经济机会援助计划 微型企业援助 第1轮

### 计划与申请指南 2023年1月24日修订









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### 微型企业援助 第1轮 为洛杉矶郡(包括洛杉矶市)境内在筹资方面面临困 难且**符合资格的微型企业**提供约4,600笔金额为 2,500美元的补助。



资格要求

- "*符合资格的微型企业*"是指**以营利为目的的商业实体**,同时满足并自我证明(若作虚假证明将受到伪证罪处罚)满足以下所有标准要求:
- 1. 该微型企业须拥有实体经营场所,且总部位于加州洛杉矶郡(包括洛杉矶市)。
- 该微型企业目前处于运营状态,且初始运营时间不得晚于 2019 年 12 月。
- 3. 该微型企业受到新冠肺炎疫情的严重影响。
- 4. 该微型企业在 2019 纳税年度的收入低于 50,000 美元。
- 5. 根据自我证明并有效申请的税务申报,该微型企业目前所拥有全职等 效雇员人数不到五名,且在 2019 和 2020 纳税年度所拥有全职等效 雇员人数不到五名。

- 6. 根据第 12100.82 节 (g) 分节 (2) 段规定,该微型企业未被排除在参与加州小型企业新冠肺炎救济补助金计划资格之外。
- 7. 该微型企业须提供可接受的由政府颁发且附有照片的身份证件,包括:
  - o 驾照
    - o 州身份证
  - o 护照
- 申请援助的微型企业所有者必须是该符合条件企业的主要股东和管理 者,并且该企业是其 2019 纳税年度的主要收入来源。
- 9. 该微型企业主未曾获得过加州小型企业新冠肺炎救济补助金计划援助。

### 不符合条件的企业

虽然如上述资格要求所述,<u>但</u>"*符合条件的微型企业*"不应包括满足以下任 8. 所有者拥有其 10% 以上股权且符合以下一项或多项标准的企业: 意一项的实体: 1. 所有者在过去三年内曾因以下原因而遭定罪或民事诉讼判决, 或被判假释或缓刑(包括判决前缓刑):在获取、试图获取或

> 经济机会援助计划 微型企业援助 – 第1轮

- 1. 企业在加州无实体存在且其总部也不在加州;
- 主要从事政治或游说活动的企业,无论该实体是否注册 501(c)(3)、 501(c)(6) 或 501(c)(19);
- 3. 在纳税申报表上提交附表 E 的无实质性营运企业、投资公司和投资 者;
- 4. 主要从事贷款业务的金融机构或企业,如银行、金融公司、保理公司;9. 关联公司,定义见《联邦管理条例》第13篇第121.103节;或
- 5. 根据联邦、州或地方法律,从事任何非法活动的企业;
- 6. 除最多容纳人数限制外,因任何原因限制顾客光顾的企业;
- 7. 投机企业;

履行公共(联邦、州或地方)交易或公共交易下的合同方面犯 有欺诈或刑事罪行;违反联邦或州反托拉斯或采购法规;犯有

贪污、盗窃、伪造、贿赂、篡改或销毁记录、作出虚假陈述或

ii. 所有者因犯有条款(i)所列任何罪行而被联邦、州或地方政府

实体起诉或以其他方式受到刑事或民事指控。

接受赃物的罪行。

### 不符合条件的企业

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10. 加州小企业权益维护办公室 (CalOSBA) 规定的其他企业, 与前几轮 新冠肺炎救济补助金计划中设置的限制和排除条件一致。

# 符合条件的资金用途

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接受该计划援助的微型企业所有者须自我证明,补助金将用于以下合规用 途中的一项或多项:

- 1. 采购经认证的新设备,包括但不限于手推车。
- 2. 投资营运资本。
- 3. 申请或更新当地许可证,包括但不限于路边摊经营许可证。
- 4. 偿还因新冠肺炎疫情而产生的企业债务。
- 5. 因新冠肺炎疫情及相关卫生和安全限制,或因新冠肺炎疫情而导致的 业务中断或停业而产生的成本,如第 12100.83 节(I)分节中所规定。

### 必要申请材料



申请该计划援助须提供以下材料:

