



Economic Opportunity Grant (EOG) Program

Program and Application Guide

Revised 04/05/23





The **LA County Economic Opportunity Grant (EOG) Program** offers more than \$54 million in grants to the microbusiness, small business, and nonprofit community.

Sponsored through the County of Los Angeles, the Department of Economic Opportunity has a two-phased approach to the application process for the EOG program.

Phase 1 grant application portal for Microbusinesses with less than \$50,000 in annual revenue opened on January 25, 2023.

Phase 2 grant application portal for small and microbusinesses with \$2 million or less in revenue and nonprofits with \$5 million or less in revenue opened on February 23, 2023.





Economic Opportunity Grant

Phase 1

Microbusiness Grants

Opened January 25, 2023



**department
of economic
opportunity**
COUNTY OF LOS ANGELES



AMERICA'S
SBDC
CALIFORNIA
LOS ANGELES NETWORK



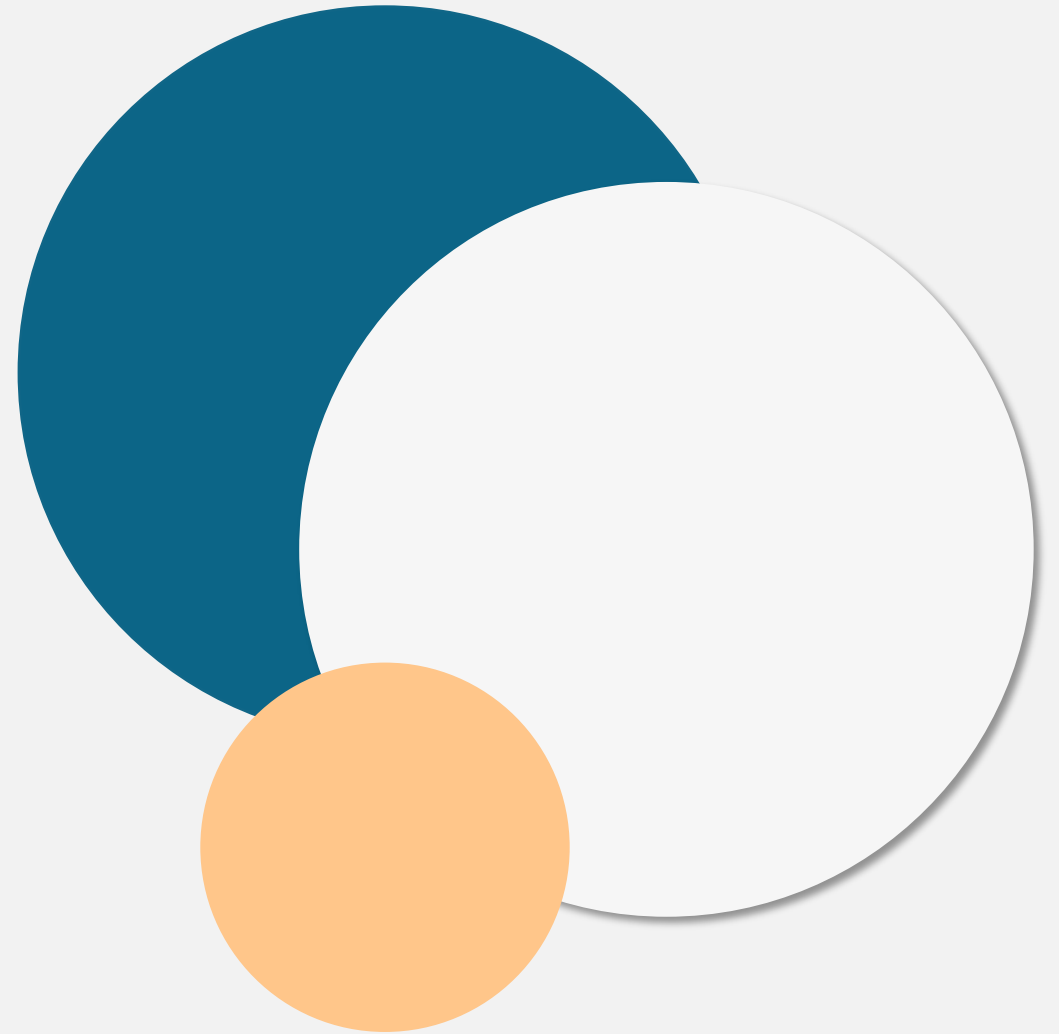
lendistry



Phase 1 Microbusiness Grants

Approximately 4,600 grants of \$2,500 will be administered to **qualified microbusinesses** throughout Los Angeles County, including City of Los Angeles, that face barriers to access to capital resources.

Funded through a Grant from the California Office of the Small Business Advocate.



Phase 1: Eligibility Requirements



“Qualified microbusiness” means a **for-profit business entity** that meets and self-certifies, under penalty of perjury, **all** the following criteria:

1. The microbusiness must have a physical location and is headquartered in Los Angeles County, California, including the City of Los Angeles.
2. The microbusiness is currently active and began its operation prior to December 31, 2019.
3. The microbusiness was significantly impacted by the COVID-19 pandemic.
4. The microbusiness had **less than \$50,000** in revenue in the 2019 taxable year.
5. The microbusiness currently has five or fewer full-time equivalent employees and had five or fewer full-time equivalent employees in the 2019 and 2020 taxable years as based on tax filings by self-attestation on a valid application.
6. The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program, as specified in paragraph (2) of subdivision (g) of Section 12100.82.
7. The microbusiness owner must provide an acceptable form of government-issued photo ID such as:
 - Driver’s License
 - State ID or Foreign Matricula Card
 - Passport or Foreign Passport
8. The microbusiness owner applying for the grant must be the majority-owner and manager of the qualified microbusiness and the owner’s primary means of income in the 2019 taxable year.
9. The microbusiness owner must not have received a grant under the [California Small Business COVID-19 Relief Grant Program](#).

Phase 1: Ineligible Businesses



Notwithstanding the eligibility requirements listed [here](#), “*qualified microbusiness*” shall not include entities that satisfy any of the following:

1. Businesses without a physical presence in the state and not headquartered in the State of California;
2. Businesses primarily engaged in political or lobbying activities, regardless of whether the entity is registered as a 501(c)(3), 501(c)(6), or 501(c)(19);
3. Passive businesses, investment companies, and investors who file a Schedule E on their tax returns;
4. Financial institutions or businesses primarily engaged in the business of lending, such as banks, finance companies, and factoring companies;
5. Businesses engaged in any activity that is unlawful under federal, state, or local law;
6. Businesses that restrict patronage for any reason other than capacity;

7. Speculative businesses;
8. Businesses with any owner holding greater than 10 percent of the equity interest who meets one or more of the following criteria:
 - i. The owner has, within the prior three years, been convicted of or had a civil judgment rendered against the owner, or has had commenced any form of parole or probation, including probation before judgment, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction, violation of federal or state antitrust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - ii. The owner is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local government entity, with commission of any of the offenses enumerated in clause (i).

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Phase 1: Ineligible Businesses



- 9. Affiliated companies, as defined in Section 121.103 of Title 13 of the Code of Federal Regulations; or
- 10. Other businesses determined by California Office of the Small Business Advocate (CalOSBA), consistent with the limitations and exclusions set in previous phases of the [COVID-19 Relief Grant Program](#).

Phase 1: Eligible Uses of Funds



A microbusiness owner who is a recipient of a grant through this Program must self-certify that grant funds will be used for one or more of the following eligible uses:

1. The purchase of new certified equipment including, but not limited to, a cart
2. Investment in working capital
3. Application for, or renewal of, a local permit including, but not limited to, a permit to operate as a sidewalk vendor
4. Payment of business debt accrued due to the COVID-19 pandemic
5. Costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred as a result of the COVID-19 pandemic, as defined in subdivision (k) of Section 12100.83

Phase 1: Required Documents to Apply



The following documents are required to apply for this Program:

1. Applicant Certification
2. Signed and unaltered Federal 2019 tax returns (Upload ALL pages)
3. Official filing with the California Secretary of State (which must be active) or local municipality, as applicable, for your business such as one of the following
 - Articles of Incorporation;
 - Certificate of Organization;
 - Fictitious Business Name Filing;
 - Professional License;
 - Government-Issued Business License or Permit.
 - If current license is not available, expired business license with proof of renewal payment made.
4. Government-Issued ID uploaded via Persona, which will be embedded in the application. Acceptable forms of government-issued ID:
 - Driver's license
 - State ID or foreign matricula card
 - U.S. passport or foreign passport
5. Valid bank account that must be linked via Plaid, which will be embedded in the application.
 - If an applicant does not have an online banking setup, or their bank account cannot be verified through Plaid, the applicant is required to submit the two (2) most recent months of bank statements with transaction history.
 - New bank accounts will be accepted along with a letter from the bank attesting to the authenticity of the account.



Economic Opportunity Grant

Phase 2

Microbusiness, Small Business, and Nonprofit Grants

Opened February 23, 2023

Expected Close Date: May 20, 2023

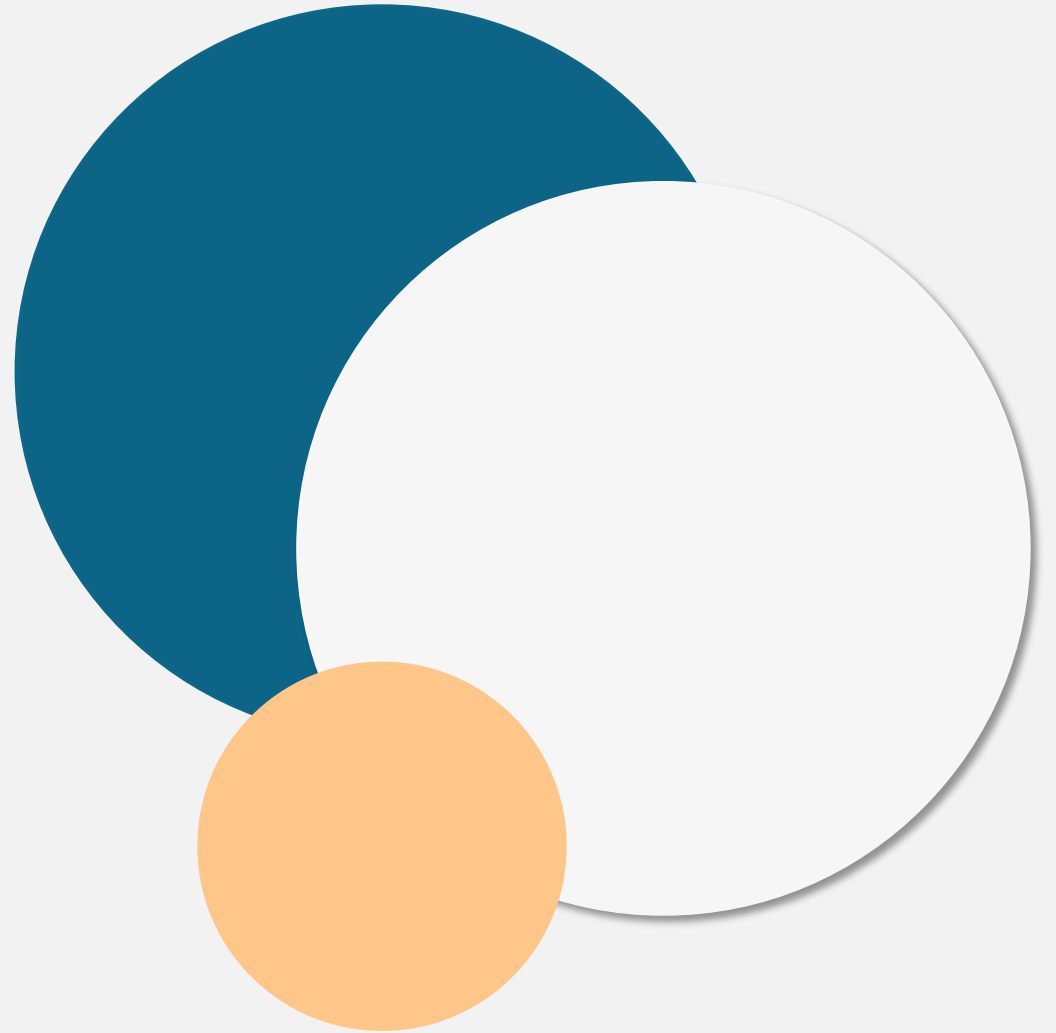




Phase 2

Small Business and Nonprofit Grants

Phase 2 of the Economic Opportunity Grant Program (EOG) consists of four (4) grant programs to support **qualified small businesses, microentrepreneurs, food industry businesses (e.g., restaurants), and nonprofits** in Los Angeles County.



Phase 2: Eligibility Requirements



To be eligible for a grant award from the Economic Opportunity Grant Program – Phase 2, an entity must meet and self-certify to under penalty of perjury, all the following criteria:

1. The entity is one of the following business types:
 - i. **“Qualified Microbusiness”**: A **for-profit business** with **less than \$100,000** in annual gross revenue receipts and a physical location located in Los Angeles County, excluding City of Los Angeles. A sidewalk vendor located in the County of Los Angeles may qualify without a physical business location.

A **sidewalk vendor** is defined as a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path at either a fixed location or while roaming.
 - ii. **“Qualified Small Business”**: A **for-profit business** with **at least \$100,000 and up to \$2 million** in annual gross revenue with a physical location in Los Angeles County, excluding City of Los Angeles.

- iii. **“Qualified Very Small Nonprofit”**: A **nonprofit social service provider with a 501(c)(3), 501(c)(4), 501(c)(6), or 501(c)(19) designation** that serves low-to-moderate income communities that are responding to COVID-19. These nonprofits have an annual gross revenue **less than \$1 million**. This includes Chambers of Commerce with a 501(c)(6) or entities with a 501(c)(19) designation and entities providing services related to housing, food insecurity, transportation, environmental, justice, homelessness, health, etc.
- iv. **“Qualified Small Nonprofit”**: A **nonprofit social service provider with a 501(c)(3), 501(c)(4), 501(c)(6), or 501(c)(19) designation** that serves low-to-moderate income communities that are responding to COVID-19. These nonprofits have an annual gross revenue **greater than \$1 million and up to \$5 million**, and will include entities providing services related to housing, food insecurity, transportation, environmental, justice, homelessness, health, etc.

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Phase 2: Eligibility Requirements



2. The entity began operations prior to December 30, 2021, as determined by business license or similar filings.
3. The **small or microbusiness** must have a physical location and operate in Los Angeles County, **excluding** the City of Los Angeles, using a business license or similar filings to verify location. **Nonprofits** must have a physical location in Los Angeles County, or one of its incorporated cities (**including** the City of Los Angeles), using a business license or similar filings to verify location.
 - Sidewalk vendors without a physical business address are allowable if the vendor provides an eligible home address.
 - Food industry business types may use the address on record with the Los Angeles County Public Health Department at <http://www.publichealth.lacounty.gov/> and must have a current inspection grade of “C” or better or a City of Long Beach Health Department at <https://www.longbeach.gov/health/> or City of Pasadena at Restaurant & Facility Inspections (www.decadeonline.com) Inspection Summary Report showing business in good standing.
4. The entity must have not been previously awarded through a County ARP-funded grant program if the business has indicated the same use of funds as previously captured on past award application(s) or through a self-attestation process.

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Phase 2: Ineligible Businesses



Other than the eligibility requirements listed [here](#), “qualified small businesses, microentrepreneurs, food industry businesses (e.g. restaurants), and nonprofits” do not include the following business types:

1. Publicly traded companies;
2. Corporate-owned franchises;
3. Financial institutions, such as banks, lenders, pay day lenders, auto title lenders, check cashers, other businesses whose stock in trade is money and mortgages, and other similar entities;
4. Insurance companies, such as life, auto, home, bail bond, and other similar entities;
5. Private or social clubs;
6. Pawn shops;
7. Astrology, palm reading;
8. Liquor stores, night clubs;
9. Lobbying firms or businesses that dedicate 50% or more of their time or resources to lobbying activities;
10. Businesses that engage in gambling activities, such as Bingo parlors, casinos;
11. Trailer-storage and junk yards;
12. Businesses that present live performances of a sexual nature;
13. Businesses that generate income through activities performed in violation of state or federal law, including the sale, cultivation, or transportation of marijuana;
14. Businesses that exist for the purpose of advancing partisan political activities;
15. Gun or ammunition stores;
16. Business or organizations debarred or suspended under the laws of the United States government; or
17. Businesses owned by individuals under the age of 18.

Phase 2: Eligible Uses of Funds



A recipient of a grant from this Program must self-certify that grant funds will be used for one or more of the following eligible uses:

1. Employee payroll expenses.
2. Working capital to continue operations.
3. Payment of outstanding business expenses (rent, supplier management, etc.).
4. Costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred because of the COVID-19 pandemic.

Phase 2: Required Documents to Apply



The following documents are required to apply for this program:

1. Applicant Certification
2. Proof of revenues: Signed and unaltered federal 2019, 2020, or 2021 tax returns (upload ALL pages)
 - For-profit businesses: IRS Form 1040, 1065, 1120, or 1120-S
 - Nonprofit organizations: IRS Form 990, 990-Z, or 990-N
3. For nonprofits only: Copy of IRS 501(c)(3), 501(c)(6), & 501(c)(19) Tax Filing
4. Proof of business organization: Official filing with the California Secretary of State (which must be active) or local municipality, as applicable to business structure type, for your business such as one of the following:
 - Articles of Incorporation;
 - Certificate of Organization;
 - Fictitious business name filing;
 - Partnership agreement
 - Professional license;
 - Government-issued business license or permit.
 - If current license is not available, expired business license with proof of renewal payment made.
5. Government-Issued ID uploaded via Persona, which will be embedded in the application. Acceptable forms of government-issued ID:
 - Driver's license
 - State ID or foreign matricula card
 - U.S. passport or foreign passport

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Phase 2: Required Documents to Apply



6. Valid bank account that must be linked via Plaid, which will be embedded in the application.
 - If an applicant does not have an online banking setup or their bank account cannot be verified through Plaid, the applicant is required to submit the two (2) most recent months of bank statements with transaction history.
 - For new bank accounts, a letter from the bank attesting to the authenticity of the account must be provided.



How to Complete the Applicant Certification



Applicant Certification



As part of the application process, you will be required to self-certify the truthfulness and accuracy of the information you provide in the web application and supporting documents by signing an Applicant Certification.

The Applicant Certification will be available in electronic form for you to download and complete. A signed Applicant Certification is a required document in this grant process and will need to be uploaded to the portal as a PDF file.


You can complete the Applicant Certification in two ways:

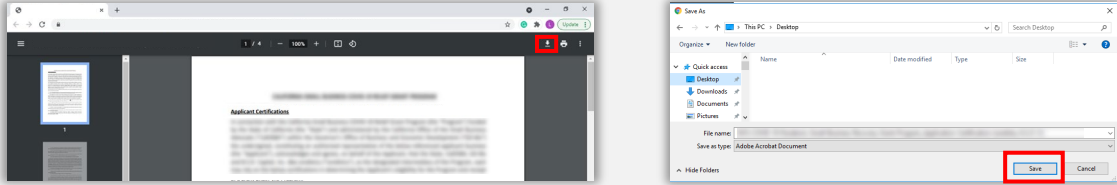
1. Sign the certification electronically in your web browser, then download the PDF and upload it into the system, or
2. Print and complete the form by hand.

How to Complete Your Applicant Certification Electronically



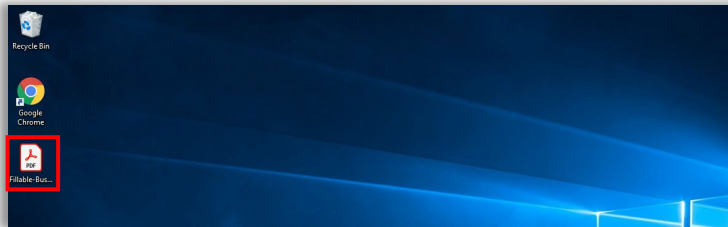
Step 1

Click the download  icon to download and save the Applicant Certification your device.



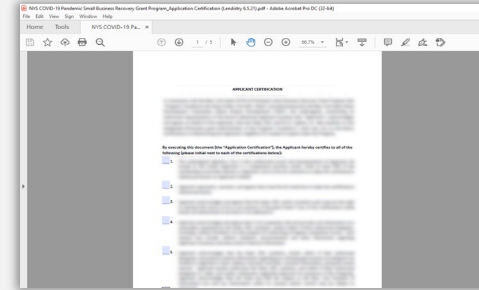
Step 2

Locate Applicant Certification on your device and open the file from there. Your Applicant Certification will open as a PDF file.



Step 3

Complete the Applicant Certification by entering your initials next to all numbered items and then entering your signature and business information on the last page.



Step 4

After completing the Applicant Certification, save it again by going to File > Save or pressing CTRL+S on your keyboard to save your fully executed Applicant Certification.


