

Alameda County Small Business Recovery Grant Program

Program 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 Resiliency Priority Zip Codes and Qualified Census Tracts (QCT). [Click here to view the map](#). The program is administered by the [East Bay Economic Development Alliance](#) for the 14 incorporated cities and the [Alameda County Community Development Agency](#) for the unincorporated areas.

Eligible applicants can receive a one-time grant of \$5,000 for home-based businesses and \$10,000 for brick-and-mortar businesses. The funds will not require repayment. Funds are limited and not everyone who applies is guaranteed to receive funding. If the 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. Individual/sole proprietor or single-member LLC, C Corporation, S Corporation, Partnership, or Limited Liability Company
- 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.)

EXCLUSIONS

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

- App-based contractors/workers (e.g., Uber, Instacart, etc.)
- Corporate-owned chain and franchise businesses
- Cannabis businesses
- Finance, insurance, and investment companies and brokers (including lending/mortgage 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 and property managers
- Non-profit entities

SUBMITTAL INFORMATION

- Applicants must upload a **signed** business **IRS Form W-9** with a 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

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.

Initial Application Screening

East Bay EDA performed an initial screen of applications and removed the following applications:

1. Non-Alameda County businesses
2. Closed businesses
3. Duplicate applications
4. Multiple applications with same Tax ID
5. Business Category Exclusions

This resulted in 464 removals and 5,127 applications were entered into the lottery.

Lottery Overview & Methodology

Because funding requests for all grant applications exceeded available funding levels, grants will be awarded by lottery. The lottery will take place on November 15 with three external observers outside East Bay EDA.

Available Funding

County Pool	\$4,500,000
Priority Area Set-Aside	\$5,500,000
<i>Total Funding</i>	<i>\$10,000,000</i>

Grant Amounts

Home Based Businesses	\$5,000
Commercial Brick and Mortar	\$10,000

Applications Entered for Lottery

	#	%
Priority Area Businesses	2,709	53%
Non-Priority Area Businesses	2,418	47%
<i>Total Applications</i>	<i>5,127</i>	<i>100%</i>
Home Based Businesses	1,863	36%
Commercial Brick and Mortar	3,264	64%
<i>Total Applications</i>	<i>5,127</i>	<i>100%</i>

Lottery Methodology

Run a single lottery for all business applications and assign each business a lottery rank

1. Load list of incorporated business applications into Excel
 - Column A: Application ID
 - Column B: Business Name
 - Column C: Business Location Type (Home-Based Business or Commercial Brick and Mortar)
 - Column D: Eligible Grant Award (\$5,000 or \$10,000)
 - Column E: Located in a Priority Area
2. Run Kutool's (Excel plug-in tool) random number generator to assign each business a lottery rank
 - a. Kutool > Insert > Insert Random Data
 - b. From 1 to 5,127 (number of applicants)
 - c. Check "Unique Values"
3. Sort all businesses by lottery ranking, the order in which businesses will be awarded (Column F)

Determine Priority Area Awardees

4. Filter by priority business (Column E) and place priority businesses in "Priority Pool" tab
5. Expend \$5.5 million (55% priority area set-aside funding) vis a vis their ranked order (Column G)
6. Assign "Awardee" in Column H

Determine Countywide Pool Awardees

7. Filter by *non-priority* businesses and place into "Countywide Pool" tab
8. Priority businesses *not selected* in "Priority Pool" will also be placed into the "Countywide Pool"
9. Sort all businesses by rank
10. Expend \$4.5 million vis a vis their ranked order
11. Assign "Awardee" in Column H

Retrieve Complete List of Awardees

12. Create Awardee List (Awardee Tab) by filtering "Awardees" from "Priority Pool" and "Countywide Pool" for complete list of awardees