1. 申请人认证

- 2. 签名且未做改动的 2019 年联邦纳税申报单(上传所有页)
- 3. 在适用情况下,向加州州务卿(必须在职)或地方市政当局提交的企 业正式备案文件,例如下列任一文件
  - 公司章程;
  - 组织证书;
  - 企业虚构名称备案文件;
  - 专业证照;
  - 政府颁发的营业执照。
    - o 若无法提供当前执照,则可提供已过期营业执照并附带续 期支付证明。

- 4. 通过申请内置程序 Persona 上传的政府颁发身份证件。可接受的由 政府颁发的身份证件:

  - 州身份证

5. 与申请内置程序 Plaid 相关联的有效银行账户。

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申请人认证



作为申请流程的一部分,您需要通过签署申请人认证来自我证明您在网上申请及提供证明材料中的信息皆真实准确。

申请人认证将以电子形式供下载和填写。签署的申请人认证是此拨款流程 中的必要文件,需要以 PDF 文件格式上传到门户。

您可以通过以下两种方式完成申请人认证:

- 1. 下载并以电子方式签署证明, 或
- 2. 打印并手动填写表格。

# 如何以电子方式完成申请人认证

### 第1步

点击下载图标下载申请人认证文件,并将其保存在您的设备上。★



第2步

在您的设备上找到申请人认证文件并打开文件。您的申请人认证将以 PDF 文件格式打开。



在所有带编号的项目旁边输入您姓名的首字母,然后在最后一页输入您的 签名和业务信息,即可完成申请人认证。



第4步

填写申请人认证之后,转到菜单中的"File > Save(文件 > 保存)",或 在键盘上按 CTRL+S 以再次保存完全签署的申请人认证。



第5步

在申请流程中,将已完成的申请人认证以 PDF 文件格式上传到门户网站。

# 如何以手动方式完成申请人认证

### 第1步

点击打印机图标,打印申请人认证文件。 🔒



### 第2步

请用深色钢笔填写申请人认证,字迹要清晰。

### 第3步

填写申请人认证之后,转到菜单中的"File > Save(文件 > 保存)",或 在键盘上按 CTRL+S 以再次保存完全签署的申请人认证。

### 第5步

在申请流程中,将已完成的申请人认证以 PDF 文件格式上传到门户网站。

必要材料示例









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### 1120 表格

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### 示例:向加州州务卿或地方市政当局提交的备案文件

### 公司章程

		3767456
	ARTICLES OF INCORPORATION OF MIDDLE TREE INCORPORATED <u>ARTICLE I</u>	FILED Secretary of State State of California ILC MAR 16 2015
The name of this corp	rporation is minute Tree incorporated ("Corporation	s~} <b>.</b>
	ARTICLE II	
A. This Corporation gain of any perso public and charit operate, guide, di	n is a nonprofit public benefit corporation and is not son. It is organized under the Nonprofit Public Ben ritable purposes. The specific purpose of this Co lirect and promote the Corporation.	corganized for the private selft Corporation Law for orporation is to manage,
B. This Corporation purposes pursuan Code of 1986, as future United Sta articles, the Corpo or exercise of po shall not carry on exempt from fodd section of any fu deductible under federal tax code.	n is organized and operated exclusively for ed nt to and within the meaning of Section 501(c)(3) is amended (the "Code" or "I.R.C."), or the corresp tates internal Revenue law. Notwithistanding any portation shall not, except to an insubstantial degree, ower that do not further the purpose of the Corpo na my or other activities not permitted to be carried deral income tax under Section 501(c)(3) of the Co lature federal tax code; or (ii) by a corporation, ce federal tax code; or (ii) by a corporation, ce	ucational and charitable 10 fth Internal Revenue ponding provision of any other provision of these engage in other activities ration. The Corporation do nby (i) a corporation de, or the corresponding pntributions of which are ing section of any future
	ARTICLE III	
The name and address process is: Registered	ess in the State of California of this Corporation's ini ed Agents Inc.	itial agent for service of
	ARTICLE IV	
The initial street addr	tress of the corporation is:	
Middle Tree 522 S. Indian Claremont, C. 91711	n Hill Blvd #205 CA	
The initial mailing ad	ddress of the corporation is:	

