



**CITY OF MONTEREY PARK
 COVID-19 RESTAURANT DELIVERY ASSISTANCE PROGRAM
 ENROLLMENT APPLICATION FORM**

To be eligible for delivery service reimbursement under the Restaurant Delivery Assistance Program (Program), restaurants must be located in the City of Monterey Park and enrolled in the Program. Enrollment is limited to the first 120 qualified applications received first-come, first-served.

Restaurant Name: _____ City business license number: _____

Restaurant Address: _____

Owner Name: _____ Telephone: _____ Email Address: _____

Manager Name: _____ Telephone: _____ Email Address: _____

of Owners: ____ # Full-time Employees (≥35 hours week): ____ Number of Part-time Employees (≤ 34 hours week): ____

Is this your first time to use online delivery service: Yes No Did you have outdoor dining before: Yes No

PROGRAM GRANT

- The Program will reimburse up to \$1,000.00 of the participating restaurant’s delivery service rendered during the period of January 1, 2021 to February 28, 2021 with the following four online delivery companies ONLY:
 - Chowbus
 - DoorDash Storefront
 - Fantuan Delivery
 - Hungry Panda
- On or before March 15, 2021, participating restaurants must submit proof of payment of DoorDash Storefront, Fantuan Delivery, Chowbus, and/or Hungry Panda (receipts, billing statements, invoice, etc.) to the City of Monterey Park, Economic Development Department.

PROGRAM ELIGIBILITY

- The business must have at least one employee on current payroll that is not an owner.
- Restaurants must have no more than 5 full-time equivalent employees. The City will determine the number of FT equivalent employees.
- Restaurants with more than 5 full-time employees do not qualify for reimbursement but may still apply to take advantage of the special rates offered by Chowbus, DoorDash Storefront, Fantuan Delivery, and Hungry Panda simply by completing and submitting an application form. **No other forms are needed.**
- At least 51% of all employees on current payroll must be low and moderate income (LMI employee).
- The business must keep at least one LMI employee for a minimum of six months from the date of the reimbursement to the business (date of City reimbursement check).
- Along with this application, the following forms must be submitted upon enrollment:
 - Employer’s California EDD Form DE 9 for quarter period ending December 31, 2020.
 - List of all owners.
 - List of all employees currently on payroll.
 - Payroll register for all employees showing each employee’s hourly rate and weekly hours worked for month of December 2020.
 - City of Monterey Park Employee Self-Certification of Income completed by all employees on payroll (form available for download at www.montereypark.ca.gov/econdev).
- The business must obtain a D-U-N-S number. If you do not have a D-U-N-S number, please apply at <https://fedgov.dnb.com/webform/> and attach proof of application.

To submit your completed enrollment application: Print, sign, and email this form, along with other required forms listed below, to: EconDev@montereypark.ca.gov or mail to: *Economic Development Department, City of Monterey Park, 320 W. Newmark Avenue, Monterey Park, CA 91754.*

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____