



Alameda County Small Business Recovery Grant Program Guidelines & Frequently Asked Questions (FAQ)

OVERVIEW

The **Alameda County Small Business Recovery Grant Program** (“Program”) was authorized by the Alameda County Board of Supervisors when it appropriated American Rescue Plan Act (ARPA) funds for a small business grant program in response to and recovery from the public health emergency and negative economic impacts of the COVID-19 pandemic. In conjunction with a companion measure passed by the Board to provide \$1 million in ARPA funds to businesses operating in unincorporated areas of Alameda County, the total grant funding pool is \$11 million. The Program goal is to support small businesses in their economic recovery by providing one-time grant funding of up to \$10,000.

The Program is open to all eligible small businesses with a priority given to those located and operating in disproportionately impacted communities, with approximately half of all available funds being set aside for businesses located in Alameda County Community Resilience Priority Zip Codes and Qualified Census Tracts (QCTs). [Click here to view the map](#). The program is administered by the [East Bay Economic Development Alliance](#) and the [Alameda County Community Development Agency](#).

Eligible applicants can receive a one-time grant of \$5,000 for home-based businesses and \$10,000 for brick-and-mortar businesses. Grant funds will not require repayment and are limited; not everyone who applies is guaranteed to receive funding. If the total funding requests for all grant applications exceeds available funding levels, grants will be awarded by lottery.

Applications will be accepted on Monday, October 3 through Monday, October 31. Applicants who receive grants will be contacted via email. Funding will be provided via check from Alameda County no later than December 30, 2022.

PROGRAM ELIGIBILITY

- Businesses must be for-profit entities in Alameda County meeting the following criteria
 1. Employ between 1 and 25 employees,
 2. Independently-owned home-based businesses, businesses with brick-and-mortar locations, and franchises
 3. Sole proprietors, Partnerships, Limited Liability Corporations
- Business must still be in operation and is expected to remain open
- Business must possess a current business license for the location in accordance with all applicable operating requirements
- The negative economic impacts of the COVID-19 pandemic to the business have resulted in income loss that meet or exceed the awarded grant amount, due to decreased revenue and/or increased costs.
- A business may only apply for and receive one grant, regardless if the business owns and/or operates from multiple locations in Alameda County
- Business has not previously received COVID-19 related ARPA funding from Alameda County (e.g. Alameda County Board of Supervisors’ District Cash Aid grants, Alameda County Social Services Agency licensed childcare grants, etc.)



SUBMITTAL INFORMATION AND MATERIALS

- Applicants must upload a signed business IRS Form W-9 with valid Tax Identification Number (TIN). Social Security Number (SSN) or Employer Identification Number (EIN) are accepted.
- City, Alameda County, and/or State of California business permit or license number (recommended but not required)
- Complete and signed online application

EXCLUSIONS

The following categories of businesses are excluded from consideration for this program:

- Corporate-owned chain businesses
- Cannabis businesses
- Finance, insurance, and investment companies
- Food trucks, vendor carts, and other mobile pop-ups
- Landlords of residential or commercial properties
- Real estate companies & holdings, including residential or commercial real estate brokers
- Non-profit entities

USE OF FUNDS

Funds from Alameda County ARPA Small Business Recovery grants may be used for the following items:

- Rent/lease/mortgage and utility payments for business facilities
- Payroll
- Operating Expenses such as supplies, materials, insurance, etc.
- Personal Protective Equipment (PPE), sanitation or health & safety equipment
- Digital technology equipment and/or platforms
- Interior & exterior physical adaptations (e.g., partitions, signage, outdoor seating, etc.)

Expenses should meet or exceed awarded grant amount. Businesses will need to retain receipts and other proof of expenditures in the event your grant payment is subject to audit.



FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is a Qualified Census Tract (QCT) and how can I find out if my business is in one?

QCTs are a designation set forth by the U.S. Treasury to determine underserved and disproportionately impacted communities. QCTs are census areas where at least half of households have lower incomes than most of the surrounding region. To find your 2021 or 2022 QCT (either year is valid), please visit https://www.huduser.gov/portal/sadda/sadda_qct.html and type in your business address. Home-Based Business with a valid business license

2. Are home-based businesses eligible to apply?

Yes, home-based businesses that have a current business license are eligible to apply.

3. Are non-profits eligible to apply?

No. Non-profits are not eligible to apply.

4. My business falls under Arts and Culture. Am I eligible to apply?

Only for-profit entities in the arts and culture category can apply.

5. My business is in Unincorporated Alameda County. Am I eligible to apply?

Yes, businesses located in unincorporated Alameda County (Ashland, Cherryland, Castro Valley, Fairview, Hayward Acres, San Lorenzo, Sunol, and unincorporated Livermore.). Click [here](#) to see if your business is located in Unincorporated Alameda County.

6. My business is in the Cannabis Industry. Am I eligible to apply?

No.

7. I am a sole proprietor with no employees and/or independent contractors. Am I eligible to apply?

Yes. If you are licensed to operate a business in Alameda County, you may apply for a grant.

8. Are mobile food trucks and pop-up businesses eligible to apply?

No.

9. Am I still eligible to apply if my business license is expired?

No.

10. My business shut down due to COVID-19 but has since reopened. Am I still eligible to apply?

Yes, as long as your business is operational at the time of application submittal and is expected to remain open. You must also be in possession of a current business license and have 25 employees or fewer.

11. My business closed permanently due to COVID-19. Am I eligible to apply?

No.



12. Am I eligible to apply if my business has shifted to remote work?

Yes, if your business is located in Alameda County, in possession of a current business license, and has 25 employees or fewer.

13. Am I eligible to apply if I already received an SBA loan (PPP, EIDL, Express Bridge Loan) or a State of California COVID-19 Relief Grant?

Yes, although your grant funds may not be used for expenses that have already been covered from other COVID-related grants and loans.

14. Am I eligible to apply if I already received ARPA funding from Alameda County (e.g., District Cash Aid Grants, Licensed Childcare Provider Grant)?

No.

15. Are corporate-owned chain business eligible to apply?

No.

16. Am I eligible to apply if I own/operate a franchise business?

Yes, if your independently-owned business is located in Alameda County, in possession of a current business license, and has 25 employees or fewer.

17. Can I apply for more than one grant if I have multiple locations in Alameda County?

No. Multiple locations operating under a single business entity will be considered one business for the purposes of the program.

18. Are independent contractors eligible?

Independent contractors that meet all Alameda County ARPA Small Business Recovery Grant eligibility requirements set forth above are eligible to apply.

19. Why do I need to fill out an IRS Form W-9?

Applicants must upload a fully completed and signed W-9 form with a valid Tax Identification Number if they want to be considered for a grant. It allows the County to issue payment to your business if you are awarded a grant. The check will be mailed to the address indicated on the IRS W-9 Form. Failure to complete this form will result in the application being disqualified, and applicants will not be contacted to correct this.

20. I do not have an IRS Form W-9. How do I get one?

Go here to download a form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please be sure to sign the form. Digital signatures are accepted.



21. Do I need to retain receipts if I am awarded a grant?

Yes, you will need to retain receipts and other proof of expenditures in the event your grant payment is subject to audit.

22. When is the deadline to apply?

Businesses must fill out a completed online application at www.eastbayeda.org/grants by October 31, 2022 at 11:59 PM.

23. How will grants be awarded?

If the funding requests for all grant applications exceeds available funding levels, grants will be awarded by lottery.

24. How and when will I be notified?

Applicants who receive grants will be contacted via email no later than December 30, 2022. Funding will be provided via check from the County of Alameda.