

## Microenterprise Grant Program

### FAQs

**1. Who should I count in the employee number?**

Employees for this grant include all owners, and all employees, regardless if they are part-time or full-time, you count each person as 1. You do not count contractors or volunteers.

**2. I filled in the pre-qualification questions and submitted an application, but then when I met with an advisor they told me I'm not eligible? Why is that?**

The pre-qualification questions are not inclusive of all eligibility requirements, but are meant to save some businesses in applying if they are easily screened out as not eligible (business location or closed business as an example)

**3. What is AGI and why do you need it?**

Adjusted gross income, it is located on your 2019 tax return form 1040 line # 8b. We are using it to help us calculate your household income, one of the eligibility factors for the grant.

**4. What does household mean in this grant?**

All people, related or not, that live with you in your home.

**5. We have two businesses in the same household, can we both apply?**

Unfortunately, no.

**6. Why do I need a DUNS number?**

The funding for this grant is the Federal government and they are requiring all grantees have this number.

**7. What are the steps to the grant process?**

- a. Fill in the application via the CEI website (including a few pre-qualification questions)
- b. Set up a meeting with an advisor, we are using Bookings, you need to initiate this (link comes in email after you've successfully filled out application)
- c. Meet with the advisor and answer more questions
- d. Upload documents in a secure folder as instructed by the advisor.
- e. At this point, all your documents will be reviewed by CEI and you may hear from us if we have additional questions. If we do not, you will either be approved or declined, and receive communications accordingly.
- f. Approved-A commitment letter will be sent to you via email for signature, you need to send the signed document back following instructions in the email.

g. Payment-CEI will issue payment within 3 weeks of receiving your signed CL.

**8. How do we calculate the grant?**

The grant is for businesses who have a loss in revenue due to Covid. We are comparing comparable revenue from 2019 to revenue in 2020, as it relates to Covid. If you've received grants (like ERG), e-commerce, Infrastructure, Hospitality, and forgivable loans (like PPP) these amounts will reduce the amount you are eligible to receive.

*An example:* revenue in 2019 was \$50,000 and 2020 revenue is \$40,000. You received a PPP loan of \$8,000 and no other grants related to Covid. You would be eligible for a \$2,000 grant.

2019 revenue \$50,000

2020 revenue 40,000

Decrease in revenue = \$10,000

PPP \$8,000

Difference between revenue and PPP = \$2,000

Maximum grant amount is \$5,000