Step 5

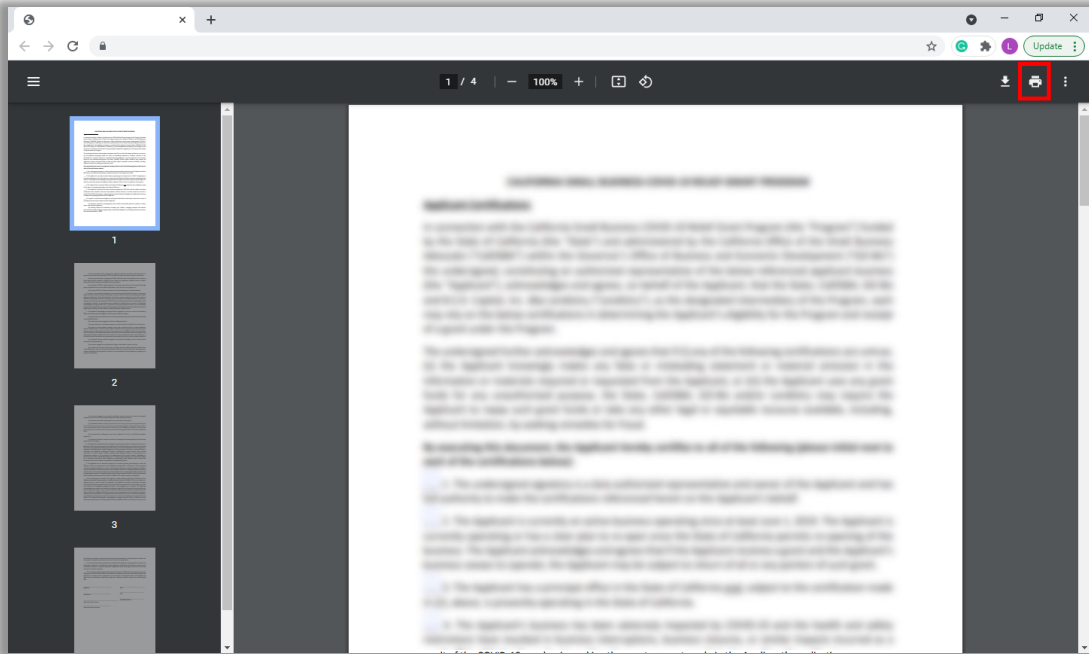
Upload the completed Applicant Certification as PDF file in the portal during the application process.

How to Complete Your Applicant Certification Manually



Step 1

Print the Applicant Certification by clicking the printer  icon.



Step 2

Fill out the Applicant Certification using a dark pen and legible handwriting.

Step 3

After completing the Applicant Certification, save it again by going to File > Save or pressing CTRL+S on your keyboard to save your fully executed Applicant Certification.

Step 4

Upload the completed Applicant Certification as PDF file in the portal during the application process.



Examples of Required Documents



2019 Federal Tax Returns



Form 1120

1120-S U.S. Income Tax Return for a S Corporation (OMB No. 1545-0045) **2019**

Department of the Treasury Internal Revenue Service

Do not file this form unless the corporation has filed or is filing Form 990 to elect to be an S corporation.

For calendar year 2019 or tax year beginning 2019, ending 20

A If resident effective date: Name: _____ EIN: _____

B Single classification number: _____

C Business activity code (see instructions): _____

D TYPE OF PRINT: _____

E DEB ID NUMBER: _____

F Tax assets (see instructions): _____

G Check if box 2 is checked: _____

H Is the corporation electing to be an S corporation beginning with this tax year? Yes No

I Check if: Final return Name change Address change Amended return S election termination or rescission

J Check if corporation: Aggregated activities for section 468 at-risk purposes Disaggregated activities for section 468 passive activity purposes

Exclude income only from business income and expenses on lines 7a through 7f. See the instructions for more information.

1a	Gross receipts or sales	1a
2	Returns and allowances	2
3	Cost of goods sold (attach Form 1125-A)	3
4	Gross profit. Subtract line 2 from line 1a	4
5	Net gain (loss) from Part 4197, line 17 (attach Form 4197)	5
6	Other income (loss) (see instructions—attach statement)	6
7	Total income (loss). Add lines 4 through 6	7
8	Compensation of officers (see instructions—attach Form 1125-4)	8
9	Salaries and wages (less employment credits)	9
10	Retainers and honoraria	10
11	Real estate	11
12	Taxable and non-taxable	12
13	Interest (see instructions)	13
14	Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)	14
15	Depletion (do not deduct oil and gas depletion)	15
16	Advertising	16
17	Partners' profit-sharing, etc., plans	17
18	Employee benefit programs	18
19	Other deductions (attach statement)	19
20	Total deductions. Add lines 7 through 19	20
21	Ordinary business income (loss). Subtract line 20 from line 7	21
22a	Dividend not payable income or LIFO recapture tax (see instructions)	22a
22b	Tax from Schedule D (Form 1120-ES)	22b
22c	AMT line 22a and 22b (see instructions for additional taxes)	22c
23	2019 estimated tax payments and 2019 employment credits to 2019	23
24	Tax deposited with Form 1000	24
25	Credit for federal tax paid on fuels (attach Form 4136)	25
26	Refund for future use	26
27	Add lines 22a through 26	27
28	Refundable tax penalty (see instructions). Check if Form 2220 is attached	28
29	Award award. If line 28 is smaller than the total of lines 22a and 26, enter amount owed	29
30	Overpayment. If line 28 is larger than the total of lines 22a and 26, enter amount overpaid	30
31	Enter amount from line 30. Credited to 2019 estimated tax	31

Sign Here: Signature of officer: _____ Date: _____ File _____

Preparer Use Only: Preparer's name: _____ Preparer's signature: _____ Date: _____ Preparer's title: _____

Form 1065

1065 U.S. Return of Partnership Income (OMB No. 1545-0045) **2019**

Department of the Treasury Internal Revenue Service

Do not file this form unless the partnership has filed or is filing Form 990 to elect to be a partnership.

For calendar year 2019, or tax year beginning 2019, ending 20

A Principal business activity: _____

B Department name: _____

C Type of partnership: _____

D EIN: _____

E Check if box 2 is checked: _____

F Check if partnership: Aggregated activities for section 468 at-risk purposes Disaggregated activities for section 468 passive activity purposes

Exclude income only from business income and expenses on lines 1a through 20. See the instructions for more information.

1a	Gross receipts or sales	1a
2	Returns and allowances	2
3	Cost of goods sold (attach Form 1125-A)	3
4	Gross profit. Subtract line 2 from line 1a	4
5	Ordinary income (loss) from other partnerships, estates, and trusts (attach statement)	5
6	Net farm profit (loss) (attach Schedule F (Form 1041) or 1041-SS)	6
7	Net gain (loss) from Form 4197, Part I, line 17 (attach Form 4197)	7
8	Other income (loss) (attach statement)	8
9	Total income (loss). Combine lines 4 through 8	9
10	Salaries and wages (other than to partners) (less employment credits)	10
11	Retainers and honoraria	11
12	Bad debts	12
13	Partners'	13
14	Taxable and non-taxable	14
15	Interest (see instructions)	15
16	Depreciation (if required, attach Form 4562)	16
17	Depletion (do not deduct oil and gas depletion)	17
18	Partnership plans, etc.	18
19	Employee benefit programs	19
20	Other deductions (attach statement)	20
21	Total deductions. Add the amounts shown in the far right column for lines 9 through 20	21
22	Ordinary business income (loss). Subtract line 21 from line 9	22
23	Interest due under the look-back method—completed long-term contracts (attach Form 8887)	23
24	Interest due under the look-back method—income forecast method (attach Form 8886)	24
25	OSM AMT (see instructions)	25
26	Other taxes (see instructions)	26
27	Total business tax. Add lines 23 through 26	27
28	Payment (see instructions)	28
29	Award award. If line 28 is smaller than line 27, enter amount owed	29
30	Overpayment. If line 28 is larger than line 27, enter overpayment	30

Sign Here: Signature of partner or limited liability company member: _____ Date: _____ File _____

Preparer Use Only: Preparer's name: _____ Preparer's signature: _____ Date: _____ Preparer's title: _____

Form 1040

1040 U.S. Individual Income Tax Return (OMB No. 1545-0074) **2019**

Department of the Treasury—Internal Revenue Service

Do not write or staple in this space.

Filing Status: Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)

Check only one box: If you checked the MFS box, enter the name of spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent.

Your first name and middle initial: _____ Last name: _____ Your social security number: _____

If joint return, spouse's first name and middle initial: _____ Last name: _____ Spouse's social security number: _____

Home address number and street. If you have a P.O. box, see instructions. Apt. no. _____ Presidential Election Campaign (P) (see instructions)

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). Foreign country name: _____ Foreign province/state/country: _____ Foreign postal code: _____

Standard Deduction: Someone can claim you as a dependent You are blind You are blind and spouse You were born before January 2, 1955 You are blind You were born before January 2, 1955 You are blind You are blind

1	Wages, salaries, tips, etc. (Attach Form(s) W-2)	1
2a	Tax-exempt interest	2a
2b	Qualified dividends	2b
3a	IRA distributions	3a
3b	Pensions and annuities	3b
4a	Social security benefits	4a
4b	Capital gain or (loss). Attach Schedule D if required. If not required, check here	4b
5	Other income from Schedule 1, line 9	5
6	Add lines 1, 2a, 3a, 4a, 5a, 6, and 7a. This is your total income	6
7a	Standard deduction or itemized deductions from Schedule A	7a
7b	Adjustments to income from Schedule 1, line 22	7b
8	Subtract line 7a from line 6. This is your adjusted gross income	8
9	Other deductions (see instructions)	9
10	Qualified business income deduction, Attach Form 8995 or Form 8995-A	10
11a	Add lines 9 and 10	11a
11b	Taxable income. Subtract line 11a from line 8	11b

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11080B Form 1040 (2019)

Example: Filing with the CA Secretary of State or Local Municipality



Articles of Incorporation

3767456

FILED
Secretary of State
State of California
16 MAR 16 2015

ARTICLES OF INCORPORATION
OF
MIDDLE TREE INCORPORATED

ARTICLE I

The name of this corporation is Middle Tree Incorporated ("Corporation").

ARTICLE II

A. This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purpose of this Corporation is to manage, operate, guide, direct and promote the Corporation.

B. This Corporation is organized and operated exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code" or "I.R.C."), or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provision of these articles, the Corporation shall not, except to an insubstantial degree, engage in other activities or exercise of power that do not further the purpose of the Corporation. The Corporation shall not carry on any other activities not permitted to be carried on by: (i) a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or the corresponding section of any future federal tax code; or (ii) by a corporation, contributions of which are deductible under Section 170(c)(2) of the Code, or the corresponding section of any future federal tax code.

ARTICLE III

The name and address in the State of California of this Corporation's initial agent for service of process is: Registered Agents Inc.

ARTICLE IV

The initial street address of the corporation is:

Middle Tree
522 S. Indian Hill Blvd #205
Claremont, CA
91711

The initial mailing address of the corporation is:

ARTICLES OF INCORPORATION
MIDDLE TREE INCORPORATED

PAGE 1 OF 3

Fictitious Name of Registration

LARRY W. WARD
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER
OFFICE OF THE COUNTY CLERK

P.O. Box 751, Riverside, CA 92503-0751 • (951) 480-7000
92477 Hwy. 78, Bldg. 311, Indio, CA 92521 • (760) 840-4732

FICTITIOUS BUSINESS NAME STATEMENT

CLERK'S USE ONLY

SEE REVERSE SIDE FOR FEES AND INSTRUCTIONS

THE FOLLOWING PERSON(S) IS (ARE) DOING BUSINESS AS:

1. Fictitious Business Name (If any that can be done same or same address - Attach Supplemental Sheet)

2. COMPLETE Physical Business Address (No P.O. Boxes or Postal Facilities)

3. NAME OF COUNTY in which business is located

Mailing Address (if Different than business address - Optional)

3a. Registration Information (only for name of Corp./LLC if filing as such)

Full Name of Registrant - Spell out first, MIDDLE and last names (no initials)

Residence Address

City State Zip

4. Last Name of Corp./LLC (Must be registered in California)

3b. Registration Information (only for name of Corp./LLC if filing as such)

Full Name of Registrant - Spell out first, MIDDLE and last names (no initials)

Residence Address

City State Zip

4. Last Name of Corp./LLC (Must be registered in California)

3c. Registration Information (only for name of Corp./LLC if filing as such)

Full Name of Registrant - Spell out first, MIDDLE and last names (no initials)

Residence Address

City State Zip

4. Last Name of Corp./LLC (Must be registered in California)

3d. Registration Information (only for name of Corp./LLC if filing as such)

Full Name of Registrant - Spell out first, MIDDLE and last names (no initials)

Residence Address

City State Zip

4. Last Name of Corp./LLC (Must be registered in California)

3. This business is conducted by: (check one) Individual Trust Partnership Corporation Limited Liability Company Limited Liability Partnership

A Limited Partnership Co-partnership Joint Venture Limited Liability Company Limited Liability Partnership

An Unincorporated Association - other than a partnership State or Local Registered Domestic Partnership

4. Registrant has not yet begun to transact business under the fictitious business name(s) listed above.

Registrant commenced to transact business under the fictitious business name(s) listed above on _____

I declare that all the information in this statement is true and correct. (A registrant who declares as true, information which he or she knows to be false is guilty of a crime.)

5. Signature(s) _____
(Only one is required)

Typed or Printed Name(s) _____

If Limited Liability Company/Corporation, Title _____

QC'D BY: _____

THIS STATEMENT WAS FILED WITH THE COUNTY CLERK OF RIVERSIDE COUNTY ON DATE INDICATED BY FILE STAMP ABOVE

NOTICE: IN ACCORDANCE WITH SUBDIVISION OF SECTION 17800, A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY REMAINS IN EFFECT FOR FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT AS PROVIDED BY SUBDIVISION (b) OF SECTION 17800. UNDER NO CIRCUMSTANCES SHALL ANY FICTITIOUS BUSINESS NAME STATEMENT BE FILED BEFORE THE CORPORATION, THE FILING OF THIS STATEMENT DOES NOT BY ITSELF AUTHORIZE THE USE IN THE STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER FEDERAL, STATE OR COMMON LAW OR SECTION 17800 ET SEQ., BUSINESS AND PROFESSIONS CODE.

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

LARRY W. WARD
RIVERSIDE COUNTY CLERK

By: _____ Deputy

Continued next page

Example: Filing with the CA Secretary of State or Local Municipality



Certificate of Organization

State of California
Secretary of State

File # **20070710138**

FILED
in the office of the Secretary of State
of the State of California
MAR 07 2007

**LIMITED LIABILITY COMPANY
ARTICLES OF ORGANIZATION**

A \$10.00 filing fee must accompany this form.
IMPORTANT! - Read instructions before completing this form. This Space For Filing Use Only

ENTITY NAME: (Must be name with the words "Limited Liability Company," "LLC," "Limited Co.," or "L.L.C.")
1. NAME OF LIMITED LIABILITY COMPANY
Sovereign Land Acquisition Company, LLC

PURPOSE: (The following statement is required by statute and may not be altered.)
2. THE PURPOSE OF THE LIMITED LIABILITY COMPANY IS TO ENGAGE IN ANY LEGAL ACT OR ACTIVITY FOR WHICH A LIMITED LIABILITY COMPANY MAY BE ORGANIZED UNDER THE SEVENTH DIVISION (LIMITED LIABILITY COMPANY ACT).

INITIAL AGENT FOR SERVICE OF PROCESS: (If the agent is an individual, the agent must reside in California and both level 2 and 4 must be completed. If the agent is a corporation, the agent must have an office with the California Secretary of State a certificate pursuant to Corporations Code Section 15001.202 and a copy of the form must be filed.)
3. NAME OF INITIAL AGENT FOR SERVICE OF PROCESS
C.T. Corporation Systems

4. IF AN INDIVIDUAL, ADDRESS OF INITIAL AGENT FOR SERVICE OF PROCESS IN CALIFORNIA: CITY STATE ZIP CODE
CA

MANAGEMENT: (Check only one)
5. THE LIMITED LIABILITY COMPANY WILL BE MANAGED BY:
 ONE MANAGER
 MORE THAN ONE MANAGER
 ALL LIMITED LIABILITY COMPANY MEMBERS

ADDITIONAL INFORMATION:
6. ADDITIONAL INFORMATION SET FORTH ON THE ATTACHED PAGES, IF ANY, IS INCORPORATED HEREIN BY THIS REFERENCE AND MADE A PART OF THIS CERTIFICATE.

EXECUTION:
7. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.
[Signature] DATE: 2/1/07
Daniel K. Balc
TYPE OR PRINT NAME OF ORGANIZER

RETURN TO: (Enter the name and the address of the person or firm in whose custody of the filed document should be returned.)
8. NAME: Daniel K. Balc
Firm: Mitchell, Tamel, Haidley & McCloy LLP
ADDRESS: 600 So. Figueroa Street, 19th Floor
CITY/STATE/ZIP: (Los Angeles, CA 90017)

LLC FILING FORM
LAWYER: [Redacted] APPROVED BY SECRETARY OF STATE

Government-Issued Business License

For Sole Proprietors Only

CITY OF LONG BEACH, CALIFORNIA
BUSINESS LICENSE
OWNERSHIP NON-TRANSFERABLE

PREPARED: 11/06/2018
P120

THE LICENSEE NAMED BELOW IS AUTHORIZED TO OPERATE THE FOLLOWING:

ACCOUNT NUMBER: 1	BUSINESS TYPE: BUSINESS OFFICE
OWNER: ACTION INVESTIGATORS	DBA NAME: ACTION AUTO RECOVERY
LOCATED AT: 3800 CHERRY AVE	PRODUCT: BUSINESS

AUTHORIZED BY: JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

Continued next page

Example: Filing with the CA Secretary of State or Local Municipality




Seller's Permit

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA STATE BOARD OF EQUALIZATION

SELLER'S PERMIT

ACCOUNT NUMBER _____



NOTICE TO PERMITTEE:
You are required to obey all Federal and State laws that regulate or control your business. This permit does not allow you to do otherwise.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS. *Not valid at any other address*

For general tax questions, please call our Information Center at 800-400-7115.
For information on your rights, contact the Taxpayers' Rights Advocate Office at 888-324-2798 or 916-324-2798.

BOE-442-R REV. 15 (2-09)

Example: Government-Issued Photo ID



Acceptable Forms of Government-Issued ID



Drivers License



foreign matricula card



Passport

The following forms of ID will **NOT** be accepted:

- Expired IDs
- Bus passes
- School IDs
- Union IDs
- Job badges
- Library cards



Tips for Applying



Tip #1: Use a Valid Email Address



Please make sure you are using a valid email address and that it is spelled correctly in the application.

- Updates and additional guidance for your application will be sent to the email address you provide. Certain email addresses cannot be recognized in Lendistry's system and may cause delays in communication regarding your application.

If you used an incorrect or invalid email address in your application, contact Lendistry's dedicated Call Center at (866) 238-0516, Monday through Friday (7:00 a.m.-7:00 p.m. PST).

DO NOT submit a new application. Submitting multiple applications may be detected as potential fraud and disrupt the review process for your application.

Invalid Email Addresses

The following email addresses will not be accepted or recognized in our system:

Emails *beginning* with **info@**

Example: info@mycompany.com

Emails *ending* with **@contact.com** or **@noreply.com**

Example: mycompany@contact.com

Example: mycompany@noreply.com

Tip #2: Prepare Your Documents in PDF Format



All required documents must be uploaded to the portal in PDF format only. The documents must be clear, aligned straight, and contain no disruptive backgrounds when uploaded.

Important Notes for Uploading Documents:

1. All documents must be submitted in PDF format (Government-issued ID may be submitted as a PDF or JPEG).
2. File size must be under 15MB.
3. The file name CANNOT contain any special characters (!@#\$%^&*()_+).
4. If your file is password protected, you will need to enter it in.

Don't have a scanner?

We recommend downloading and using a free mobile scanning app.

Genius Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Adobe Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Sample: Correct Upload

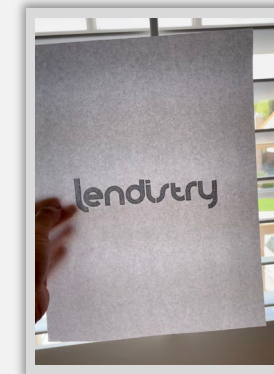


Document is clear and aligned straight.

Sample: Incorrect Upload



1



2

1. Document not aligned straight.
2. Document is in front of window (busy background) and a hand is seen in the photo.

Tip #3: Review Best Practices to Successfully Complete Persona



What is Persona?

Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness check.

- Applicants will be required to verify their identity using Persona by uploading a picture of a valid government-issued photo ID. Acceptable forms of government-issued photo ID include:
 - Driver's license
 - State ID or foreign matricula card
 - U.S. passport or foreign passport
- Applicants will also need to take a selfie using a device with a front-facing camera to complete the Persona verification.

