on the approved expenditures and are liable to future audits. Expenditures inconsistent with the Federal Guidelines are required to be returned.

If I have additional questions, how do I contact someone?

Please feel free to reach out to Cat Kricorian at cat.kricorian@eastcountyedc.org or 619.258.3670.