



SAN MATEO COUNTY STRONG FUND NORTH FAIR OAKS SMALL BUSINESS GRANTS

FREQUENTLY ASKED QUESTIONS

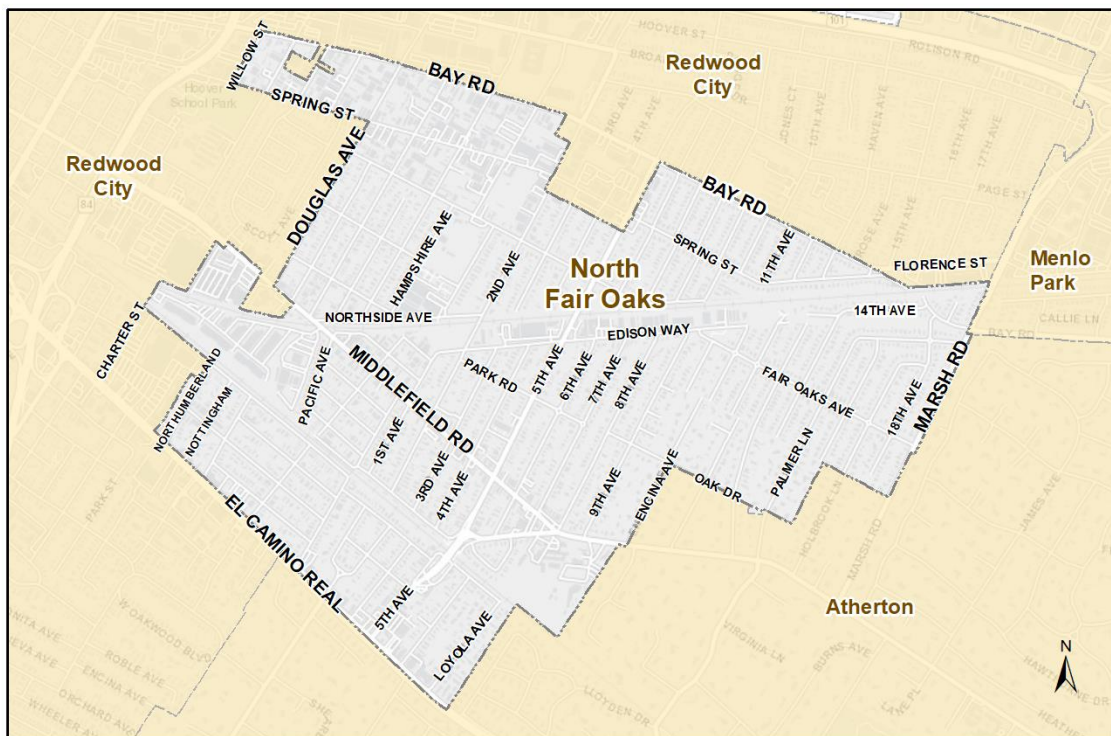
PROGRAM OVERVIEW QUESTIONS

What is the North Fair Oaks Small Business Grant Program?

The San Mateo County Board of Supervisors recently approved a new round of grants to help small businesses in unincorporated North Fair Oaks that have not received assistance from the County COVID-19-relief programs in the past 12 months. The North Fair Oaks Small Business Grant Program will provide grants of \$5,000 to qualifying small businesses. Qualifying small businesses can use the funds to offset losses in revenue and past debt due to the COVID-19 pandemic state shutdown orders beginning in March 2020, ensure continued operation, and assist in covering current business operating expenses.

How do I know if my business is located in North Fair Oaks?

The map below shows the boundaries of unincorporated North Fair Oaks.



What can small business owners use the grant funding to pay for?

The funding must be used to ensure continued operation or assist in covering current business operating expenses, including, for example: current or past rent, payroll, supplies and other ongoing obligations.

How much grant funding will be awarded to eligible applicants?

Grants will be awarded in the amount of \$5,000 to qualifying small businesses.

Are there any income requirements?

No, there are no income requirements.

Will I have to pay the money back?

No, these emergency grants won't require any repayment. However, you will receive a 1099 for federal tax reporting and fraud may result in prosecution.

When will the application period open and close?

The application portal is scheduled to open on Friday, May 13, 2022, at 8:00 a.m. and remain open until all funds have been awarded. The application form will be posted online: www.smcstrong.org.

How can I apply?

The County of San Mateo will be accepting San Mateo County Strong Fund North Fair Oaks Small Business Grant applications through in-person outreach in North Fair Oaks and online at www.smcstrong.org. The application portal is scheduled to open on Friday, May 13, 2022, at 8:00 a.m. and will remain open until all funds are awarded.

Who can I contact with questions?

Please email County of San Mateo staff for more information at sbgrant@smcgov.org or call the following numbers between 9 AM and 4 PM on weekdays:

- English: 650-413-5600
- Spanish: 855-221-1777
- Chinese: 888-262-7552

APPLICATION PROCESS QUESTIONS**Can I apply in-person?**

No, however if you need application assistance, please call the phone number listed above. Applications will also be accepted online at www.smcstrong.org.

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.

Will the application be available in languages other than English?

Yes, the application will be available in English, Spanish, and Chinese.

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

No. Undocumented business owners who can provide required evidence of eligibility and required documentation can apply.