Best Practices to Successfully Complete Persona

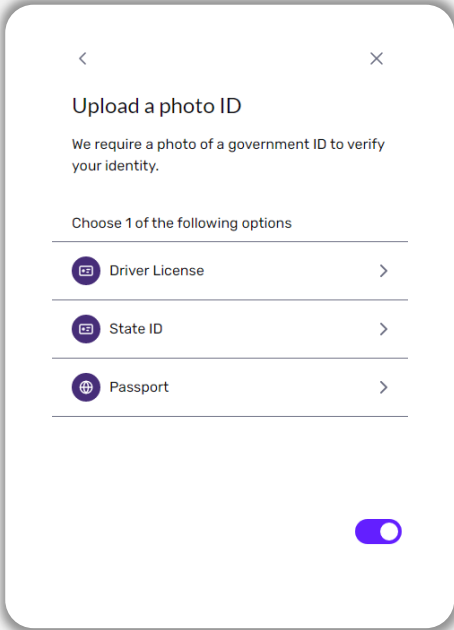
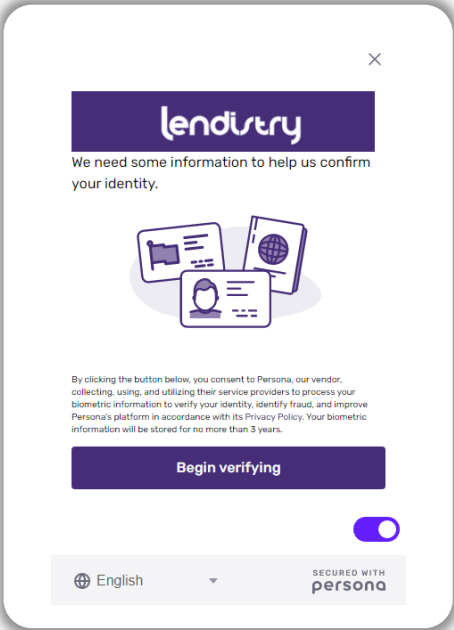
1. Use a front-facing device. If you work on your application on a laptop or computer that does not have a camera, you will be given the option to complete Persona using a mobile device at any time by clicking "Continue on another device" and scanning the QR code provided or requesting a link via SMS or email.
 - Once you complete Persona on your mobile device, you will be automatically redirected to your application on your laptop or computer.
2. To be efficient, take a picture of the front and back of your government-issued ID *before* starting Persona and save it on the device you will use to take your selfie.
 - Place your government-issued ID on a plain white surface and use adequate lighting.
 - Do not use flash as it may cause a glare.
3. When taking your selfie, use adequate lighting pointed toward your face while avoiding bright light sources from behind.
 - Stand in front of a blank wall or door and avoid busy backgrounds.
 - Do not use flash as it may cause a glare.

How to Complete Persona



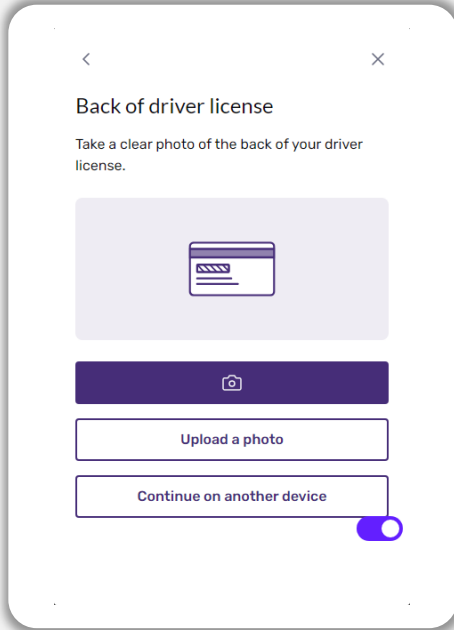
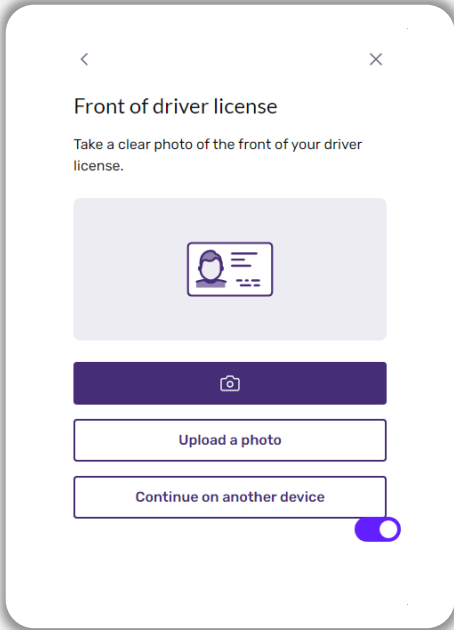
Step 1

Click on “**Begin Verifying**,” and then select the type of government-issued ID you will use to verify your identity.



Step 2

Take or upload a picture of the **front** side of your ID. Select “Use this File” to continue. See [page 31](#) for best practices on how to complete this step.

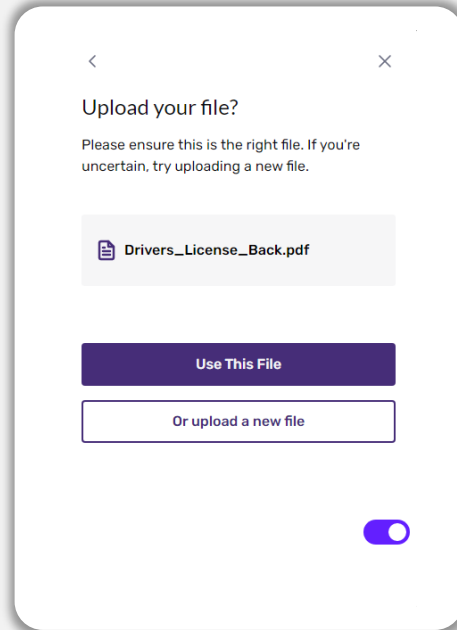
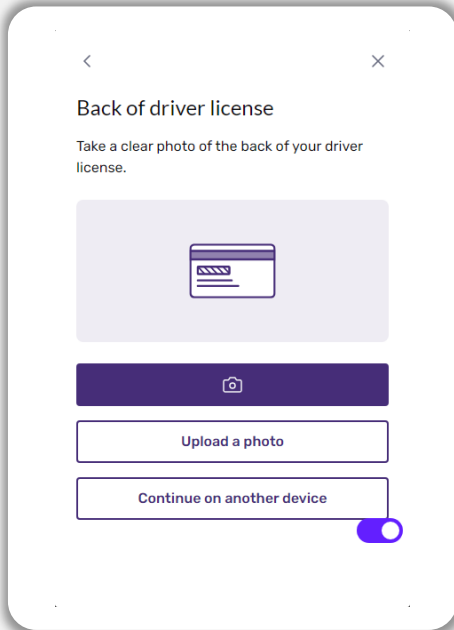


How to Complete Persona



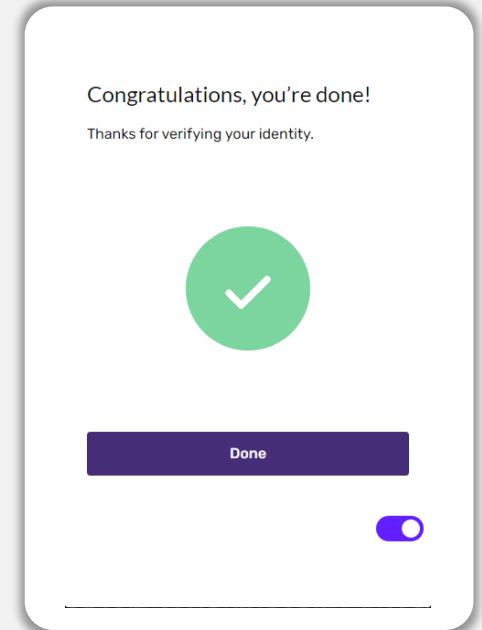
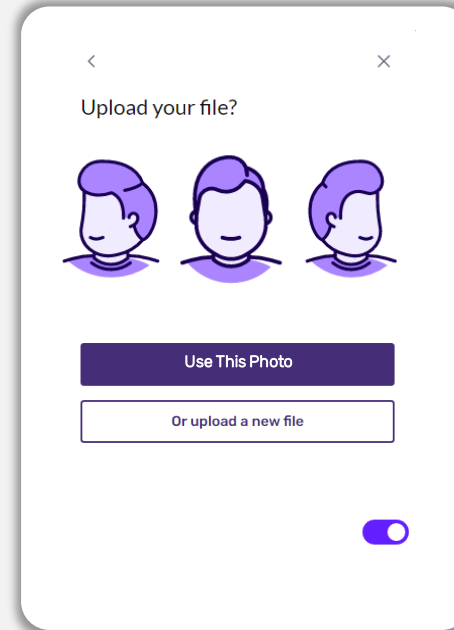
Step 3

Take or upload a picture of the **back** side of your ID. Select “Use this File” to continue. See [page 31](#) for best practices on how to complete this step.



Step 4

Using a **front-facing** device with a camera, follow the prompt on the screen to take a selfie by looking forward, left, and then right. See [page 31](#) for best practices on how to complete this step. Once complete, select “Done” and you will be redirected to the application.



Tip #4: Use Google Chrome



For the best user experience, please use Google Chrome throughout the entire application process.

Other web browsers may not support our interface and can cause errors in your application.

If you do not have Google Chrome on your device, you can download it for free at <https://www.google.com/chrome/>.

Before you begin the application, please do the following on Google Chrome:

- 1. Clear Your Cache**
- 2. Use Incognito Mode**
- 3. Disable Pop-Up Blocker**

Clear Your Cache

Cached data is information that has been stored from a previous website or application and is primarily used to make the browsing process faster by auto-populating your information. However, cached data may also include outdated information such as old passwords or information you have previously entered incorrectly. This can create errors in your application and may result in it being flagged for potential fraud.

Use Incognito Mode

Incognito mode allows you to enter information privately and prevents your data from being remembered or cached.

Disable Pop-Up Blocker

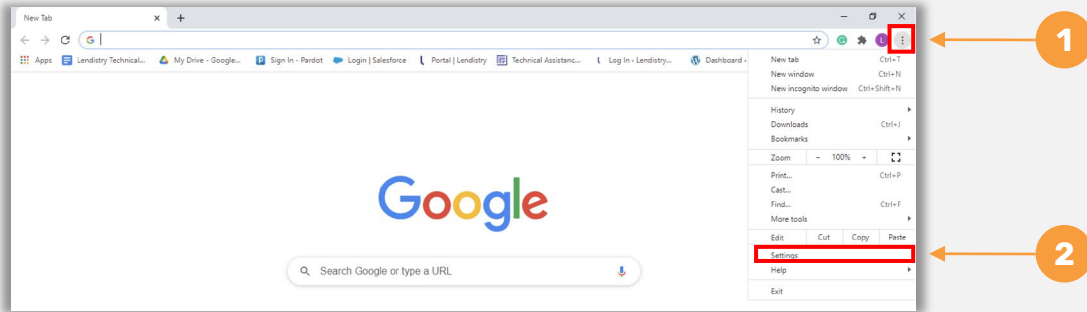
Our application includes multiple pop-up messages that are used to confirm the accuracy of the information you provide. You must disable the pop-up blocker on Google Chrome to see these messages.

How to Clear Your Cache



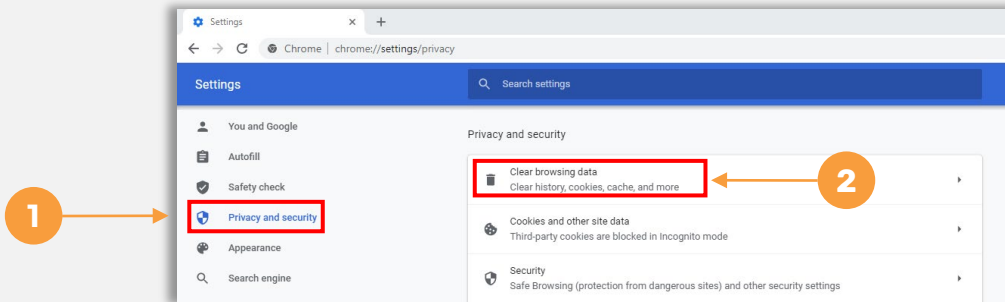
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



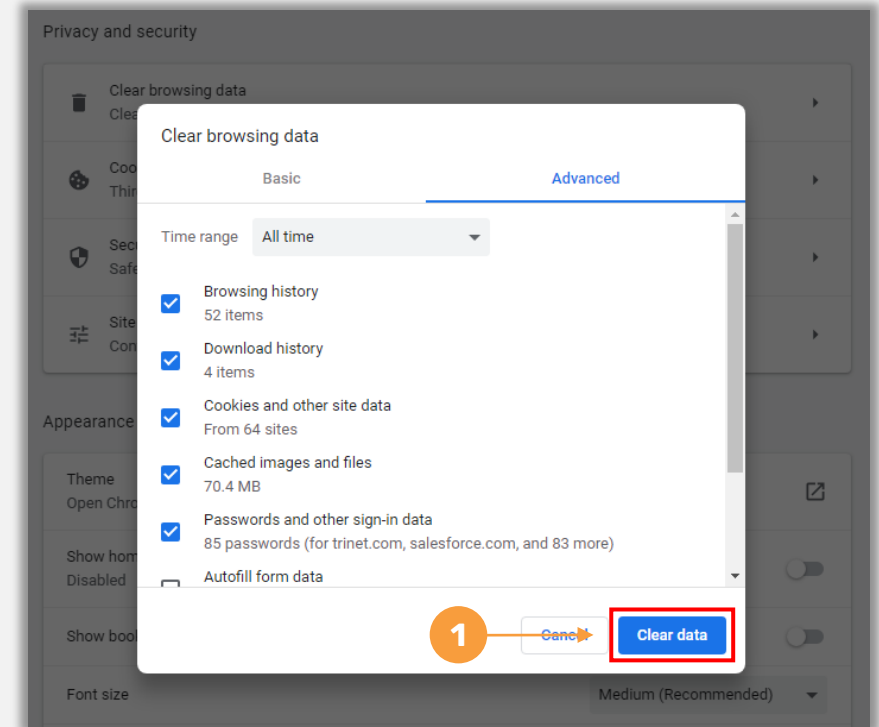
Step 2

Go to **“Privacy and Security”**, and then select **“Clear Browsing Data.”**



Step 3

Select **“Clear Data.”**

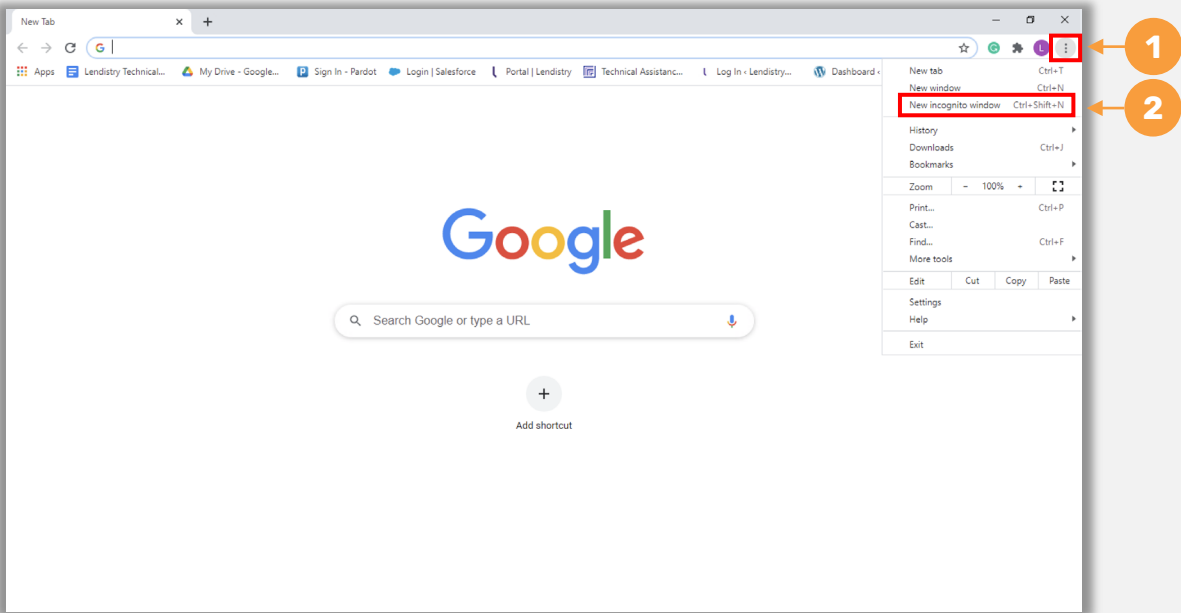


How to Use Incognito Mode



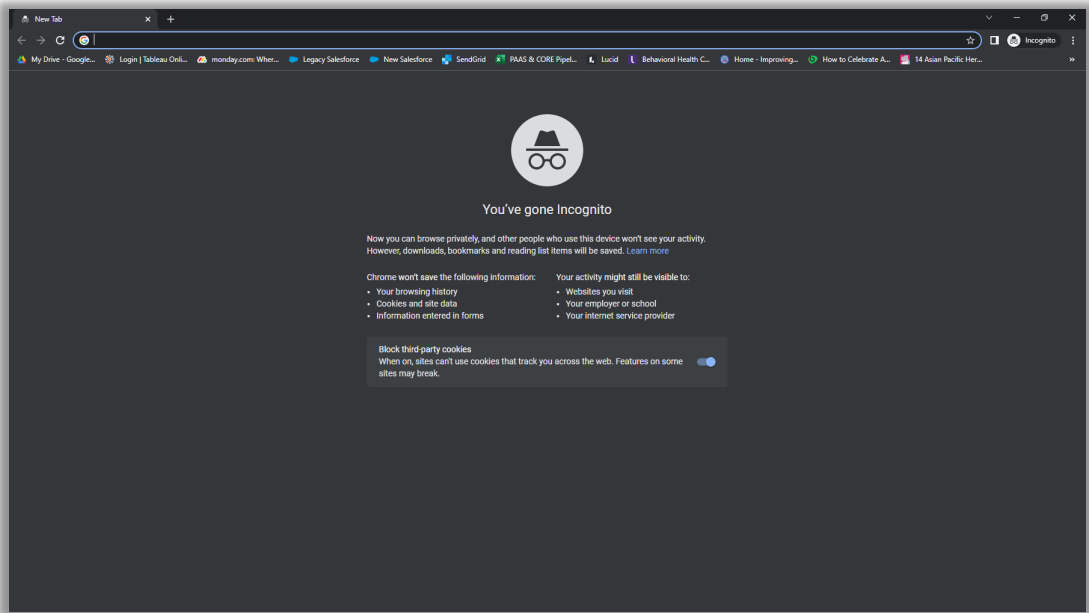
Step 1

Click the three dots in the upper right corner of your web browser, and then select **“New incognito window.”**



Step 2

Your browser will open a new Google Chrome window. Use incognito mode throughout the entire application process.