LABET W. WIND COUNTY OF REVERSIDE Pol. Bin 7%. Kinesia. CA 1258 4551 - (2014 467 708) ASSESSOR-COUNTY CLARK AECONDEX OFFICE OF THE COUNTY CLERK						- (851) 486-7000 - (780) 865-8732
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8. Signature(s) (City one is required)						
Typed or Printed Name(s)						
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虚拟注册名称

### 示例:向加州州务卿或地方市政当局提交的备案文件

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Index status constructions and construction	

经济机会援助计划 微型企业援助 – 第<u>1轮</u>

# 示例:政府颁发的附有照片的身份证件

### 可接受的由政府颁发的身份证件





驾照

护照

#### 以下身份证件**不**被接受:

- 过期身份证件
- 公交车卡
- 学生证
- 工会证件
- 工作证
- 图书馆借阅卡



# ● ● ● ● ● ● 申请提示











lendirtry

### 提示1:使用有效的电子邮件地址

#### 请确保在申请时使用有效的电子邮件地址,并且拼写正确。

• 与申请相关的更新和其他指南将发送到您提供的电子邮件地址。有些 电子邮件地址在 Lendistry 系统中无法识别,可能导致对您的申请的 回复延迟。

#### 无效的电子邮件地址

我们的系统无法接受或识别以下电子邮件地址:

#### 以 info@

开头的电子邮件,例如:info@mycompany.com

#### 以 @contact.com 或者 @noreply.com 结尾的电子邮件

例如:mycompany@contact.com 例如:mycompany@noreply.com

### 提示 2:请以 PDF 格式准备文件

**所有必要文件<u>只能以 PDF 格式</u>上传到门户网站。**上传的文件必须清晰、 整齐,不包含干扰内容的背景。

关于上传文件的重要提示:

- 1. 所有文件必须以 PDF 格式提交(政府颁发的身份证件允许以 PDF 或 JPEG 格式提交)。
- 2. 材料大小必须小于15MB。
- 3. 文件名不能包含任何特殊字符(!@#\$%^&\*()\_+)。
- 4. 如果文件设有密码保护,则需要输入密码。

**没有扫描仪?** 我们建议下载并使用免费的移动端扫描应用程序。

**Genius Scan** Apple | <u>点击此处下载</u> Android | 点击此处下载

Adobe Scan
Apple丨 <u>点击此处下载</u>
Android   <u>点击此处下载</u>



<b>什么是 Persona?</b> Parsona 是 Landiatry 在其颈防和减小欺诈过程也使用的第三支亚分	成功完成 Persona 的最佳方案
Persona 定 Lendistry 在其预防和减少欺诈过程中使用的第三方半百。 Persona 平台使 Lendistry 能够通过三点合成和生物特征活体检查, 自动 将个人的自拍照与其身份证件照进行比较, 从而验证个人的身份并防止身 份欺骗。 • 申请人需要使用 Persona 来验证其身份, 方法是上传由政府签发的有 效且附有照片的身份证件。	<ol> <li>使用带有前置摄像头的设备。如果您在申请时所使用的笔记本电脑或 台式电脑没有配置摄像头,您可以通过点击"Continue on another device(在另一台设备上继续)"并扫描所提供的的二维码或通过短 信或电子邮件请求链接,随时选择使用移动设备完成 Persona。</li> <li>当您在移动设备上完成 Persona 后,您的笔记本电脑或台式电 脑将自动重定向您的申请页面。</li> </ol>
o 驾照; o 美国护照;以及 o 州身份证。	<ol> <li>开始填写 Persona 之前,拍下您政府颁发身份证件的正反面照片, 并将照片保存在您将用于自拍的设备上,以提高效率。</li> <li>请将政府颁发身份证件放在纯白色表面上,使用适当的照明。</li> <li>请勿使用闪光灯,以免照片光线过强。</li> </ol>
<ul> <li>申请人还需要使用带有前置摄像头的设备进行自拍,以完成 Persona 验证。</li> </ul>	<ul> <li>3. 自拍时,确保有充足的光线照到您的脸部,同时避免来自后方的明亮光源。</li> <li>站在空白的墙体或门前,避免复杂背景。</li> <li>请勿使用闪光灯,以免照片光线过强。</li> </ul>

# 如何完成 Persona



# 如何完成 Persona

Congratulations, you're done!

