

San Mateo County
California Microbusiness COVID-19 Relief Grant Program
Frequently Asked Questions

1. What is the California Microbusiness COVID-19 Relief Grant?

This grant is partially funded by the California Office of the Small Business Advocate to provide COVID-19 relief assistance for microbusinesses in San Mateo County. To qualify as a microbusiness, your business revenues must have been \$50,000 or less in 2019, and the business must be the business owner's primary source of income. The grant is in the amount of \$2,500 per business.

2. Who should apply? What is a microbusiness?

For profit businesses which meet the following criteria should apply:

- The business address is registered in the County of San Mateo.
- Self employed workers, independent contractors, sole proprietors, and corporations with no more than 5 employees currently and in 2019 and 2020.
- Gross annual revenue under \$50,000 (as reported for 2019).
- Has been in operation before December 31, 2019, and still in operation currently.
- The microbusiness must be the primary source of revenue for the business owner.
- The microbusiness owner is the majority owner and manager of the qualified microbusiness.
- The business must be able to demonstrate a decline in revenue due to COVID-19 in 2020 when compared to 2019.
- The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program (administered by Lendistry).

Nonprofits may apply which meet the following criteria:

- The business address is registered in the County of San Mateo.
- Must have at least \$1,000 in revenue in 2019.
- Must still be in operation with nonprofit 501(c)(3), 501(c)(6), or 501(c)(19) status and currently registered with the California Secretary of State.
- Proof of revenue with a 990 filing and current registration.
- The nonprofit did not receive a grant under the California Small Business COVID-19 Relief Grant Program (administered by Lendistry).

3. What is the minimum and maximum revenue threshold? Is it based on gross or net revenue?

Businesses must have a minimum of \$1,000 in annual gross revenue to qualify. The maximum amount a business may have is \$50,000 gross revenue.

4. Do I need to be a US citizen or legal resident to apply?

No, citizenship status is not an eligibility requirement. Undocumented business owners who can provide evidence of eligibility and required documentation (related to the business) may apply.

5. What can the California Microbusiness COVID-19 Relief grant funds be used for?

- For the purchase of new certified equipment including, but not limited to, a cart.
- To invest in working capital.
- For application for, or renewal of, a local permit including, but not limited to, a permit to operate as a sidewalk vendor.
- For payment of business debt accrued due to the COVID-19 pandemic.
- For costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred as a result of the COVID-19 pandemic, as defined in subdivision (l) of Section 12100.83.

6. Are there income restrictions?

Yes: the business must have \$50,000 or less in income during the 2019 calendar year, and it must be the business owner's main source of income. Household income does not matter.

7. Does the microbusiness income include household income such as a spouse's income, or is it limited to the microbusiness only?

The microbusiness owner's primary source of income must be the business. Household income is not included.

8. If a microbusiness received a grant from their respective county, can they still apply for this state grant?

Yes, they can still apply for this grant. Past receipt of a county or federal grant program does not disqualify applicants from receiving a grant from California Small Business COVID-10 Relief grant program; however, funds cannot be used to cover the same expenses for the same period that the PPP/EIDL funds covered. Applicants cannot have received a grant from the California Small Business COVID-19 Relief Grant Program. To check if you have received a state grant, visit this website:
<https://business.ca.gov/about/publications/>

9. Are nonprofits eligible for the program?

Yes, nonprofits are eligible for this grant program if they comply with all eligibility requirements of the program, including having made a minimum of \$1,000.00 in gross revenue during the 2019 taxable year.

10. Will I have to pay the money back?

No, these relief grants will not require repayment. However, you will receive a 1099 for federal tax reporting and fraud may result in prosecution.

11. When will the application open and close?

The first round opened on March 11, 2022, and closed April 11, 2022. If there are still available funds after the first round, applications will be accepted on a rolling basis until all funds are awarded.

12. How can I apply?

To begin the application process, complete the eligibility form below:

- English: <https://forms.gle/7nkQLkZdp1AFonJ16>
- Spanish: <https://forms.gle/bUsdSsP7h1iHc22d6>
- Tagalog: <https://forms.gle/HNRQYFX2rFGcpgnS9>
- Chinese: <https://forms.gle/BrnNQkcwhJobQEih7>

13. Who can I contact with questions?

If you have any questions, please contact Amanda Anthony at smcgrantapplication@recenter.org.

Support hotlines for application assistance (available weekdays between 9:00am - 4:00pm) - leave a message if you do not reach a person!

English: 650-321-2193 x 1103

Spanish: 650-829-4660

Chinese: 888-262-7552

Tagalog: 415-766-7059

14. Can I apply in person?

Yes, you can stop by the Economic Advancement Center at 366 Grand Ave, South San Francisco, CA, between 10am and 4pm every day and fill out the eligibility form or application online with support.

15. Will the application be available in languages other than English?

Yes, the eligibility form and application is available in Spanish, Simplified Chinese and Tagalog.

16. How many grants will be approved in the first round of applications?

San Mateo County has 309 grants to distribute before November 2022.

17. How is the decision made about which business will be awarded grants?

Fully completed eligibility forms submitted during the application period will be reviewed to confirm basic eligibility. Eligible businesses will be selected at random for a grant award until all grants are exhausted.

18. Can I appeal the decision if I am deemed ineligible?

No.

19. Will I need to pay an application fee?

No. There is no fee to apply. There are no processing fees if you receive a grant.

20. Can this grant award Short Term Rental business owners as a business entity?

Businesses operating as passive income (such as rentals) are not eligible for the California Small Business COVID-10 Relief grant program.

21. What documentation is required to receive a grant?

1. Your 2019 and 2020 tax returns (including Schedule 1, Schedule C and/or 1120-S) or an alternative option for providing information about your revenues and income.
2. A copy of a government-issued photo ID (foreign IDs are accepted).
3. Proof that you are the majority owner of the business (i.e. bank statement, tax return, business license, permit).