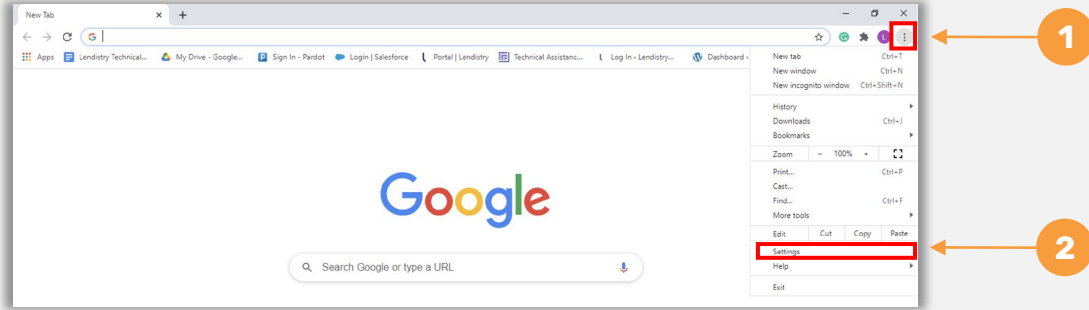


How to Disable Pop-Up Blockers



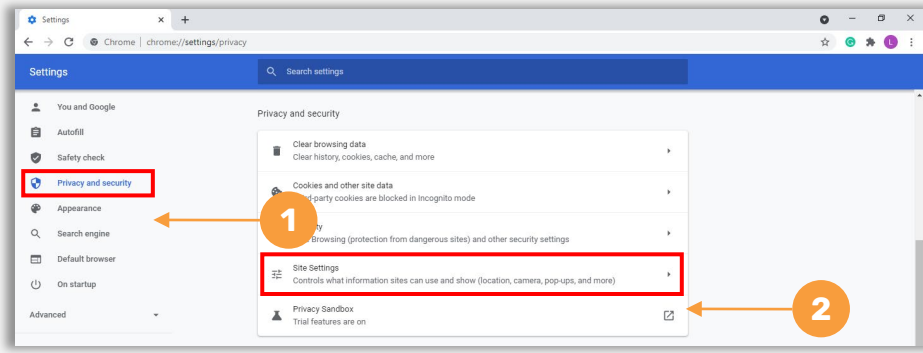
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



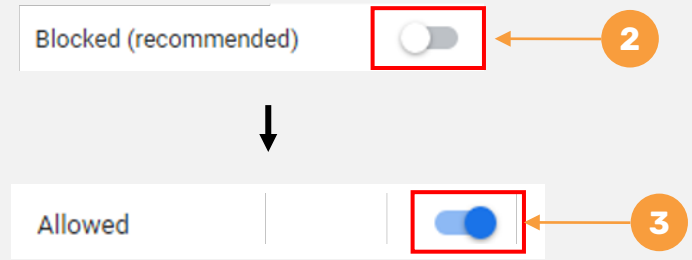
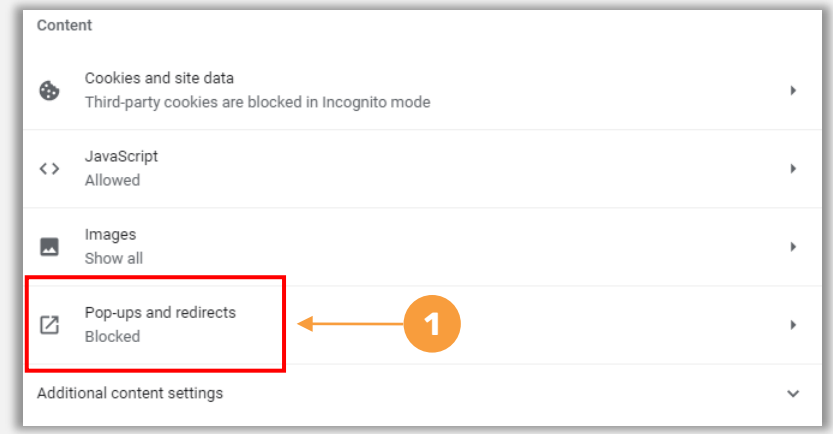
Step 2

Go to **“Privacy and Security”**, and then select **“Site Settings.”**



Step 3

Select **“Pop-up and redirects.”** Click the button so that it turns blue and the status changes from **“Blocked”** to **“Allowed.”**





How to Access the EOG Program



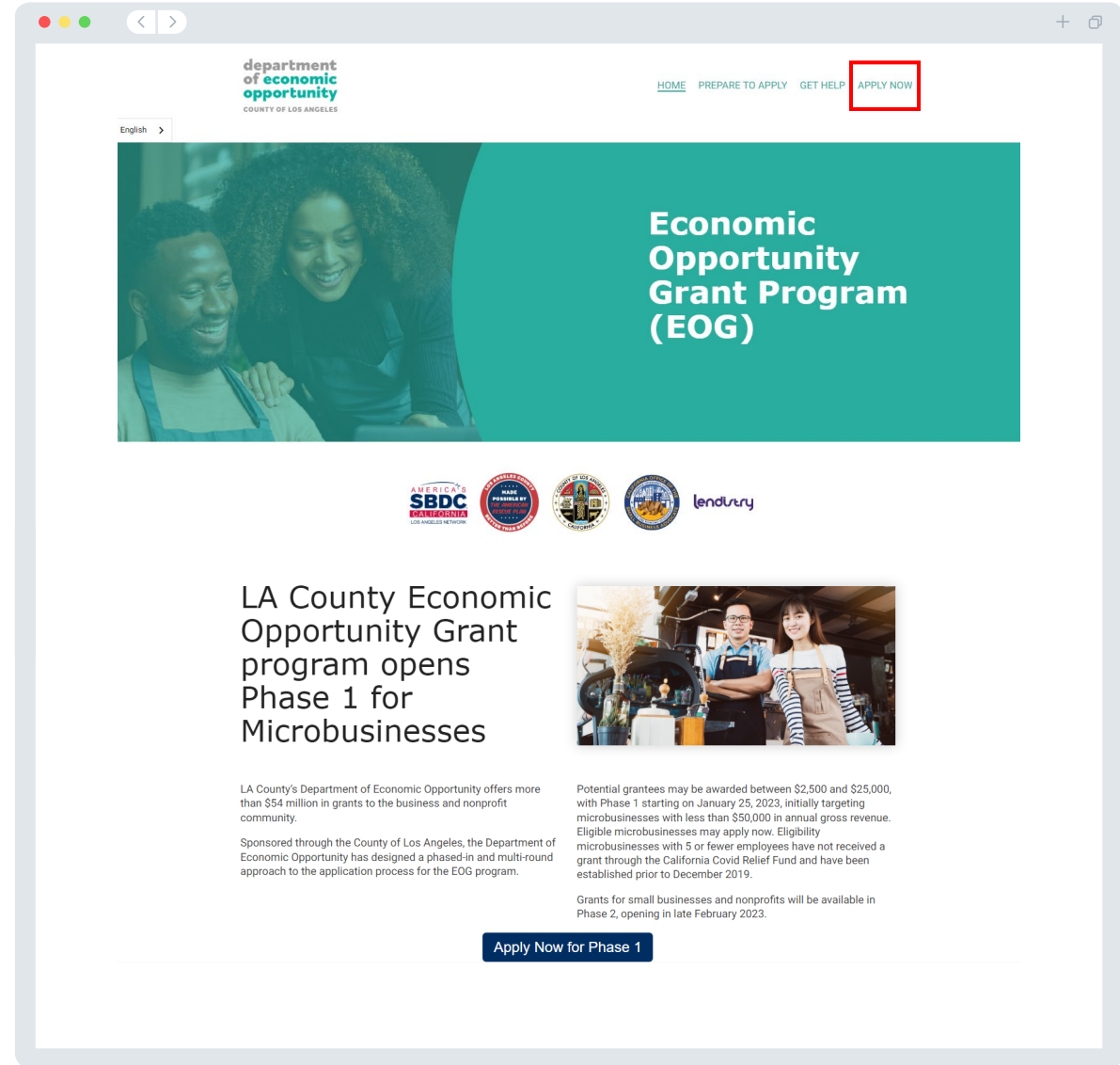
How to Start an Application



1. You can access the Economic Opportunity Grant (EOG) Program by visiting grants.lacounty.gov. On this website, you can:

- [Prepare to Apply](#);
- [Get Help](#); and
- [Apply Now](#).

To start an application, select “**APPLY NOW**” from the home page. You will be redirected to the application portal powered by Lendistry.

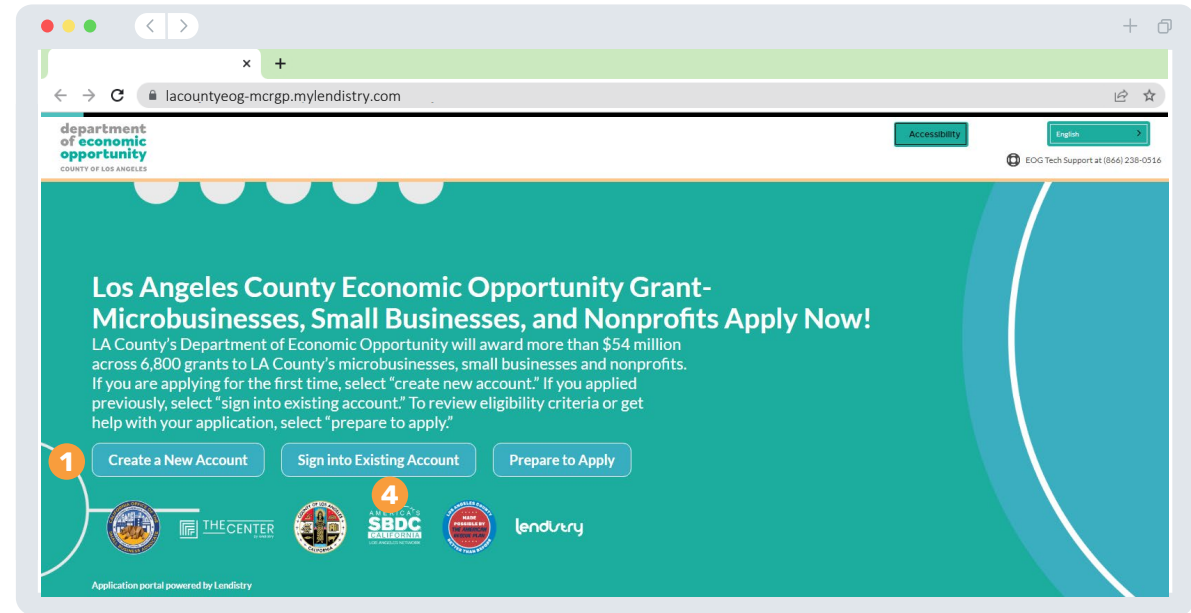


Welcome to Lendistry's Portal



- 1 To start an application, you will need to “Create a New Account”.
- 2 Register the primary email address used by the owner of the entity for which you are applying. This is where you will receive important information and updates regarding your application.
- 3 Signing into Lendistry portal requires a Multi-Factor Authentication. Each time you sign in, a confirmation code will be sent to the mobile number you register. You will need to enter this code to access your portal account.
- 4 In the portal, you will have access to complete your microbusiness grant application, upload the required documents, and verify your bank account and identity. You can also sign into the portal at any time to check the status of your application.

If you applied previously for Phase 1, select “**Sign Into Existing Account**” to access Phase 2. If you need assistance with accessing your portal account or creating a portal account, please contact Lendistry’s dedicated Call Center at **(866) 238-0516**, Monday through Friday (7:00 a.m.-7:00 p.m. PST).



2

Register your email and phone number.

3

Enter the confirmation code.

Selecting the Correct Application



When you sign into your portal account, there will be three applications available. Select the application that is most applicable to your business type and revenue.

- 1 **Microbusinesses**, as defined [here](#), are **for-profit businesses** with **less than \$50,000** in annual gross revenue receipts in the 2019 taxable year. These businesses should apply for **Phase 1 – Microbusiness Grants**.
- 2 **Small businesses**, as defined [here](#), are **for-profit businesses** with annual gross revenue of **under \$2 million** based on 2019, 2020, or 2021 taxable years. These businesses should apply for **Phase 2 – Small Business Grants**.
- 3 **Nonprofit organizations**, as defined [here](#), are **nonprofit social service providers with a 501(c)(3), 501(c)(6) or 501(c)(19) designation** with annual gross revenue of **under \$5 million** based on 2019, 2020, or 2021 taxable years. These businesses should apply for **Phase 2 – Nonprofit Grants**.

The screenshot shows a web interface with the title "Programs available". It lists three application options, each with a numbered icon and a button:

- 1 **Apply for Phase 1 - Microbusiness Grants**: For-profit business with less than \$50,000 in annual gross revenue receipts in the 2019 taxable year.
- 2 **Apply for Phase 2 - Small Business Grants**: For-profit business with annual gross revenue of under \$2 million based on 2019, 2020, or 2021 taxable years.
- 3 **Apply for Phase 2 - Nonprofit Grants**: A nonprofit social service provider with a 501(c)(3), 501(c)(6) or 501(c)(19) designation with annual gross revenue of under \$5 million based on 2019, 2020, or 2021 taxable years.



Application for Phase 1 – Microbusiness Grants



Section 1: Officer Details



Let's discuss owner details for your business.

- Owner/Officer First Name
- Owner/Officer Last Name
- Owner/Officer Email
- Residential Address Line 1 (P.O. Box not acceptable)
- Residential Address Line 2 (P.O. Box not acceptable)
- Residential City
- Residential State
- Residential Zip Code
- Owner/Officer Date of Birth
- Owner/Officer Social Security or Individual Taxpayer Number (SSN or ITIN)¹
- Percentage of Ownership (%)
- Referral Partner²
- Owner/Officer Preferred Phone Number
- SMS/Text Policy³

¹Required to make sure applicant is not on the OFAC list.

²The referral partner you choose will not affect your application.

³Check the box if you would like to receive updates on your application during the review process via SMS/Text.

The screenshot shows a web browser window displaying the 'Officer Details' form. The browser's address bar shows the URL 'https://www.lendistry.com/apply/owner-details'. The form is titled 'Let's discuss Owner Details for your Business' and includes the following fields:

- Owner First Name *
- Owner Last Name *
- Owner Email *
- Owner Address Line 1 (P.O. Box not acceptable) *
- Owner Address Line 2 (P.O. Box not acceptable)
- Owner City *
- Owner State *
- Owner Zip Code *
- Owner Date of Birth * (Month, Day, Year)
- Owner Social Security or Individual Taxpayer Identification Number * (XXX-XX-XXXX)
- Percentage of Ownership (%) *
- Owner Preferred Phone Number * (+1-_-_-_-)

At the bottom of the form, there is a checkbox labeled 'I accept the SMS/Text Policy.' and two buttons: 'Save and Continue Later' and 'Submit Ownership and Continue'.

The footer of the page includes the following links: Terms and Conditions, Platform/Website Terms of Use, Privacy Policy, Authorizations and Consents, Borrowers' Bill of Rights, About Lendistry, About Us, Customer Stories, Contact Us, Lendistry Call Center, Instructions, and Application Guide. The footer also contains the text: '© 2023 CBO. All Rights Reserved. Funded in part through a Grant from the California Office of the Small Business Advocate.'

Section 2: Business Info - 1



Tell us about your company.

- Legal Business Name
- Doing Business As (DBA) - (Type N/A if your business does not have a DBA.)
- Does your business have an Employer Identification Number (EIN)?
- Business Address Line 1 (Please enter physical address of business)
- Business Address Line 2 (Please enter physical address of business)
- Business City
- Business State
- Business Zip Code
- Business Phone Number
- Are you a Non-profit or For-Profit business?
- Business Entity Type
- State of Formation
- Date Business Established
- Business Website URL - (Type N/A if your business does not have a website.)

The screenshot shows a web application interface for a business information form. At the top, there is a navigation bar with tabs: 'Officer Details', 'Business Info - 1' (selected), 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Upload Docs', and 'Bank Info'. Below the navigation bar, the main heading is 'Tell us about your company' with the subtext 'We want to get to know you.' The form consists of several input fields and dropdown menus arranged in two columns. The fields include: 'Legal Business Name', 'Doing Business As (DBA) - (Please type N/A if not applicable)', 'Does your business have an EIN?' (dropdown), 'Business Address Line 1 (Please enter physical address of business)', 'Business Address Line 2 (Please enter physical address of business)', 'Business City', 'Business State', 'Business Zip Code', 'Business Phone Number' (with a '+1-' prefix), 'Are you a Non-Profit or For-Profit business?' (dropdown), 'Business Entity Type' (dropdown), 'State of Formation' (dropdown), 'Date Business Established' (with 'Month', 'Day', and 'Year' sub-fields), and 'Business Website URL - (Please type N/A if not applicable)'. At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. Below the form, there is a footer section with links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice and a funding acknowledgment.

Section 3: Business Info - 2



How can we help you?

- Primary Use of Grant
- Annual Gross Receipts for 2019 (this should match your tax return)
- # of Current Full-time Employees

The screenshot shows a web browser window with a navigation bar at the top containing tabs: Officer Details, Business Info - 1, Business Info - 2, Demographics, Disclosure Q&A, Verify Identity, Upload Docs, and Bank Info. The 'Business Info - 2' tab is active. The main content area has the heading 'How can we help you?' and three input fields: a dropdown menu for 'Primary Use of Grant' with the text 'Select an option', a text box for 'Annual Gross Receipts for 2019 (this should match your tax return)', and a text box for '# of Current Full-time Employees'. Below the fields are two buttons: 'Save and Continue Later' and 'Continue'. At the bottom, there is a dark blue footer with links for Terms and Conditions, About Lendistry, Contact Us, and Instructions, along with copyright and funding information.

Section 4: Demographics



Tell us about your company.

For demographic data only. Your responses will not affect the review process for your application.

- Who is your customer base?
- NAICS code
- Women-Owned?
- Veteran-Owned?
- Disabled-Owned?
- LGBTQIA+ Owned?
- Applicant Preferred Name
- Applicant Race
- Applicant Ethnicity

The screenshot shows a web application interface for a 'Demographics' form. At the top, there is a navigation bar with tabs: 'Officer Details', 'Business Info - 1', 'Business Info - 2', 'Demographics' (active), 'Disclosure Q&A', 'Verify Identity', 'Upload Docs', and 'Bank Info'. Below the navigation bar, the main heading is 'How can we help you?'. The form contains several input fields:

- 'Who is your customer base?': A dropdown menu with 'Select an option'.
- 'NAICS Code': A text input field with a link 'Obtain Your NAICS Code'.
- 'Women-Owned?': A dropdown menu with 'Select an option' and an information icon.
- 'Veteran-Owned?': A dropdown menu with 'Select an option' and an information icon.
- 'Disabled-Owned?': A dropdown menu with 'Select an option' and an information icon.
- 'LGBTQIA+ Owned?': A dropdown menu with 'Select an option' and an information icon.
- 'Applicant Preferred Name': A text input field.
- 'Applicant Race': A dropdown menu with 'Select an option' and an information icon.
- 'Applicant Ethnicity': A dropdown menu with 'Select an option' and an information icon.

At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. At the very bottom of the page, there is a footer with links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with copyright information.

Section 5: Disclosure Q&A



A few more questions to help determine your eligibility.

- As of the date of application, is your business open and operating?
 - Businesses must be open and operating to qualify for this Program.
- Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?
 - Businesses must be in compliance with all federal, state and local laws, regulations and codes to qualify.
- Do you prepare your own business tax returns? If you do not prepare your own taxes, you will need to submit the name and contact number of the tax preparer you used.
- Does your business currently have five or fewer full-time equivalent employees AND did you have five or fewer full-time equivalent employees in the 2019 and 2020 taxable years? (Both must be true to answer “yes” to this question.)
 - Microbusinesses under \$50,000 in gross annual revenue must have fewer than 5 employees to qualify for this Program.
- Are you the majority-owner and manager of the business AND was the business your primary means of income in the 2019 taxable year? (Both must be true to answer “yes” to this question.)
- Were you a recipient of the California Small Business COVID-19 Relief Grant (<https://calosba.ca.gov/about/publications/>)?

Officer Details Business Info - 1 Business Info - 2 Demographics Disclosure Q&A Verify Identity Upload Docs Bank Info

A few more questions to help determine your eligibility

We want to get to know you.