Done

Thanks for verifying your identity.

#### 第3步 第4步 使用带有前置摄像头的设备,根据屏幕上的提示,向前、向左和向右看, 拍摄或上传您的身份证件反面照片。选择"Use this File(使用此文件)" 以完成自拍。查看第20页,以了解完成这一步骤的最佳方案。一旦完成, 并继续。查看第20页,以了解完成这一步骤的最佳方案。 选择"Done(完成)",您将重定向至申请页面。 < $\times$ < $\times$ $\times$ Back of driver license Upload your file? Upload your file? Please ensure this is the right file. If you're Take a clear photo of the back of your driver uncertain, try uploading a new file. license. Drivers\_License\_Back.pdf EXXXX3 使用此照片 Use This File Or upload a new file Or upload a new file Upload a photo Continue on another device



# 提示 4:使用 Google Chrome 浏览器

为获得最佳用户体验,请在整个申请过程中使用 Google Chrome 浏览器。

其他浏览器可能不支持我们的界面,并可能导致您的申请出错。

如果您的设备上没有 Google Chrome 浏览器,则可以访问 <u>https://www.google.com/chrome/</u>免费下载。

开始申请前,请在 Google Chrome 浏览器上执行以下操作:

- 1. 清除缓存
- 2. 使用无痕模式
- 3. 禁用弹出窗口阻止程序

### 清除缓存

缓存数据是以往使用网站或申请中存储的信息,主要用于通过自动填充信 息来加快浏览过程。但是,缓存数据也可能包含过期的信息,例如旧密码 或之前输入错误的信息等。这可能会在您的申请中引入错误,并可能导致 申请被标记为潜在欺诈。

### 使用无痕模式

无痕模式允许您以私密形式输入信息,并防止浏览器记住或缓存您的数据。

### 禁用弹出窗口阻止程序

我们的申请具有多条弹出消息,用于确认您提供的信息是否准确。您必须 在 Google Chrome 浏览器上禁用弹出窗口阻止程序才能看到这些消息。

# 如何清除缓存

### 第1步

在 Google Chrome 浏览器中打开一个新的窗口,单击右上角的三个点,然后转到"**Settings**(设置)"。



### 第2步

转到"Privacy and Security(隐私设置和安全性)",然后选择"Clear Browsing Data(清除浏览数据)"。



### 第3步

### 选择"Clear Data(清除数据)"。



# 如何使用无痕模式

### 第1步

单击浏览器右上角的三个点,然后选择"**New incognito window**(打开新的无痕窗口)"。

### 第2步

浏览器将打开一个新 Google Chrome 窗口。请在整个申请流程中使用无 痕模式。





# 如何禁用弹出窗口阻止程序

### 第1步

在 Google Chrome 浏览器中打开一个新的窗口,单击右上角的三个点,然后转到"**Settings**(设置)"。



### 第2步

转到"Privacy and Security(隐私设置和安全性)",然后选择"Site Settings(网站设置)"。



### 第3步

选择"**Pop-up and Redirects**(弹出式窗口和重定向)"。点击按钮,使 其变为蓝色。此时,状态将从"**Blocked**(阻止)"变为"**Allowed**(允 许)"。

٩	Cookies and site data Third-party cookies are blocked in Incognito mode	
$\langle \rangle$	JavaScript Allowed	
	Images Show all	
Ø	Pop-ups and redirects Blocked	















#### 我如何得知是否获得拨款?

该计划的申请流程包含多个验证阶段。您必须首先满足该计划的最低资格 要求才能被考虑获得拨款。**重要提示:满足最低资格要求并不能保证获得** 拨款。

确定您有资格参加该计划后,将对您的申请进行最终验证,以确定您是否 能够获批拨款。作为此验证过程的一部分,<u>您需要通过电话实时确认某些</u> <u>信息</u>。Lendistry 团队的成员将直接与您联系以完成此过程。