How many grants will be approved in this round of applications?

Up to 100 grants in the amount of \$5,000 will be distributed to qualifying businesses. There is \$500,000 in available grant funds for this program.

Will I get the full amount of the grant?

In most cases, applicants who meet all eligibility requirements will receive the full amount of funding: \$5,000.

Can I apply twice for the same business?

No, only one application per small business location. The anticipated need across unincorporated North Fair Oaks is significant. Funding must be used to support as many unique applicants as possible.

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

Applications will be reviewed on a first come first serve basis. Fully completed applications will be reviewed to confirm program eligibility.

Can I appeal the decision if I am deemed ineligible?

No.

APPLICATION ELIGIBILITY QUESTIONS

What are the criteria for approval?

To be eligible under the County's North Fair Oaks Small Business Grant program, a business must meet all the following criteria:

- Business must currently occupy a physical commercial business space in the unincorporated North Fair Oaks area.
- Business must be in full compliance with all applicable regulations for the business including, but not limited to regulations related to the following:
 - County Environmental Health permits
 - County planning and building requirements
 - State/County business and Bureau of Alcoholic Beverage Control permits
 - State and local minimum wage requirements
 - Health officer orders and other orders related to the COVID-19 public health emergency
- Business was lawfully operating prior to March 11, 2020, when a local state of emergency was proclaimed due to the COVID-19 pandemic. Establishments that have changed ownership since March 11, 2020, but otherwise meet the North Fair Oaks Small Business Grant Program criteria, are eligible.
- Business must have fewer than 25 full time employees.
- Business must be independently owned and operated. If the business is a franchise, it must be independently owned and operated by a County resident, or 50% or more of the franchisee ownership must be comprised of County residents.
- Business has not received a County small business grant in the past 12 months.
- Business must generate its income from active sources (not passive income, such as money earned from interest, dividends, and rental property). Business must have suffered a negative financial impact due to the COVID-19 pandemic (such as, for example, decreased revenue or gross receipts, increased costs, decreased capacity to weather financial hardship, challenges in covering payroll, rent or mortgage, and other operating costs).

What business types are not eligible for this grant program?

The following businesses are ineligible to receive a grant under the North Fair Oaks Small Business Grant Program:

- Cannabis businesses and/or businesses that support cannabis businesses;
- Liquor stores, tobacconists, and/or smoke/vape shops.

What types of businesses do not qualify for the grant?

Applicants will be ineligible for a grant from the Program under the following circumstances:

- Incomplete applications.
- Failure to meet the eligibility criteria outlined above.

- The applicant's establishment has received or been approved for a grant from the County in the last 12 months, including any of the following programs:
 - San Mateo County Small Business Grant administered by the Community Fund
 - San Mateo County Microfood Grant program

What type of documentation will applicants be required to submit as part of the online application process?

Applicants will be required to submit the following documentation to be confirmed eligible during the initial application process. Once an application is deemed eligible and selected for funding, the applicant will be notified by San Mateo County and asked to provide the following documentation. Please note: legal residency is not a condition of approval, and no information will be shared with other government agencies

- Copy of signed W-9
- Photo ID(s) for the at least 51% of owner/partners/managing parties
- Proof of small business address (ie utility bill, lease, permit etc)
- Signed attestation form attesting that the small business was negatively economically impacted by the COVID-19 pandemic

Does the owner of the business need to be a resident of San Mateo County?

No. If the business is in the North Fair Oaks area of San Mateo County according to the criteria for eligibility it does not matter where the business owner resides unless it is a franchise. If the business is a franchise, it must be owned and operated by a county resident or 50% or more of the franchisee ownership must be comprised of county residents.

APPLICATION EVALUATION PROCESS

- Incomplete applications will not be processed, and ineligible applications will not be considered.
- Completed applications will be evaluated for eligibility and reviewed in the order in which they are received.
- Eligible businesses will be contacted by County staff to provide any additional documentation required for final determination of eligibility.
- A list of fully approved businesses will be provided to the San Mateo Credit Union Community Fund for disbursement of grant funds.

What if I meet eligibility requirements for all but one of the criteria?

Unfortunately, you will not qualify. You will be notified by email that your application was not approved.

What if I do not provide all the documentation required for a complete application?

Unfortunately, you will not qualify. You will be notified by email that your application is incomplete and that additional documentation is required.

APPLICATION PORTAL QUESTIONS

Can I download the application and mail it somewhere or drop it off?

Yes, paper applications are available by request, please email sbgrant@smcgov.org.

Will the application portal allow me to apply from a smartphone?

Yes.

What if I complete and submit my application, but am not selected for funding?

Any applications received during the application window but not selected for funding will be placed on a waiting list. Should additional funds become available, the applications will be selected at that time, until the additional funds are exhausted.

Will my application and supporting documentation be kept confidential?

Application and supporting documentation will be confidential, but your receipt of a grant will be publicly available information.

WHAT OTHER PROGRAMS ARE OFFERING GRANTS, LOANS AND SUPPORT FOR SMALL BUSINESSES?

- Visit the County website for future County grant programs: www.smcstrong.org
- State of California's COVID-19 Business and Employers website at: <https://covid19.ca.gov/business-and-employers/>
- SAMCEDA's website for information about other local small business grant programs: www.SAMCEDA.org