As of the date of application, is your business open and operating? *

Select an option

Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements? *

Select an option

Do you prepare your own business tax returns? *

Select an option

Does your business currently have fewer than five full-time equivalent employees AND did you have fewer than five full-time equivalent employees in the 2019 and 2020 taxable years? (Both must be true to answer “yes” to this question.) *

Select an option

Are you the majority-owner and manager of the business AND was the business your primary means of income in the 2019 taxable year? (Both must be true to answer “yes” to this question.) *

Select an option

Were you a recipient of the California Small Business COVID-19 Relief Grant? *

Select an option

Save and Continue Later Continue

Terms and Conditions Platform/Website Terms of Use Privacy Policy Authorizations and Consents Borrowers' Bill of Rights About Lendistry About Us Customer Stories Contact Us Lendistry Call Center Instructions Application Guide

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Section 6: Verify Identity



ID Verification

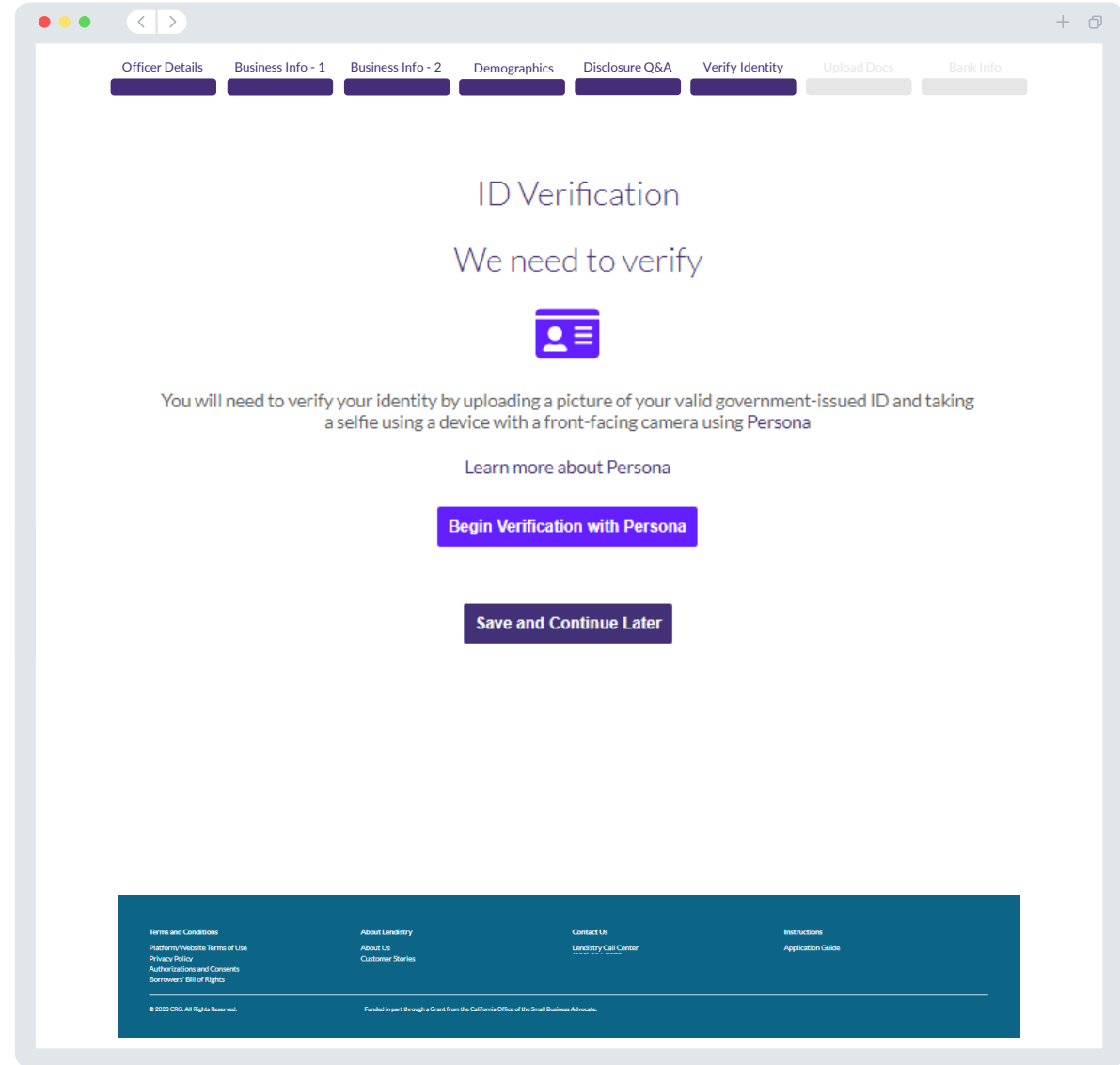
In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. Acceptable forms of government-issued ID include:

- Driver's license
- State ID or foreign matricula card
- U.S. passport or foreign passport

You will also need to take a selfie using a device with a front-facing camera. Review [pages 31-33](#) for best practices to successfully complete Persona.

What is Persona?


Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness check.




Section 7: Upload Docs



Step 1

Select the upload  icon to locate the document file on your device or drag and drop the file onto the icon.

Step 2

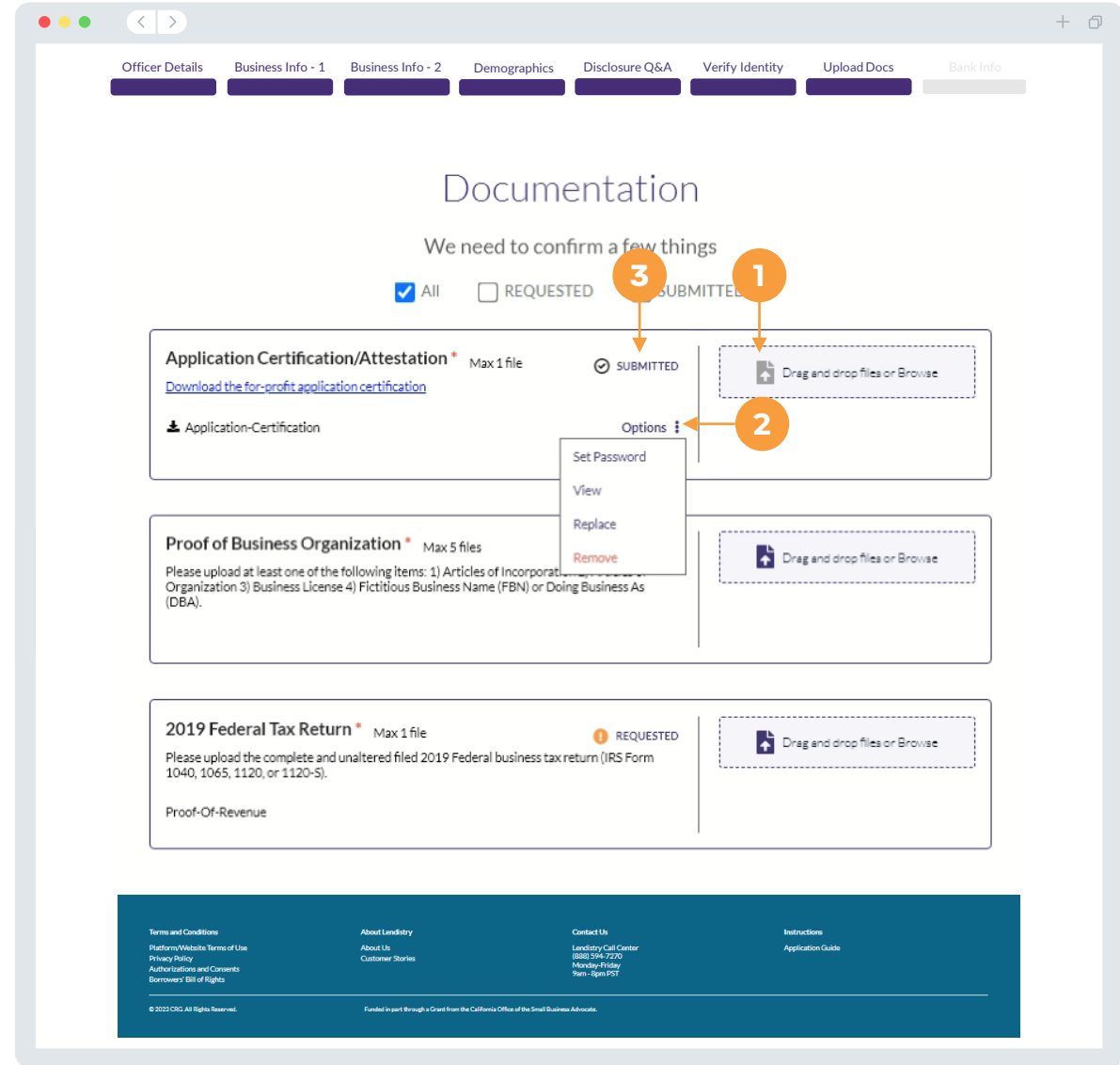
If your file requires a password to be viewed, click on the three dots  next to **“Options”** and select **“Set Password”** to enter the password. You can also click on the three dots to view, replace, or delete the file.

Step 3

Once your file has been uploaded, its status will change from  **“Requested”** to  **“Submitted.”**

Step 4

Repeat the steps above until all required documents have been uploaded.



Section 8: Bank Info

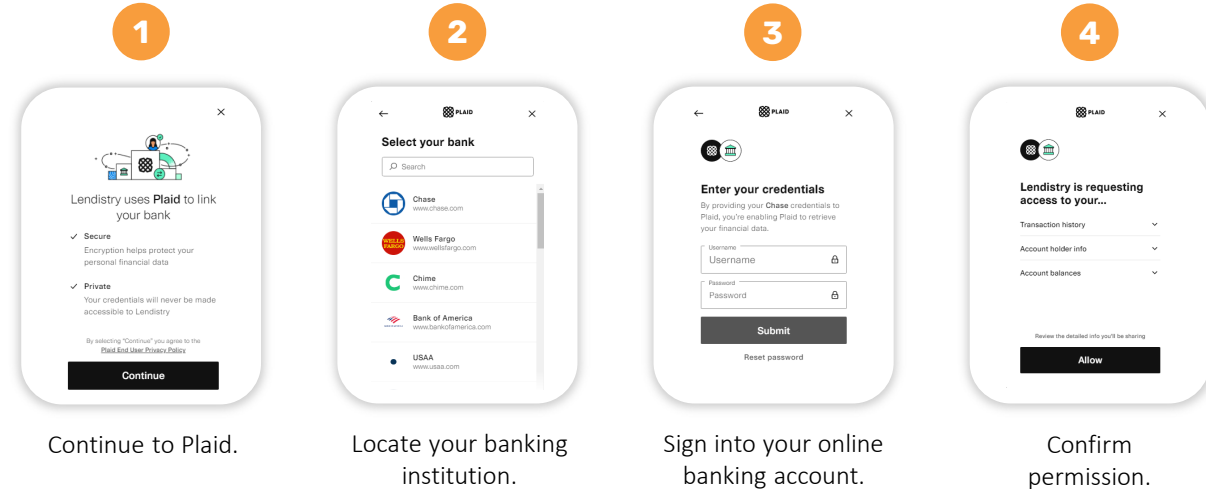
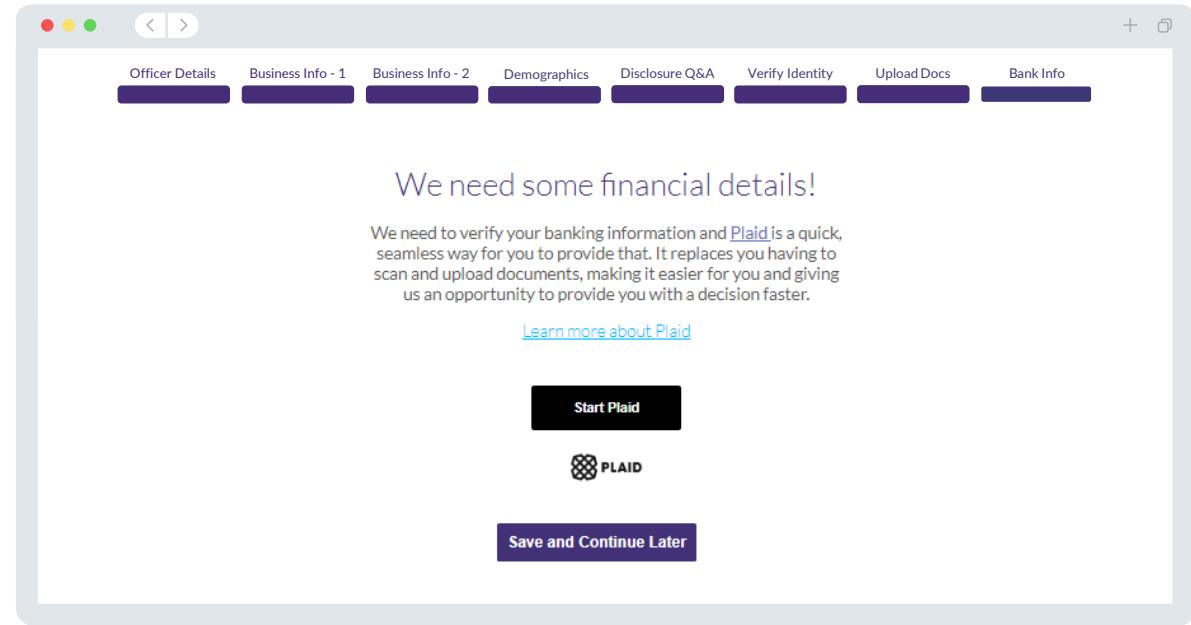


Why is your banking information needed?

Lendistry uses a third-party technology (Plaid) to verify your bank account and set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account by reaching out to Lendistry's dedicated Call Center at (866) 238-0516, Monday through Friday (7:00 a.m.-7:00 p.m. PST).

Important Note: The bank account must be for the primary owner of the business.



Section 9: Review Your Application Before Submission



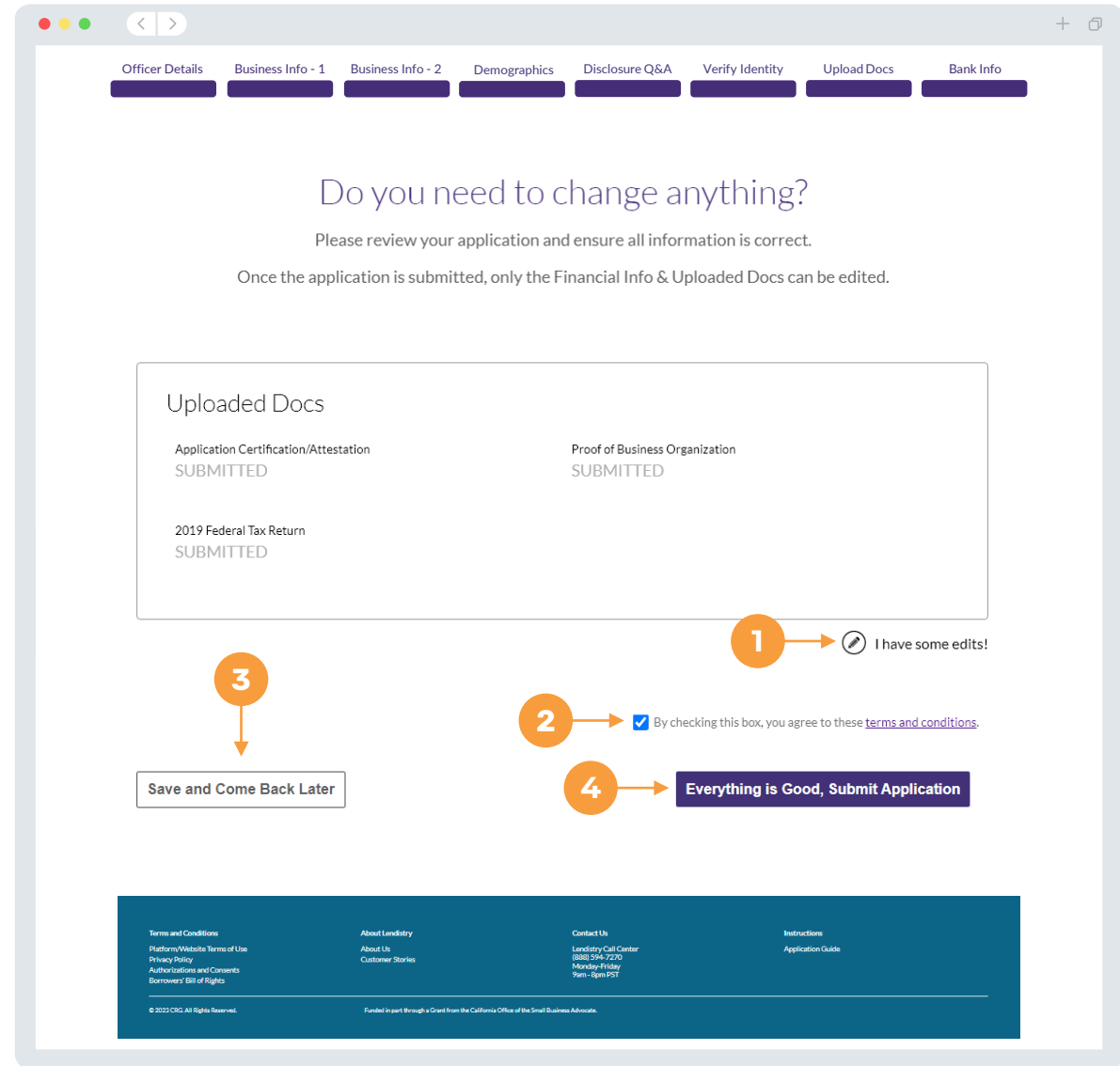
Before submitting your application, review all your responses and documentation for accuracy. **Once you submit your application, you will NOT be able to make edits.**

For your application to be reviewed by Lendistry, you must submit a complete application that includes:

1. All fields in the application form completed;
2. All required documents uploaded;
3. Your bank account connected via Plaid; and
4. Your identity verified via Persona.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits!”** and fix all errors.
2. Read [Lendistry’s Terms and Conditions](#) and check the box to agree.
3. If you would like to review and submit your application later, click on **“Save and Come Back Later.”** You can sign into the portal at any time to complete your application and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Everything is Good, Submit Application”** to submit your application.



Application Submission

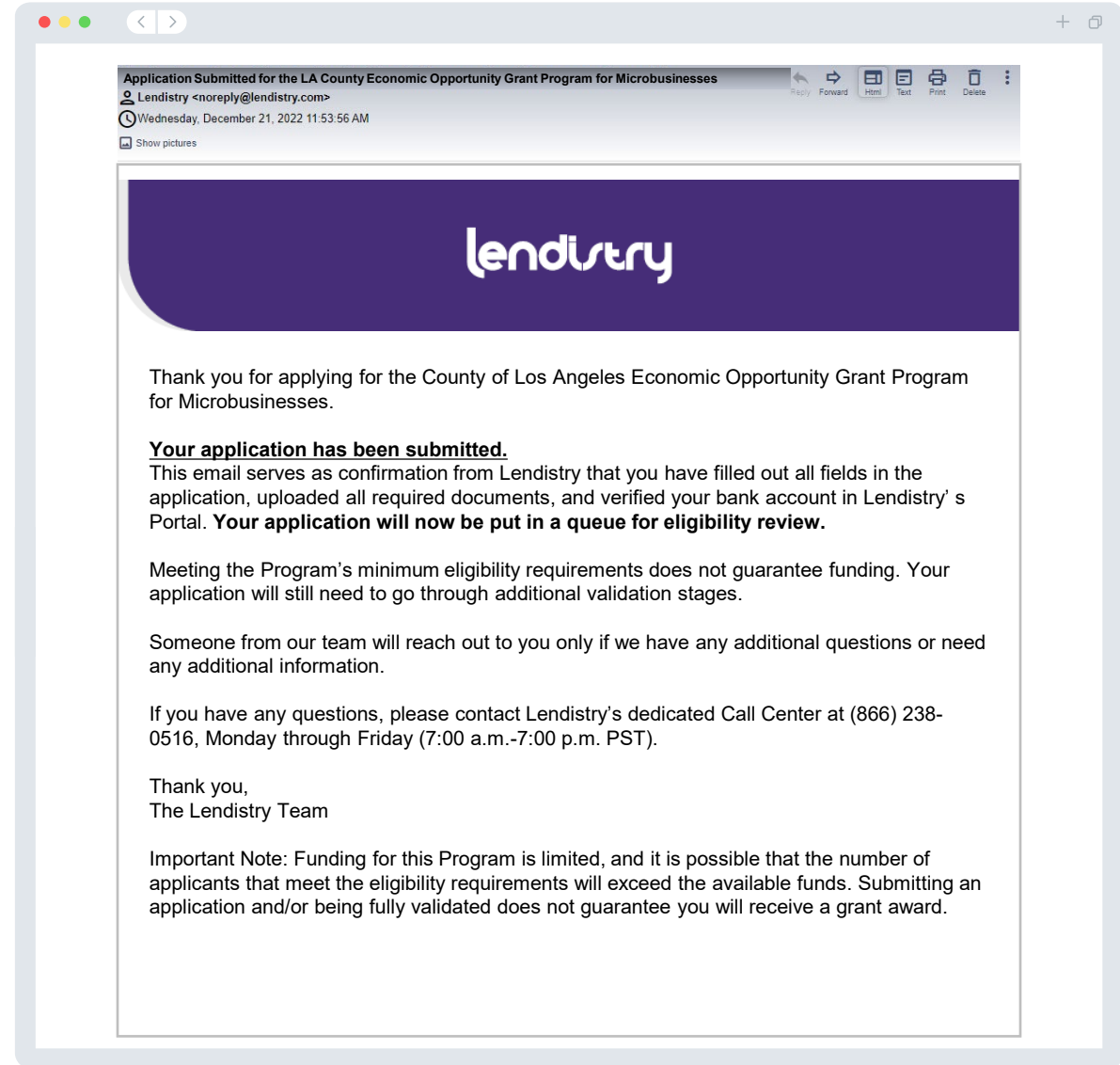


You will receive a confirmation email from Lendistry at noreply@lendistry.com to confirm your application has been received. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account's safe sender list.

If more information or documents are needed, Lendistry may contact you by email, phone, and/or text (if authorized) to verify the information you submitted. **You must respond to all requests to keep your application in the review process.**

To avoid disruptions in the review process, please be sure to look out for communication from Lendistry and make sure you have all required documents readily available.

TIP: Place "Lendistry" in the search bar of your email.





Application for Phase 2 – Small Business Grants



Section 1: Owner Details



Let's discuss owner details for your business.

- Owner First Name
- Owner Last Name
- Owner Email
- Owner Address Line 1 (P.O. Box not acceptable)
- Owner Address Line 2 (P.O. Box not acceptable)
- Owner City
- Owner State
- Owner Zip Code
- Owner Date of Birth
- Owner Social Security or Individual Taxpayer Number (SSN or ITIN)¹
- Percentage of Ownership (%)
- Referral Partner²
- Owner/Officer Preferred Phone Number
- SMS/Text Policy³

¹Required to make sure applicant is not on the OFAC list.

²The referral partner you choose will not affect your application.

³Check the box if you would like to receive updates on your application during the review process via SMS/Text.