在您的申请全部通过验证之后,您将收到来自 Lendistry 的电子邮件,通知您的拨款是否已被批准或拒绝。

#### 如何查看我的申请状态?

您可以使用您注册的用户名、密码和手机号码登录 Lendistry 的门户网站,随时查看您的申请状态。登录后,状态将在概要页面上显示。

### 在此处登录 Lendistry 门户:

https://lacountyeog.mylendistry.com/landing

#### 我的文件和银行信息已全部通过验证,并且我已获批拨款。我何时能收到 拨款?

您的申请全部验证并获批拨款后,Lendistry 门户将为您提供 **DocuSign 文档**形式的受资助人协议和 W-9 表格。请登录并按照 DocuSign 中的说 明在两份文件上签姓名的首字母、签名并注明日期。

在此处登录 Lendistry 门户:

https://lacountyeog.mylendistry.com/landing

重要提示:在完成此步骤之前,您拨款不会发放。

状态	具体含义	申请人应采取的行动
未完成	您已开始申请,但尚未提交。	申请开始后,应在 30 天内完成所有申请部分。申请未完成将无法进入拨款审核 或确定流程。
无效	您未在 30 天内完成申请,您的申请将不会进入审核流程。	如果您希望重置无效申请,请联系我们的客户服务中心
申请已提交	您已完成申请的所有部分并已提交。	您无需采取其他行动。Lendistry 仅会在需要附加信息或文件时与您联系。
申请已提交,但需要提供附加文件。	您已提交申请,但是 Lendistry 需要附加文件或信息以处理 您的申请。	登陆 Lendistry 门户网站,上传所有所需的新文件或信息。在完成此步骤之前, 您的申请不予处理。
进入申请最低资格审核流程	您的申请和文件已被处理。您的申请已进入资格审核流程。	您无需采取其他行动。Lendistry 将在确认您是否符合援助资格后与您联系。
您的申请不满足本计划的最低资格要求。	您的申请不满足该计划的最低资格要求,不会考虑授予拨 款。	如果您不符合本援助计划资格,您将收到电子邮件通知。如果您的网页申请表格 或您所提供的申请文件有误,请在收到本邮电子邮件后五(5)个工作日内联系我 们的客户服务中心。请注意,这并不意味着您的不符合资格状态一定会得以改变。 为进一步验证您的申请,您可能需要提供附加文件和信息。如果 Lendistry 在此 期限内未收到您的回复,您的不符合资格状态将被确认,您的申请将终止。
您的申请满足该计划的最低资格要求, 将进入下一步验证流程。	您的申请满足该计划的最低资格要求,将进入验证流程以 确定是否批准或拒绝向您拨款。	您无需采取其他行动。Lendistry 仅会在需要附加信息或文件时与您联系。

申请状态

状态	具体含义	申请人应采取的行动
为了使您的申请顺利进入验证流程,您 需要提供附加文件。	为了完整验证您的申请,您需要提供附加文件或信息。	登陆 Lendistry 门户网站,上传所有所需的新文件或信息。在完成此步骤之前, 您的申请不予验证。
申请被拒	您的拨款申请被拒	如果您的拨款申请被拒,您将收到电子邮件通知。如果您认为申请被拒这一结果 有误,请在收到本邮电子邮件后五(5)个工作日内联系我们的客户服务中心。请 注意,这并不意味着您的不符合资格状态一定会得以改变。为进一步验证您的申 请,您可能需要提供附加文件和信息。如果 Lendistry 在此期限内未收到您的回 复,您的被拒状态将被确认,您的申请将终止。
申请获批	您的拨款申请已获得批准。	Lendistry 门户网站将以 DocuSign 文件形式提供《补助支付协定》与 W-9 表格。 请登录并按照 DocuSign 中的说明在两份文件上签姓名的首字母、签名并注明日 期。
申请获批,拨款文件待处理	Lendistry 门户网站已以 DocuSign 文件形式提供《补助支 付协定》与 W-9 表格。	请登录 Lendistry 门户网站并按照 DocuSign 中的说明在两份文件上签姓名的首字母、签名并注明日期。重要提示:在完成此步骤之前,您的拨款不予发放。
拨款文件已收到	Lendistry 已收到您完整签署的《补助支付协定》与 W-9 表格。您的银行信息将进入拨款前的最后验证流程。您将 通过自动清算所 (ACH) 收取拨款。	您无需采取其他行动。Lendistry 仅会在设置 ACH 以向您的银行账户转账并出现 问题时与您联系。
已拨款	您符合条件的拨款已全部完成。	您无需采取其他行动。您的申请现已结束。