Owner Details | Business Info - 1 | Business Info - 2 | Demographics | Disclosure Q&A | Verify Identity | Upload Docs | Bank Info

Let's discuss Owner Details for your Business

We want to get to know the owner of your company. Please fill out the information below.

Owner First Name *

Owner Last Name *

Owner Date of Birth *
Month Day Year

Owner Email *

Owner Address Line 1 (P.O. Box not acceptable) *

Owner Address Line 2 (P.O. Box not acceptable)

Owner City *

Owner State *

Owner Zip Code *

Owner Social Security or Individual Taxpayer Identification Number (SSN or ITIN) *

Percentage of Ownership (%) *

Title/Position *

Owner Preferred Phone Number *

I accept the SMS/Text Policy.

[+ Add Another Owner](#) [Save and Continue Later](#) [Submit Ownership and Continue](#)

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Section 2: Business Info - 1



Tell us about your company.

- Legal Business Name
- Doing Business As (DBA) - (Type N/A if your business does not have a DBA.)
- Does your business have an Employer Identification Number (EIN)?
- Business Address Line 1 (Please enter physical address of business)
- Business Address Line 2 (Please enter physical address of business)
- Business City
- Business State
- Business Zip Code
- Business Phone Number
- Are you a Non-Profit or For-Profit business?
- Business Entity Type
- State of Formation
- Date Business Established
- Business Website URL - (Type N/A if your business does not have a website.)

The screenshot shows a web browser window with a navigation bar at the top containing tabs: Owner Details, Business Info - 1 (active), Business Info - 2, Demographics, Disclosure Q&A, Verify Identity, Upload Docs, and Bank Info. The main heading is 'Tell us about your company' with the subtext 'We want to get to know you.' The form contains the following fields:

- Legal Business Name (text input)
- Doing Business As (DBA) - (Please type N/A if not applicable) (text input)
- Does your business have an EIN? (dropdown menu with 'Select an option')
- Business Address Line 1 (Please enter physical address of business) (text input)
- Business Address Line 2 (Please enter physical address of business) (text input)
- Business City (text input)
- Business State (text input)
- Business Zip Code (text input)
- Business Phone Number (text input with '+1-' prefix)
- Are you a Non-Profit or For-Profit business? (dropdown menu with 'Select an option')
- Business Entity Type (dropdown menu with 'Select an option')
- State of Formation (dropdown menu with 'Select an option')
- Date Business Legally Registered (Month, Day, Year dropdowns)
- Business Website URL - (Please type N/A if not applicable) (text input)

At the bottom of the form are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for Terms and Conditions, About Lendistry, Contact Us, and Instructions, along with a copyright notice for 2023 CBOG.

Section 3: Business Info - 2



How can we help you?

- Primary Use of Grant
- Enter Annual Gross Receipts for 2019, 2020, or 2021 (this number should match your tax return of that year)
- Will this grant create new jobs?
- # of Full-time Employees
- # of Part-time Employees
- # of Jobs Created (2021)
- # of Jobs Retained (2021)

The screenshot shows a web application interface for a grant application. At the top, there is a navigation bar with tabs: Owner Details, Business Info - 1, Business Info - 2 (active), Demographics, Disclosure Q&A, Verify Identity, Upload Docs, and Bank Info. Below the navigation bar, the main heading is "How can we help you?". The form contains several fields:

- Primary Use of Grant**: A dropdown menu with "Select an option" and a downward arrow.
- Enter Annual Gross Receipts for 2019, 2020, or 2021 (this number should match your tax return of that year)**: A text input field with a small information icon (i) on the right.
- Will this grant create new jobs?**: A dropdown menu with "Select an option" and a downward arrow.
- # of Full-time Employees**: A text input field.
- # of Part-time Employees**: A text input field.
- # of Jobs Created (2021)**: A text input field.
- # of Jobs Retained (2021)**: A text input field.

At the bottom of the form, there are two buttons: "Save and Continue Later" and "Continue".

The footer of the application contains a dark blue bar with the following links and text:

- [Terms and Conditions](#)
- [Platform/Website Terms of Use](#)
- [Privacy Policy](#)
- [Authorizations and Consents](#)
- [Borrowers' Bill of Rights](#)
- [About Lendistry](#)
- [About Us](#)
- [Customer Stories](#)
- [Contact Us](#)
- [Lendistry Call Center](#)
- [Instructions](#)
- [Application Guide](#)

Small text at the bottom left: © 2023 CBO. All Rights Reserved. Small text at the bottom right: Funded in part through a Grant from the California Office of the Small Business Advocate.

Section 4: Demographics



Tell us about your company.

For demographic data only. Your responses will not affect the review process for your application.

- Who is your customer base?
- NAICS code
- Veteran-Owned?
- Women-Owned?
- Disabled-Owned?
- LGBTQIA+ Owned?
- Applicant Race
- Applicant Ethnicity
- Franchise
- Applicant Preferred Name

Owner Details Business Info - 1 Business Info - 2 **Demographics** Disclosure Q&A Verify Identity Upload Docs Bank Info

How can we help you?

Who is your customer base? *
Select an option

NAICS Code *
[Search for Your NAICS Code](#)

Veteran-Owned? *
Select an option

Women-Owned? *
Select an option

Disabled-Owned? *
Select an option

LGBTQIA+ Owned? *
Select an option

Applicant Race *
Select an option

Applicant Ethnicity *
Select an option

Franchise *
Select an option

Applicant Preferred Name *

[Save and Continue Later](#) [Continue](#)

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Section 5: Disclosure Q&A



A few more questions to help determine your eligibility.

- As of the date of application, is your business open and operating?
 - Businesses must be open and operating to qualify for this Program.
- Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?
 - Businesses must be in compliance with all federal, state and local laws, regulations and codes to qualify.
- Do you prepare your own business tax returns? If you do not prepare your own taxes, you will need to submit the name and contact number of the tax preparer you used.
- Is your business a restaurant?

Owner Details Business Info - 1 Business Info - 2 Demographics Disclosure Q&A Verify Identity Upload Docs Bank Info

A few more questions to help determine your eligibility

We want to get to know you.

As of the date of application, is your business open and operating? *

Select an option

Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements? *

Select an option

Do you prepare your own business tax returns? *

Select an option

Is your business a restaurant? *

Select an option

Save and Continue Later Continue

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Section 6: Verify Identity



ID Verification

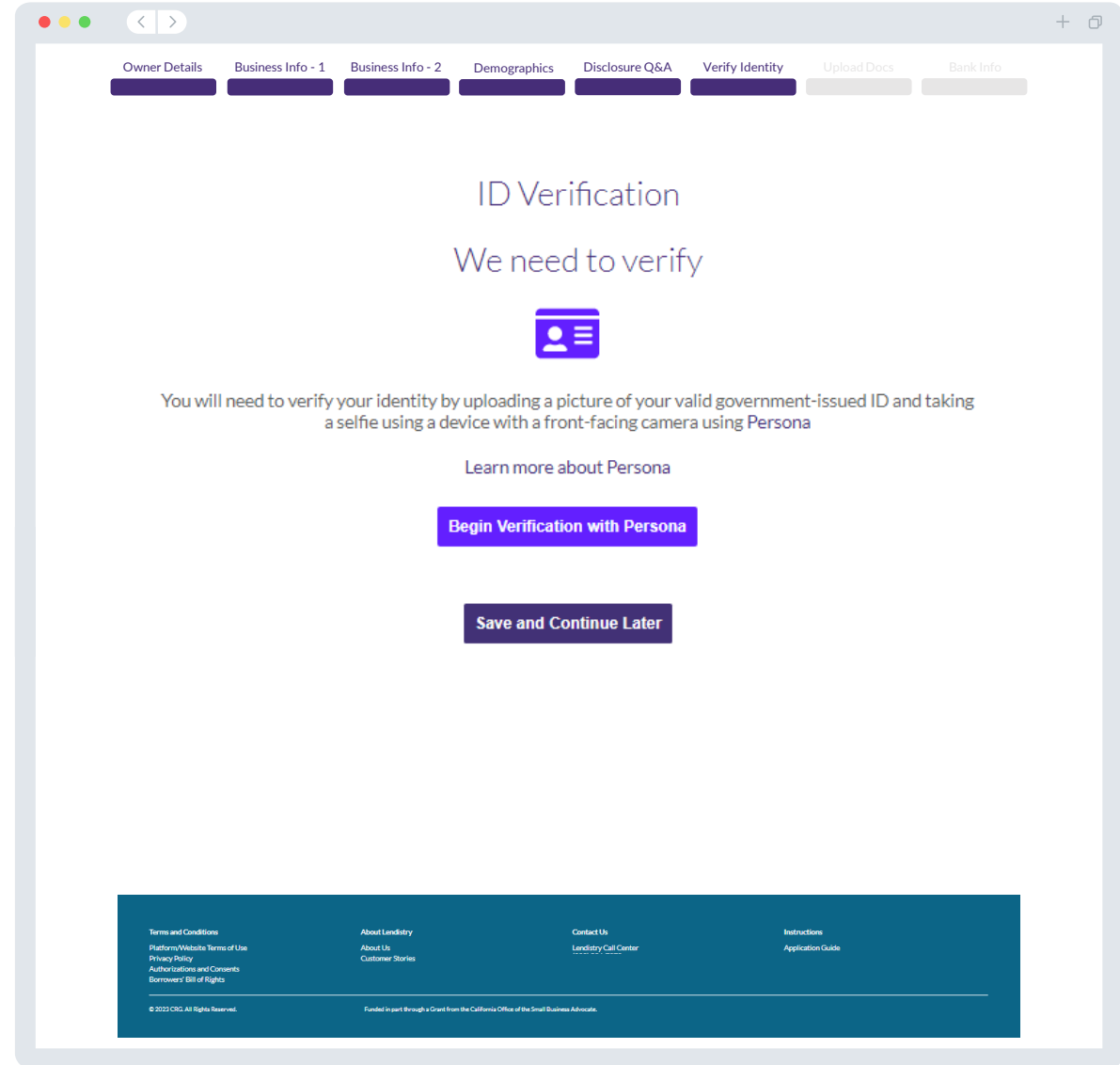
In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. Acceptable forms of government-issued ID include:

- Driver's license
- State ID or foreign matricula card
- U.S. passport or foreign passport

You will also need to take a selfie using a device with a front-facing camera. Review [pages 31-33](#) for best practices to successfully complete Persona.

What is Persona?


Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness check.




Section 7: Upload Docs



Step 1

Select the upload  icon to locate the document file on your device or drag and drop the file onto the icon.

Step 2

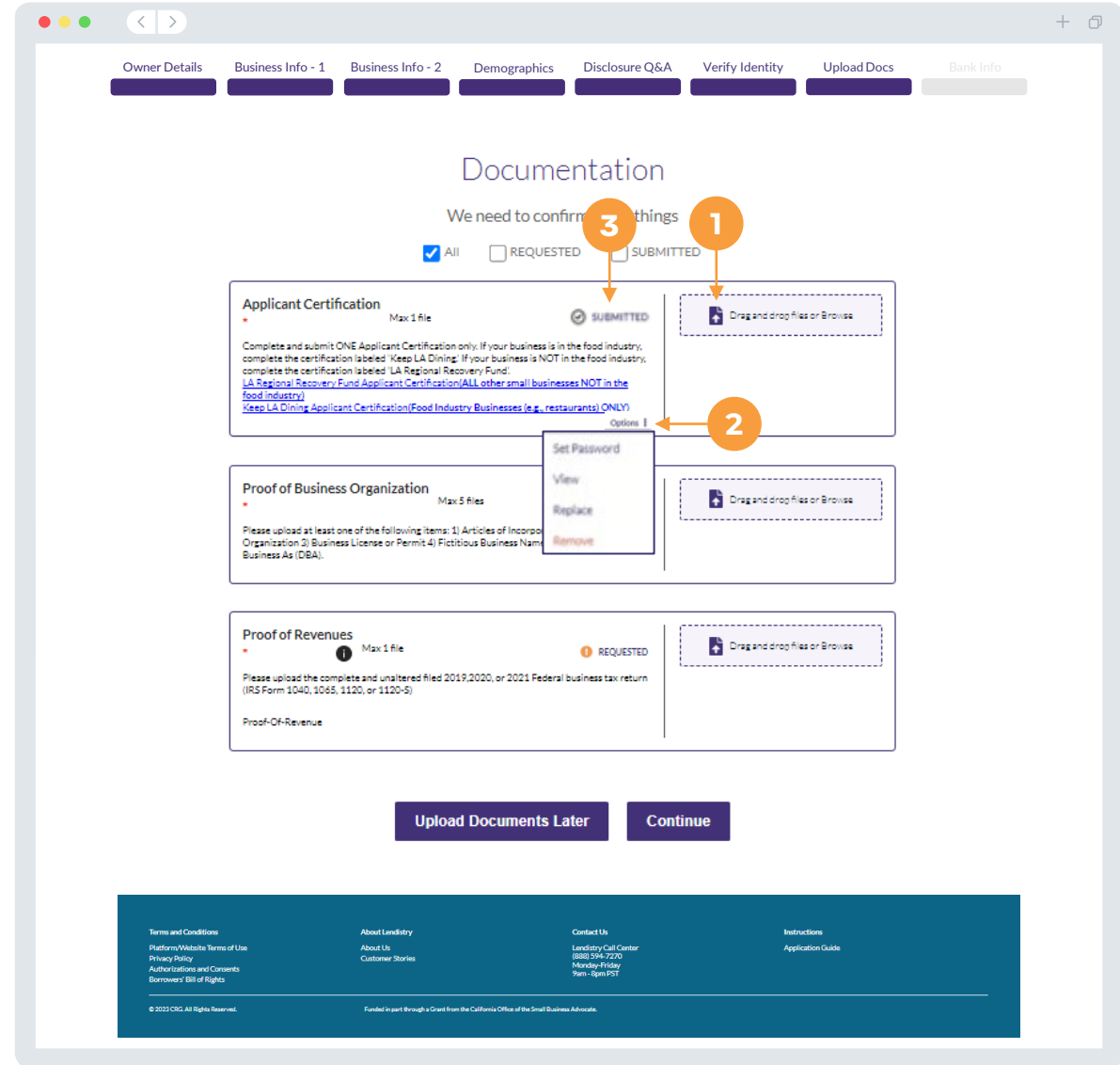
If your file requires a password to be viewed, click on the three dots  next to **“Options”** and select **“Set Password”** to enter the password. You can also click on the three dots to view, replace, or delete the file.

Step 3

Once your file has been uploaded, its status will change from  **“Requested”** to  **“Submitted.”**

Step 4

Repeat the steps above until all required documents have been uploaded.



Section 8: Bank Info

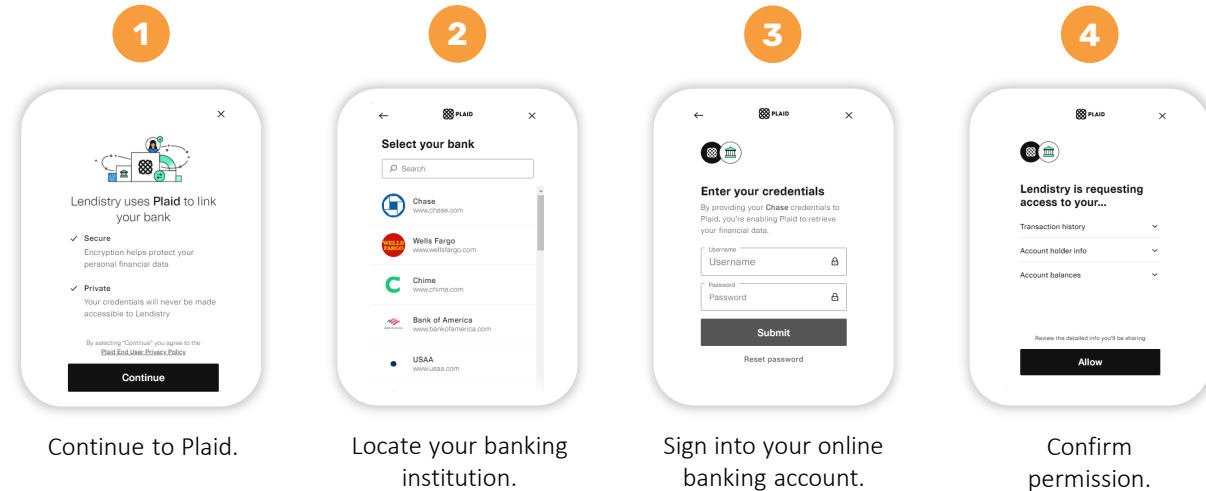
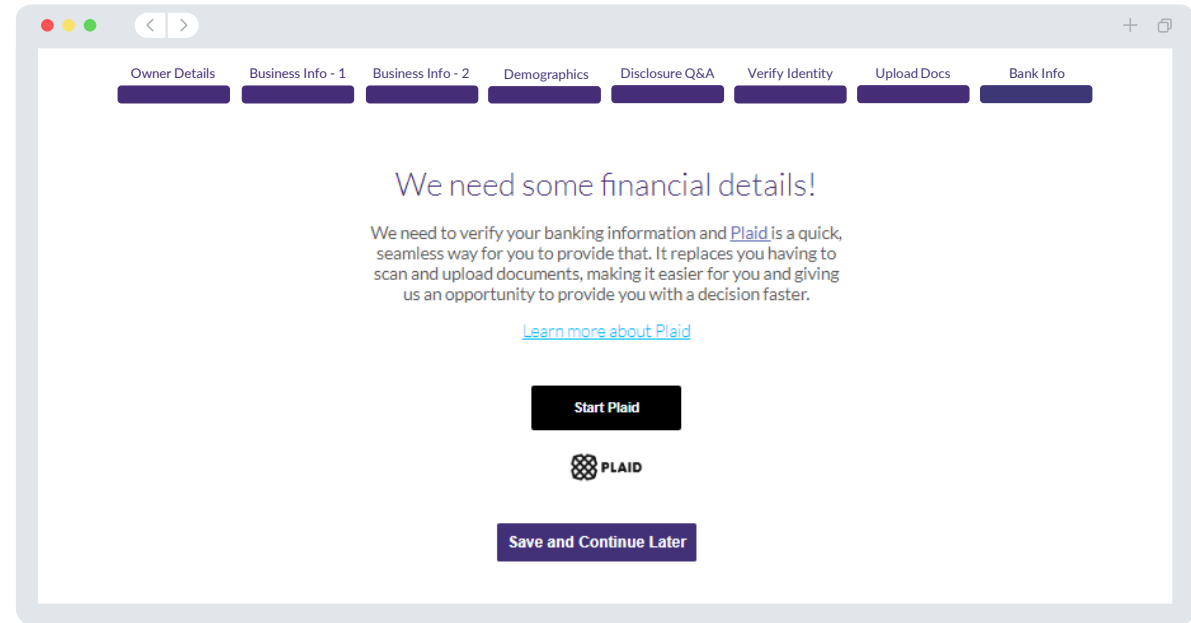


Why is your banking information needed?

Lendistry uses a third-party technology (Plaid) to verify your bank account and set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account by reaching out to Lendistry's dedicated Call Center at (866) 238-0516, Monday through Friday (7:00 a.m.-7:00 p.m. PST).

Important Note: The bank account must be for the primary owner of the business.



Section 9: Review Your Application Before Submission



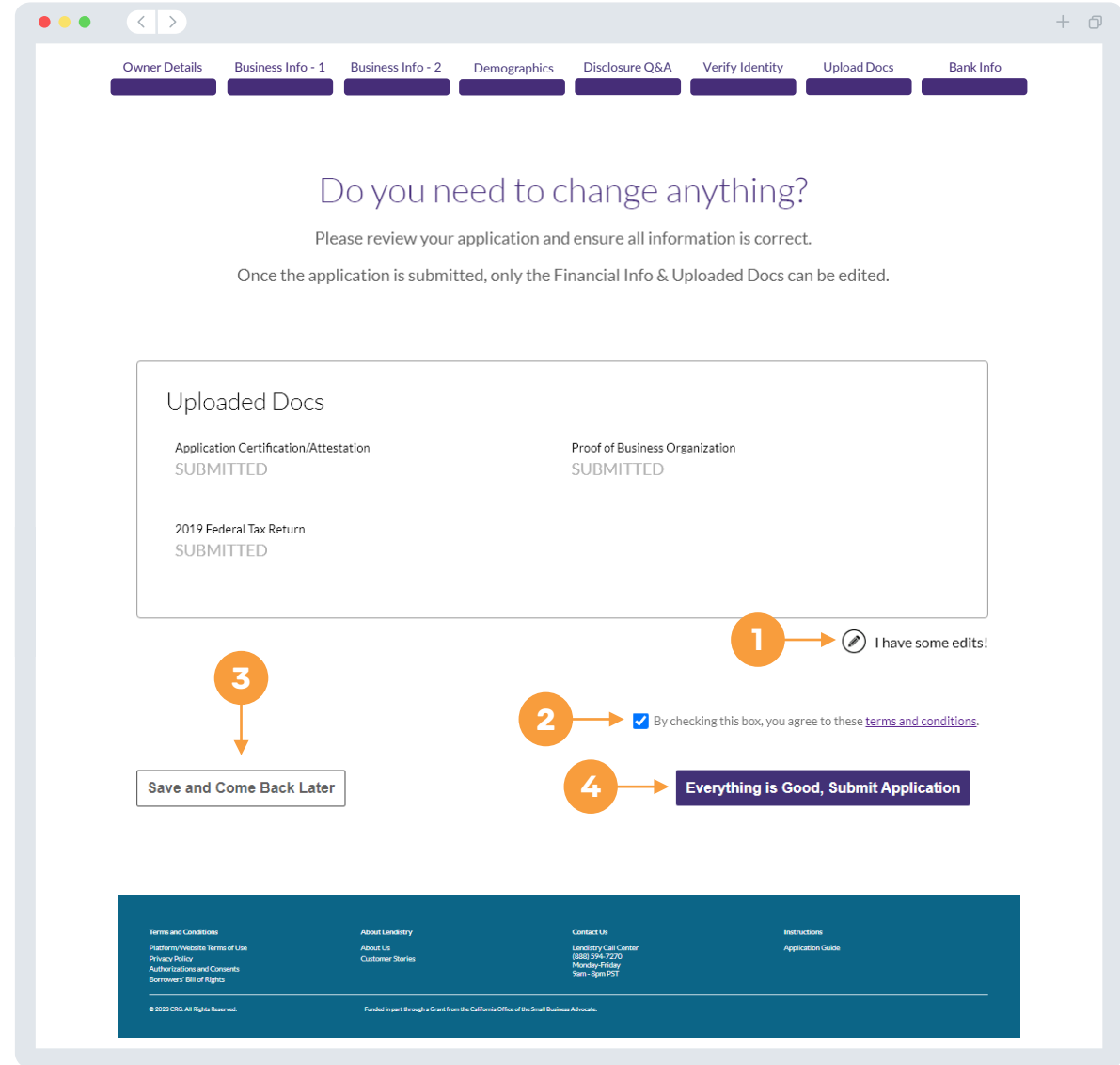
Before submitting your application, review all your responses and documentation for accuracy. **Once you submit your application, you will NOT be able to make edits.**

For your application to be reviewed by Lendistry, you must submit a complete application that includes:

1. All fields in the application form completed;
2. All required documents uploaded;
3. Your bank account connected via Plaid; and
4. Your identity verified via Persona.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits!”** and fix all errors.
2. Read [Lendistry’s Terms and Conditions](#) and check the box to agree.
3. If you would like to review and submit your application later, click on **“Save and Come Back Later.”** You can sign into the portal at any time to complete your application and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Everything is Good, Submit Application”** to submit your application.



Application Submission

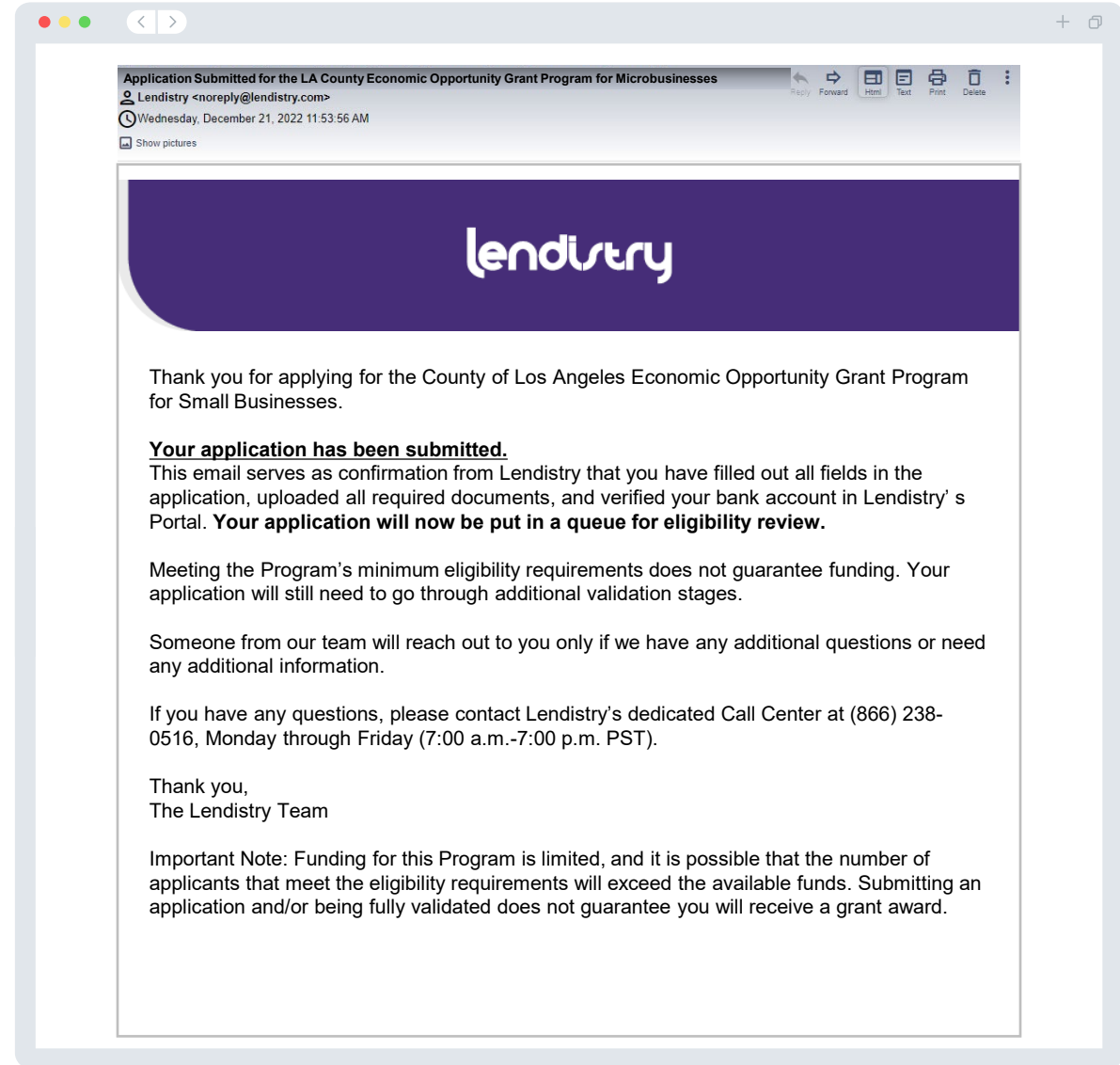


You will receive a confirmation email from Lendistry at noreply@lendistry.com to confirm your application has been received. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account's safe sender list.

If more information or documents are needed, Lendistry may contact you by email, phone, and/or text (if authorized) to verify the information you submitted. **You must respond to all requests to keep your application in the review process.**

To avoid disruptions in the review process, please be sure to look out for communication from Lendistry and make sure you have all required documents readily available.

TIP: Place "Lendistry" in the search bar of your email.





Application for Phase 2 – Nonprofit Grants



Section 1: Officer Details



Let's discuss owner details for your business.

- Owner First Name
- Owner Last Name
- Owner Email
- Owner Address Line 1 (P.O. Box not acceptable)
- Owner Address Line 2 (P.O. Box not acceptable)
- Owner City
- Owner State
- Owner Zip Code
- Owner Date of Birth
- Owner Social Security or Individual Taxpayer Number (SSN or ITIN)¹
- Percentage of Ownership (%)
- Referral Partner²
- Owner/Officer Preferred Phone Number
- SMS/Text Policy³

¹Required to make sure applicant is not on the OFAC list.

²The referral partner you choose will not affect your application.

³Check the box if you would like to receive updates on your application during the review process via SMS/Text.

The screenshot shows a web browser window with the 'Officer Details' form. The form is titled 'Let's discuss Owner Details for your Business' and includes a sub-header: 'We want to get to know the owner of your company. Please fill out the information below.' The form contains the following fields:

- Owner First Name *
- Owner Last Name *
- Owner Date of Birth * (Month, Day, Year)
- Owner Email *
- Owner Address Line 1 (P.O. Box not acceptable) *
- Owner Address Line 2 (P.O. Box not acceptable)
- Owner City *
- Owner State *
- Owner Zip Code *
- Owner Social Security or Individual Taxpayer Identification Number (SSN or ITIN) * (Format: XXX-XX-XXXX)
- Percentage of Ownership (%) *
- Title/Position * (Dropdown menu: Select an option)
- Owner Preferred Phone Number * (+1-)
- I accept the SMS/Text Policy.

At the bottom of the form, there are three buttons: '+ Add Another Owner', 'Save and Continue Later', and 'Submit Ownership and Continue'. The footer of the page includes links for Terms and Conditions, About Lendistry, Contact Us, and Instructions, along with copyright information and a note about funding from the California Office of the Small Business Advocate.

Section 2: Nonprofit Info - 1



Tell us about your company.

- Legal Name of Nonprofit Organization
- Doing Business As (DBA) - (Type N/A if your business does not have a DBA.)
- Does your nonprofit organization have an Employer Identification Number (EIN)?
- Nonprofit Organization Address Line 1 (Please enter physical address of business)
- Nonprofit Organization Address Line 2 (Please enter physical address of business)
- Nonprofit City
- Nonprofit State
- Nonprofit Zip Code
- Nonprofit Phone Number
- Are you a Non-Profit or For-Profit business?
- Entity Type
- State of Formation
- Date Nonprofit Organization Legally Registered
- Nonprofit Organization Website URL - (Type N/A if your business does not have a website.)

Officer Details Nonprofit Info - 1 Nonprofit Info - 2 Demographics Disclosure Q&A Verify Identity Upload Docs Bank Info

Tell us about your nonprofit organization.

We want to get to know you.

Legal Name of Nonprofit Organization *

Doing Business As (DBA) - (Please type N/A if not applicable) *

Does your nonprofit organization have an Employer Identification Number (EIN)? *

Nonprofit Organization Address Line 1 (Please enter physical address of business) *

Nonprofit Organization Address Line 2 (Please enter physical address of business)

Nonprofit City *

Nonprofit State *

Nonprofit Zip Code *

Nonprofit Organization Phone Number *

Are you a Non-Profit or For-Profit business? *

Entity Type *

State of Formation *

Date Nonprofit Organization Legally Registered *

Nonprofit Organization Website URL - (Please type N/A if not applicable) *

Save and Continue Later Continue

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Section 3: Nonprofit Info - 2



How can we help you?

- Primary Use of Grant
- Enter Annual Gross Receipts for 2019, 2020, or 2021 (this number should match your tax return of that year)
- Will this grant create new jobs?
- # of Full-time Employees
- # of Part-time Employees
- # of Jobs Created (2021)
- # of Jobs Retained (2021)

The screenshot shows a web application interface for a grant application. At the top, there is a navigation bar with tabs: 'Officer Details', 'Nonprofit Info - 1', 'Nonprofit Info - 2' (which is active), 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Upload Docs', and 'Bank Info'. Below the navigation bar, the main heading is 'How can we help you?'. The form contains several input fields:

- 'Primary Use of Grant' with a dropdown menu showing 'Select an option'.
- 'Enter Annual Gross Receipts for 2019, 2020, or 2021 (this number should match your tax return of that year)' with a text input field.
- 'Will this grant create new jobs?' with a dropdown menu showing 'Select an option'.
- '# of Full-time Employees' with a text input field.
- '# of Part-time Employees' with a text input field.
- '# of Jobs Created (2021)' with a text input field.
- '# of Jobs Retained (2021)' with a text input field.

At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. The footer of the page contains a dark blue bar with links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions'. Below these links, there is a copyright notice: '© 2023 CBO. All Rights Reserved.' and a funding note: 'Funded in part through a Grant from the California Office of the Small Business Advocate.'

Section 4: Demographics



Tell us about your company.

For demographic data only. Your responses will not affect the review process for your application.

- Who is your customer base?
- NAICS code
- Veteran-Owned?
- Women-Owned?
- Disabled-Owned?
- LGBTQIA+ Owned?
- Applicant Race
- Applicant Ethnicity
- Franchise
- Applicant Preferred Name

The screenshot shows a web application interface for a 'Demographics' section. At the top, there is a navigation bar with tabs: 'Officer Details', 'Nonprofit Info - 1', 'Nonprofit Info - 2', 'Demographics' (active), 'Disclosure Q&A', 'Verify Identity', 'Upload Docs', and 'Bank Info'. Below the navigation bar, the heading 'How can we help you?' is displayed. The form contains several dropdown menus and input fields:

- 'Who is your customer base?' - Dropdown menu with 'Select an option'.
- 'NAICS Code' - Input field with a 'Search for Your NAICS Code' link.
- 'Veteran-Owned?' - Dropdown menu with 'Select an option'.
- 'Women-Owned?' - Dropdown menu with 'Select an option'.
- 'Disabled-Owned?' - Dropdown menu with 'Select an option'.
- 'LGBTQIA+ Owned?' - Dropdown menu with 'Select an option'.
- 'Applicant Preferred Name' - Text input field.
- 'Applicant Race' - Dropdown menu with 'Select an option'.
- 'Applicant Ethnicity' - Dropdown menu with 'Select an option'.
- 'Franchise' - Dropdown menu with 'Select an option'.

At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. The footer of the page contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with copyright information and a funding note.

Section 5: Disclosure Q&A



A few more questions to help determine your eligibility.

- As of the date of application, is your Nonprofit Organization open and operating?
 - Nonprofit organizations must be open and operating to qualify for this Program.
- Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?
 - Nonprofit organizations must be in compliance with all federal, state and local laws, regulations and codes to qualify.
- Do you prepare your own nonprofit organization tax returns? If you do not prepare your own taxes, you will need to submit the name and contact number of the tax preparer you used.
- Are you located in Los Angeles County, or its incorporated cities (which may include the City of Los Angeles)?
- Do you provide direct workforce training, job placement, or career skills program services to young adult or youth populations (ages 16-25) throughout LA County?

Officer Details Nonprofit Info - 1 Nonprofit Info - 2 Demographics **Disclosure Q&A** Verify Identity Upload Docs Bank Info

A few more questions to help determine your eligibility

We want to get to know you.

As of the date of application, is your Nonprofit Organization open and operating? *

Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements? *

Do you prepare your own Nonprofit Organization tax returns? *

Are you located in Los Angeles County, or its incorporated cities (which may include the City of Los Angeles)? *

Do you provide direct workforce training, job placement, or career skills program services to young adult or youth populations (ages 16-25) throughout LA County? *

[Save and Continue Later](#) [Continue](#)

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[Borrowers' Bill of Rights](#)

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Section 6: Verify Identity



ID Verification

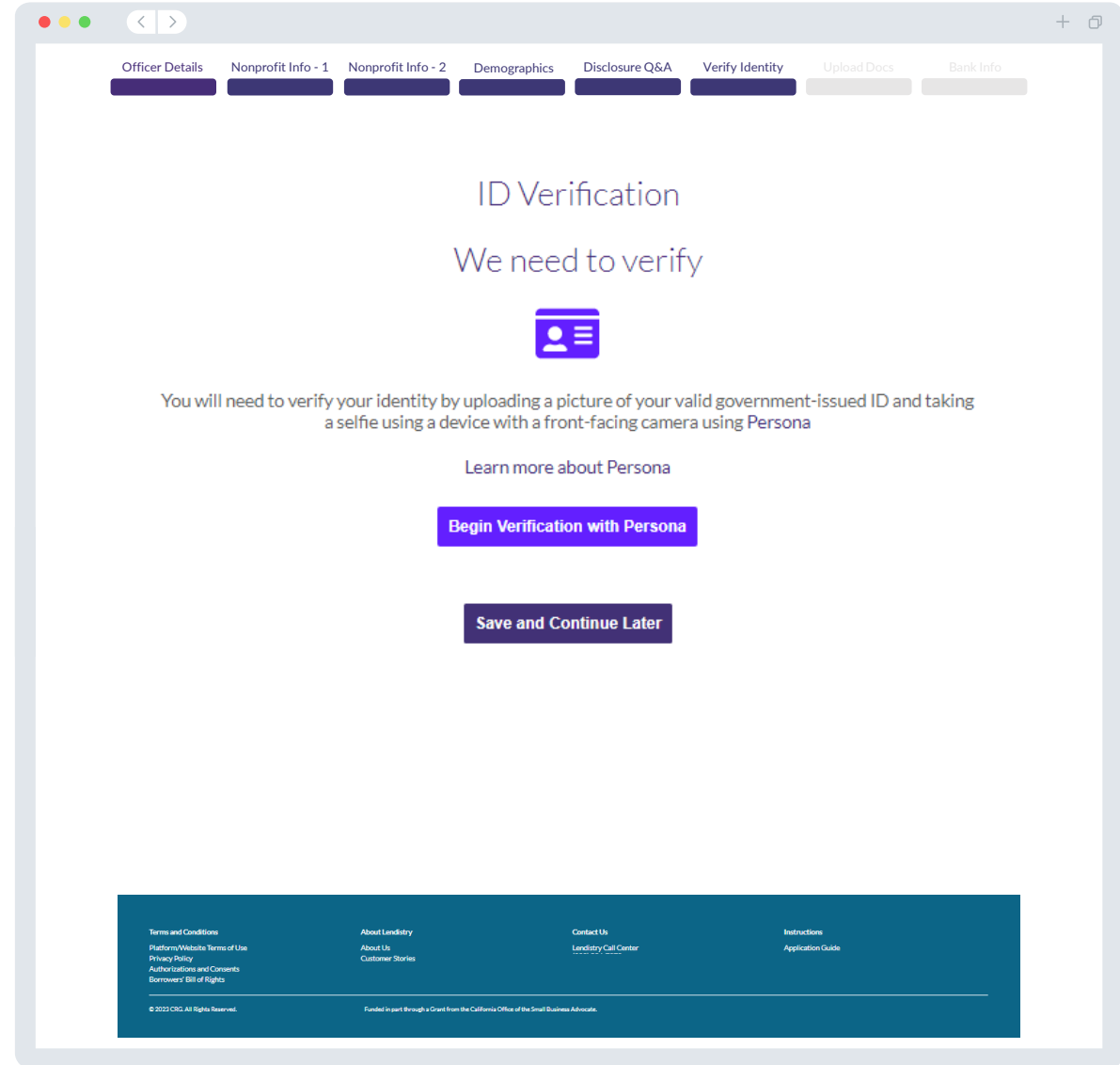
In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. Acceptable forms of government-issued ID include:

- Driver's license
- State ID or foreign matricula card
- U.S. passport or foreign passport

You will also need to take a selfie using a device with a front-facing camera. Review [pages 31-33](#) for best practices to successfully complete Persona.

What is Persona?


Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness check.




Section 7: Upload Docs



Step 1

Select the upload  icon to locate the document file on your device or drag and drop the file onto the icon.

Step 2

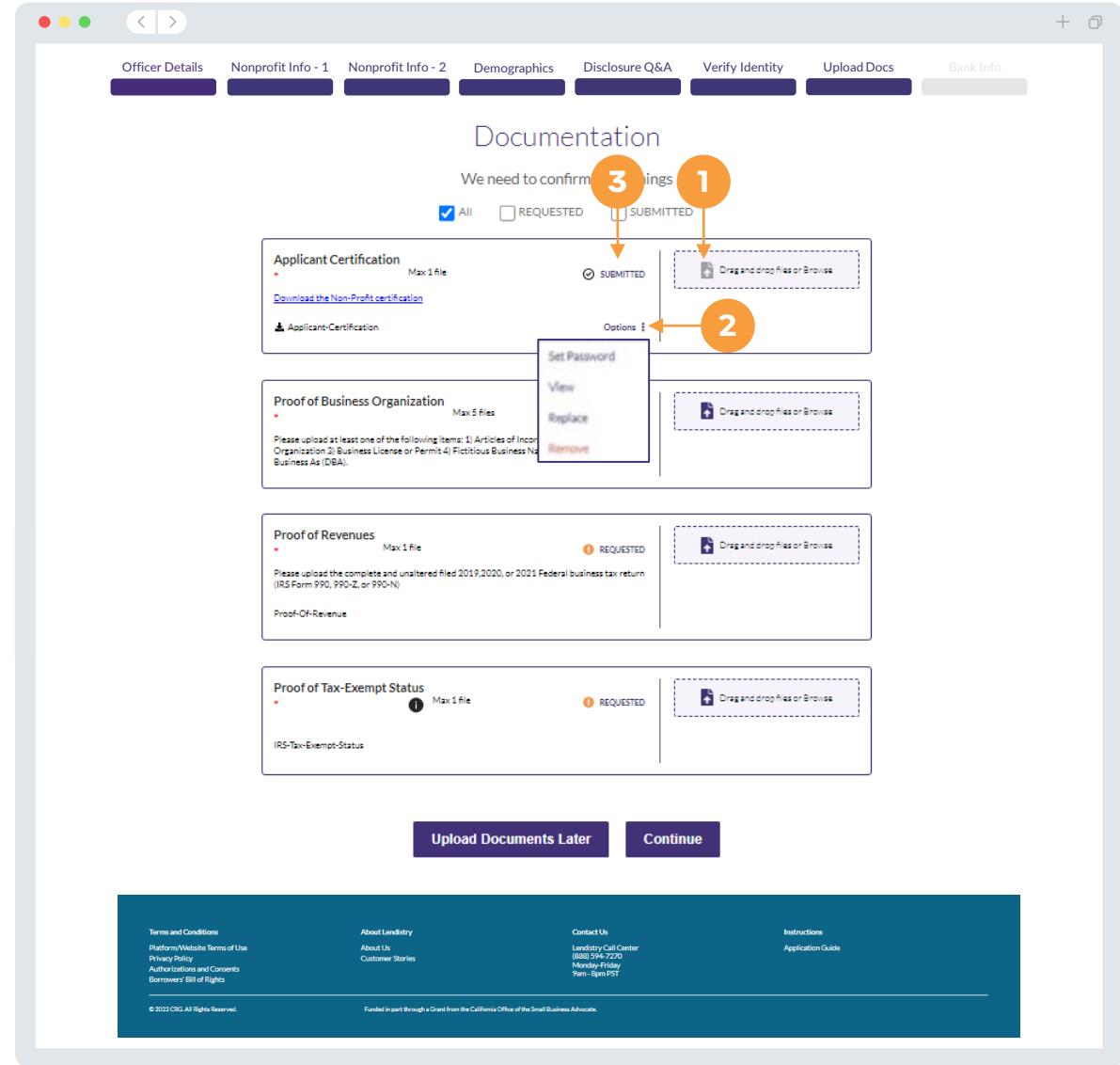
If your file requires a password to be viewed, click on the three dots  next to **“Options”** and select **“Set Password”** to enter the password. You can also click on the three dots to view, replace, or delete the file.

Step 3

Once your file has been uploaded, its status will change from  **“Requested”** to  **“Submitted.”**

Step 4

Repeat the steps above until all required documents have been uploaded.



Section 8: Bank Info

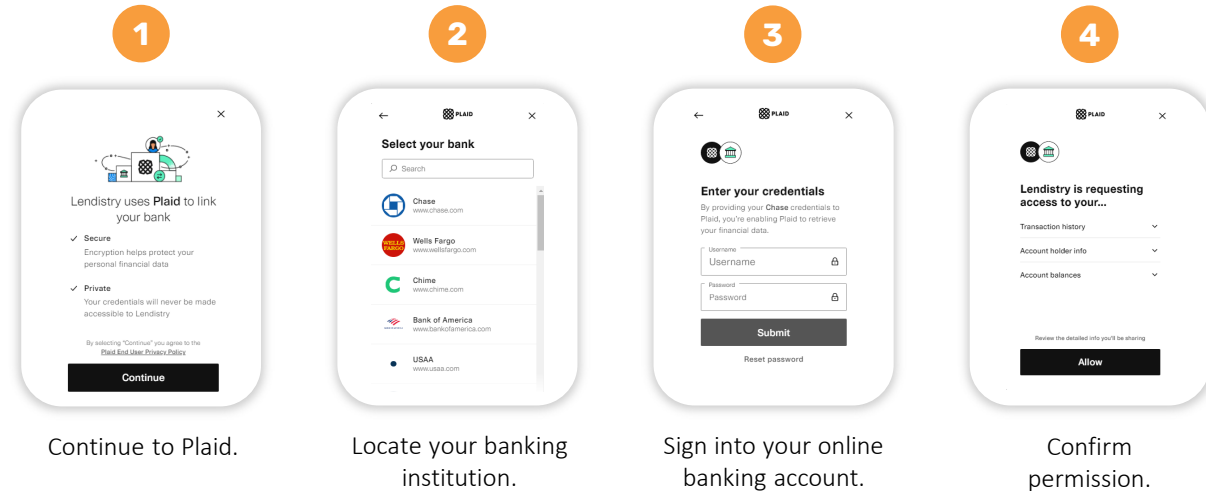
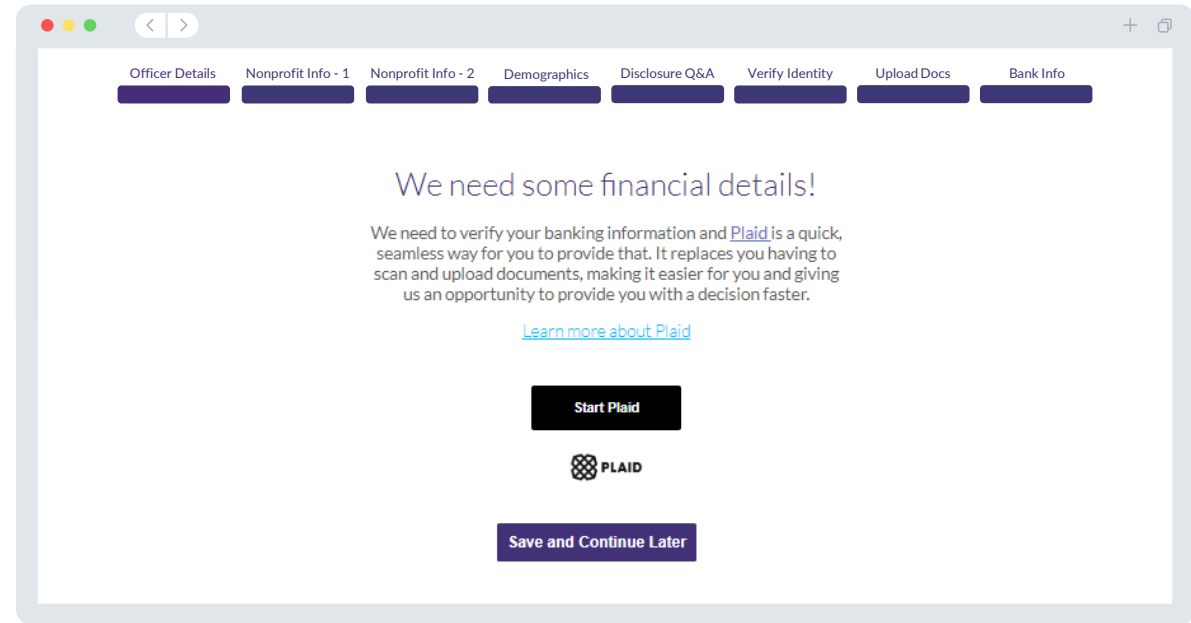


Why is your banking information needed?

Lendistry uses a third-party technology (Plaid) to verify your bank account and set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account by reaching out to Lendistry's dedicated Call Center at (866) 238-0516, Monday through Friday (7:00 a.m.-7:00 p.m. PST).

Important Note: The bank account must be for the primary owner of the business.



Section 9: Review Your Application Before Submission



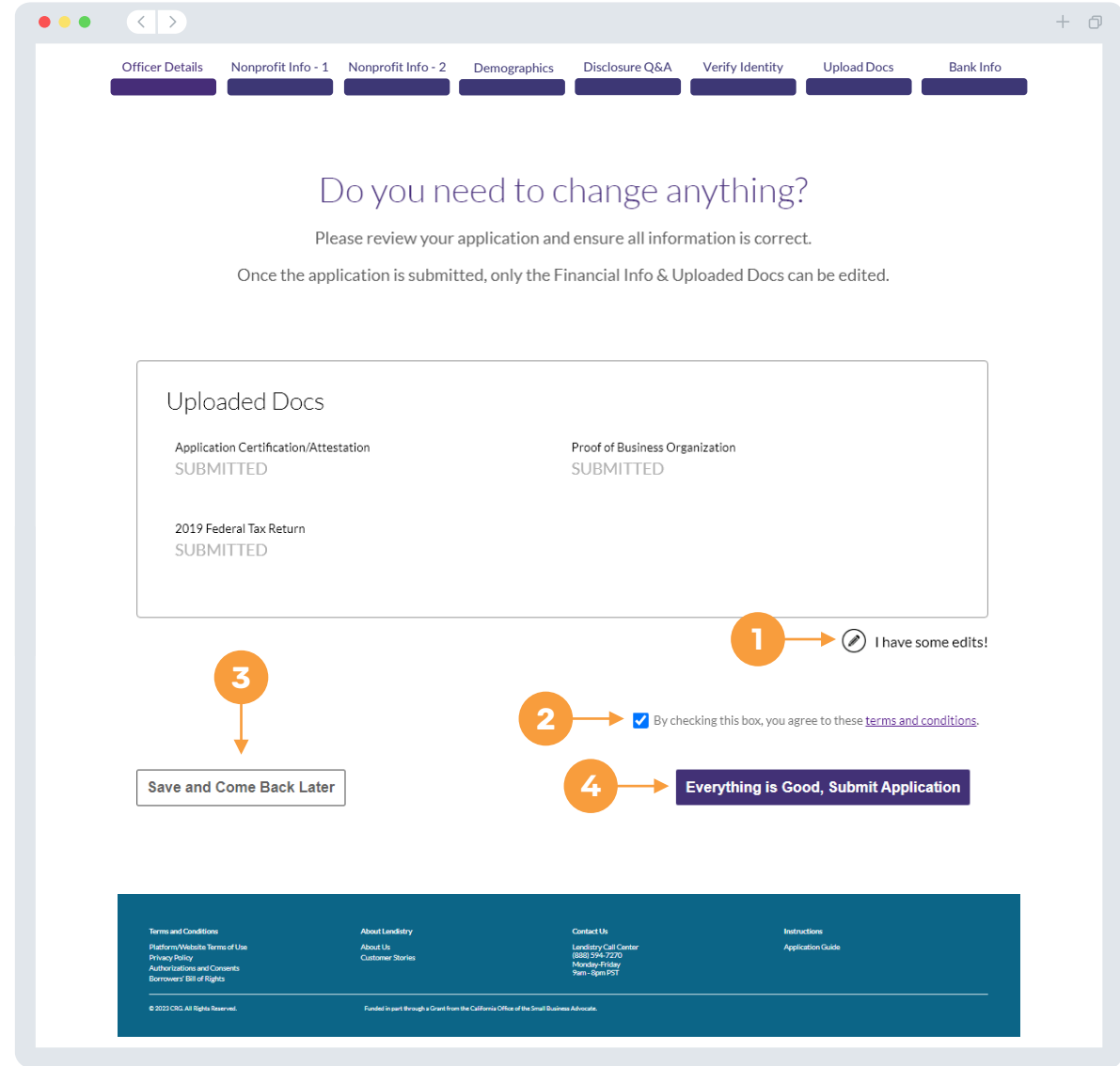
Before submitting your application, review all your responses and documentation for accuracy. **Once you submit your application, you will NOT be able to make edits.**

For your application to be reviewed by Lendistry, you must submit a complete application that includes:

1. All fields in the application form completed;
2. All required documents uploaded;
3. Your bank account connected via Plaid; and
4. Your identity verified via Persona.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits!”** and fix all errors.
2. Read [Lendistry’s Terms and Conditions](#) and check the box to agree.
3. If you would like to review and submit your application later, click on **“Save and Come Back Later.”** You can sign into the portal at any time to complete your application and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Everything is Good, Submit Application”** to submit your application.



Application Submission

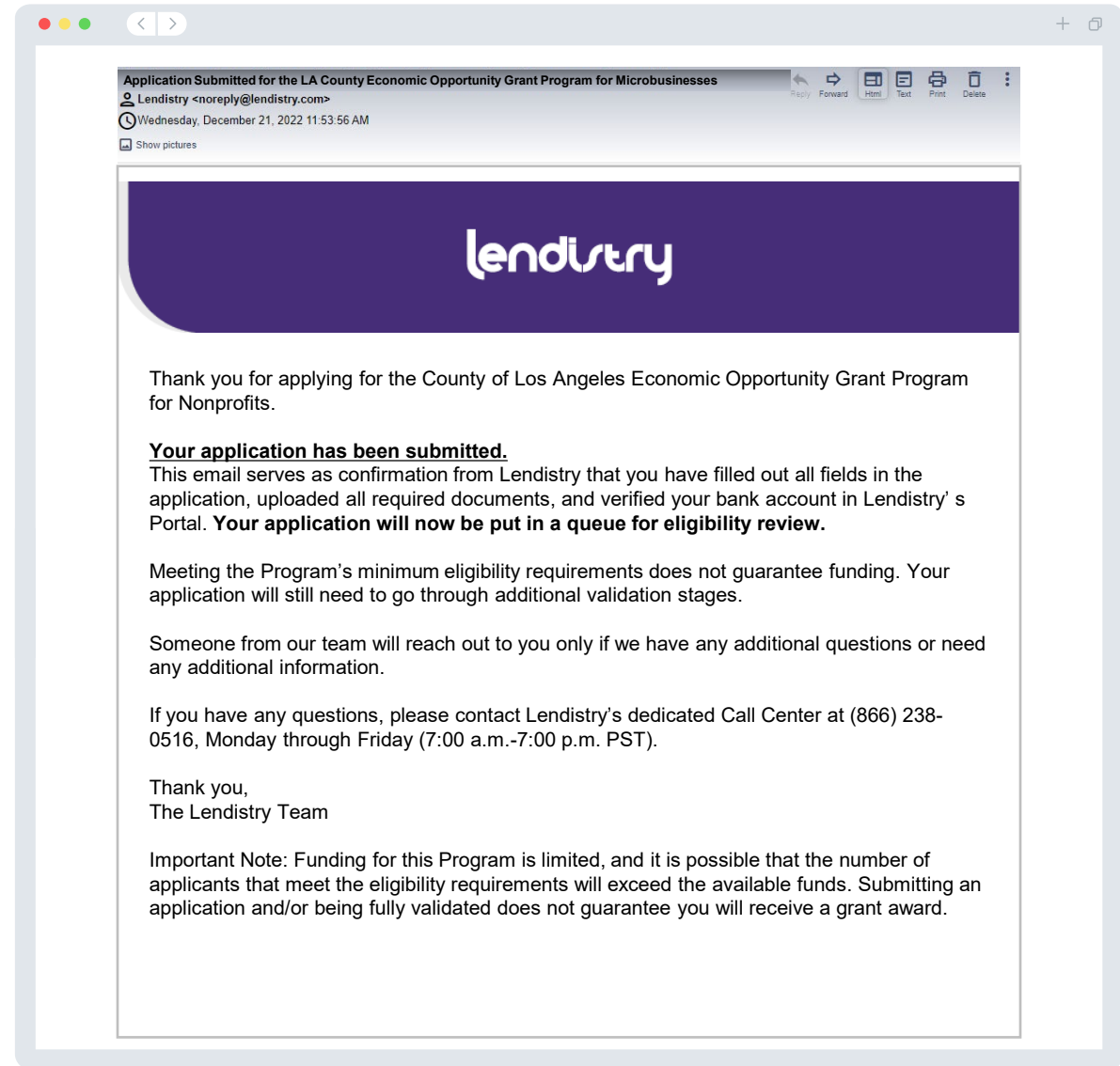


You will receive a confirmation email from Lendistry at noreply@lendistry.com to confirm your application has been received. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account's safe sender list.

If more information or documents are needed, Lendistry may contact you by email, phone, and/or text (if authorized) to verify the information you submitted. **You must respond to all requests to keep your application in the review process.**

To avoid disruptions in the review process, please be sure to look out for communication from Lendistry and make sure you have all required documents readily available.

TIP: Place "Lendistry" in the search bar of your email.





The Review Process





How will I know if I was awarded a grant?

The application process for this program contains multiple stages of validation. You must first meet the program's minimum eligibility requirements in order to be considered for a grant. **Important Note: Meeting the minimum eligibility requirements does not guarantee a grant award.**

Once you are determined to be eligible for this program, your application will then go through final validation to determine if you are approved or declined for funding. A member of Lendistry's team will reach out to you directly via email and phone call if additional documents or information is needed to complete this process.

Once your application is fully validated, you will receive an email from Lendistry to notify you if you have been approved or declined for grant funding.

How do I check the status of my application?

You can check the status of your application at any time by signing into Lendistry's portal using the username, password, and mobile number with which you registered. Once signed in, the status will appear on the dashboard.

Access the EOG application portal powered by Lendistry at: grants.lacounty.gov. Select "**APPLY NOW**" on the homepage to sign into your account.

My documents and bank information has been fully validated and I have been approved for funding. When will I receive funding?

Once your application has been fully validated and approved for grant funding, your grantee agreement and W-9 form will become available to you as a **DocuSign document** in Lendistry's portal. Please sign in and follow the instructions from DocuSign to initial, sign, and date both documents.

Access the EOG application portal powered by Lendistry at: grants.lacounty.gov. Select "**APPLY NOW**" on the homepage to sign into your account.

Important Note: Your funds will not be released until this is complete.

Application Status



Status	What it Means	Action Required by Applicant
<i>Incomplete</i>	You have started an application but have not submitted it.	Complete all sections of the application within 30 days of starting it. Incomplete applications will not be reviewed or considered for a grant.
<i>Inactive</i>	Your application has been incomplete for more than 30 days and has been withdrawn from the review process.	If you would like to reinstate your inactive application, please contact our dedicated Call Center.
<i>Application Submitted</i>	You have completed all sections and submitted an application.	No further action is required by you. Lendistry will reach out to you only if additional information or documents are needed.
<i>Application submitted, but additional docs required.</i>	You have submitted an application, but additional documentation or information is needed for Lendistry to process it.	Sign into Lendistry's portal and upload all new documents or information that were requested. Your application cannot be processed until this is complete.
<i>Application under review for minimum eligibility requirements.</i>	Your application and documentation have been processed. Your application is now under review for eligibility.	No further action is required by you. Lendistry will reach out to you once we determine if you are eligible or ineligible for a grant.
<i>Your application is INELIGIBLE because it does not meet the program's minimum eligibility requirements.</i>	Your application did not meet the Program's minimum eligibility requirements and will not be considered for a grant award.	You will be notified via email if you are ineligible for this grant program. If there was an error in your web application form or in the documentation provided as part of your application, please contact our dedicated Call Center within five (5) days of receiving this email. Please note that this will not guarantee a reversal of your ineligibility. Additional documents and information may be requested to further validate your application. If Lendistry does not hear from you within this timeframe, your ineligibility will stand, and your file will be closed.
<i>Your application meets the Program's minimum eligibility requirements and will move to the next validation stage.</i>	Your application meets the Program's minimum eligibility requirements and will go through validation to determine if you are approved or declined for a grant award.	No further action is required by you. Lendistry will reach out to you only if additional information or documents are needed.

Application Status



Status	What it Means	Action Required by Applicant
<i>Additional documents are needed in order for your application to continue through the validation stage.</i>	Additional documents or information are needed to fully validate your application.	Sign into Lendistry's portal and upload all new documents or information that were requested. Your application cannot be validated until this is complete.
<i>Application Declined</i>	Your application has been declined for a grant award.	You will be notified via email if you are declined for a grant award. If you believe you were declined in error, please contact our dedicated Call Center within five (5) days of receiving this email. Please note that this will not guarantee a reversal of your ineligibility. Additional documents and information may be requested to further validate your application. If Lendistry does not hear from you within this timeframe, your decline determination will remain permanent, and your file will be closed
<i>Application Approved</i>	Your application has been approved for a grant award.	Your Award Disbursement Agreement and W-9 will be made available as a DocuSign document in Lendistry's portal. You will need to sign in and follow the instructions from DocuSign to initial, sign, and date both documents.
<i>Application Approved, Grants Docs Pending</i>	Your Award Disbursement Agreement and W-9 are available as a DocuSign document in Lendistry's portal.	Sign into Lendistry's portal and follow the instructions from DocuSign to initial, sign, and date both documents. Important Note: Your funds will not be released until this is complete.
<i>Grant Docs Received</i>	Lendistry has received your fully executed Award Disbursement Agreement and W-9. Your banking information will go through one last validation before funding. You will receive funds via ACH.	No further action is required by you. Lendistry will only reach out to you if there are issues setting up an ACH transfer to your bank account.
<i>Grant Funded</i>	You have been fully funded for your eligible grant award.	No further action is required by you. Your file is now closed.



Portal Assistance

For assistance with accessing your portal account please contact

Lendistry's Call Center.

(866) 238-0516

Monday-Friday

7:00 a.m.-7:00 p.m. PST

Application Assistance

For help with completing the application, please contact the **Small**

Business Development Center

Phone Number.

(833) 364-7268

Monday-Friday

9:00 a.m.-5:00 p.m. PST

Quick Links

[Phase 1 Overview](#)

[Phase 2 Overview](#)

[How to Complete the Applicant Certification](#)

[Examples of Required Documents](#)

[Tips for Applying](#)

[How to Access the EOG Program](#)

[Application for Phase 1 - Microbusiness Grants](#)

[Application for Phase 2 - Small Business Grants](#)

[Application for Phase 2 - Nonprofit Grants](#)

[The Review Process](#)

