



MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

Yuba-Sutter Economic Development Corporation on behalf of Sutter and Yuba counties, CA CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

Program Overview

The California Microbusiness COVID-19 Relief Grant Program through Sutter County and Yuba County is designed to assist qualified microbusinesses that have been significantly impacted by the pandemic. Qualified applicants can receive \$2,500 grants to purchase equipment, use as working capital or repayment of debt accrued due to the pandemic.

Eligibility

Minimum eligibility to receive a grant will be determined on the following basis. Eligible businesses must:

- ❖ Conduct business in Sutter County or Yuba County
- ❖ Began operation **prior** to December 31, 2019
- ❖ Be currently operating or have a plan to reopen
- ❖ Been significantly impacted by COVID-19
- ❖ The microbusiness had less than \$50,000 in revenue in the 2019 tax year
- ❖ Currently has fewer than five full-time equivalent employees and had fewer than five full-time equivalent employees in the 2019 and 2020 tax years
- ❖ Must be a Qualified microbusiness owner: A “Qualified microbusiness owner” means an individual that meets and self-certifies, under penalty of perjury, all of the following criteria:
 - The microbusiness owner is the majority-owner and manager of the qualified microbusiness.
 - The microbusiness owner’s primary means of income in the 2019 tax year was the qualified microbusiness.
 - The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program.
 - The microbusiness owner can demonstrate their eligibility as a “qualified microbusiness owner” by providing the fiscal agent with a government issued photo identification (state, domestic, or foreign), and documentation that includes the owner’s name and may include, but is not limited to, the following:
 - ◆ A local business permit or license
 - ◆ A bank statement
 - ◆ A tax return (2019 and 2020 Federal Tax return and all schedules, if applicable)
 - ◆ Trade account verification
 - ◆ Third-party verification
- ❖ Applicant must complete self-certification at time of application.

Ineligible Businesses

Does not have a physical presence in Yuba or Sutter counties, primarily engaged in political or lobbying activities, or engaged in Cannabis-related business, or was excluded from participation in the California Small Business COVID-19 Relief program as specified in paragraph (2) of subdivision (f) of Section 12100.82.

Approval Process

Grant applications will be reviewed for completeness and eligibility based on the above criteria.

Application Period

Grant applications will be received until available funds have been exhausted or no later than May 31, 2023. Applications can be submitted electronically to ysedc@ysedc.org or delivered to Yuba-Sutter Economic Development Corporation, 950 Sharp Road, Suite 1303, Yuba City, CA 95993

Questions? Please call (530) 751-8555 or email ysedc@ysedc.org

Application

Legal Business Name

Business Trade Name (if different)

Business Address

City, State, Zip Code

Business Phone

Business Email

Primary Business Owner Name

Type of Business Entity

Corporation

Limited Liability Company

Partnership

Individual/Sole Proprietorship

Federal Tax ID (EIN)

or Social Security Number

Business License Number (if located in Marysville, Live Oak, Yuba City, or Wheatland, CA)

Date Business Established

Number of full-time employees

Number of part-time employees

Total Gross Revenue in 2019

Total Gross Revenue in 2020

Was your business Adversely affected by the Pandemic?

Yes

No

Did you receive any California Small Business COVID-19 Relief Grant funding?

Yes

No

Is your business currently closed?

Yes

No

I have included my 2019 Federal Tax Return, including all schedules?

Yes

No

I have included my 2020 Federal Tax Return, including all schedules?

Yes

No

I have included a copy of my government issued photo identification.

Yes

No

I have included a copy of my business license (if applicable)

Yes

No

N/A

I have included other documentation (List documents provided)

Yes

No

I have signed the attached certification form for eligibility

Yes

No

Self-Certification

I, _____ hereby certify compliance with the following:

Initials	
	I operate my business in Sutter County <input type="checkbox"/> Yuba County <input type="checkbox"/>
	My business has been in operation prior to December 31, 2019
	My business is currently operating or I have a plan to reopen (Please provide date for reopening)
	My business has been significantly impacted by COVID-19
	My business had less than \$50,000 in revenue in the 2019 taxable year
	My business has fewer than five full-time equivalent employees in 2019, 2020 and 2021 tax years
	I am a qualified microbusiness owner as defined in this application package
	If awarded, I agree to meet the Use of Funds Eligibility criteria (purchase equipment, use as working capital or repayment of debt accrued due to the pandemic)

Signature of qualified business owner Typing in your full name will be considered your signature

Date _____

Please complete the following demographic information. Your responses are encouraged but are entirely optional and in no way affect your eligibility to receive funding. All information collected will be confidential.

What is your gender?

Male Female Non-binary/non-conforming Prefer not to answer

What is your race?

White Asian Black/African American Native Hawaiian
 Pacific Islander Two or more races Prefer not to answer

What is your ethnicity? Hispanic Not Hispanic

Are you a veteran-owned business? Yes No

Are you a woman-owned business, must be at least 51% woman-owned Yes No



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Microbusiness Grant Check List

Please use this as a tool to gather the required information in advance.

Reviewed the small business eligibility requirements

Reviewed the frequently asked questions

Annual gross revenue for 2019 less than \$50,000

Annual gross revenue is also known as gross receipts or sales. Your annual gross revenue for 2019 should be listed on your Schedule C (line 1), or another tax form.

How many employees does your business have? _____ Full time (Annual Hours _____)

_____ Part time (Annual Hours _____)

Calculate the number of full-time and part-time employees. DO NOT include independent contractors. If you are a seasonal business, please include the number of employees at your peak time.

Have you received or been awarded a California Small Business COVID-19 Relief Grant?

If yes, you are ineligible for this grant.

yes no

Did your business experience a loss of gross revenue of at least 10% from 2019 to 2020?

yes no

Is the business your primary source of income?

yes no

A copy of the following documents (max file size 2 MB)

2019 Complete Personal Tax Return (Includes all schedules)

2020 Complete Personal Tax Return (Includes all schedules)

If your business is an LLC or Corporation also submit 2019 and 2020 Business Tax returns

A completed W-9 form (max file size 2 MiB)

Download a copy of this form from the YSEDC's website: English W-9 or W-9 en español

A photo/screenshot or scanned copy of a government-issued photo ID (max file size 2 MB)

Consider how you anticipate using the grant funds, if awarded.

You must list how you will expend the money on your application.



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Excluded Businesses

Excluded Businesses from participation as specified in Paragraph (2) of subdivision (f) of Government Code Section 12100.82:

Paragraph (2), "qualified small business" shall not include any of the following:

- A. Businesses without a physical presence in the state and not headquartered in the state.
- B. Nonprofit businesses not registered as a 501(c)(3), 501(c)(6), or 501(c)(19).
- C. Government entities, other than Native American tribes, or elected official offices.
- D. Businesses primarily engaged in political or lobbying activities, regardless of whether the entity is registered as a 501(c)(3), 501(c)(6), or 501(c)(19).
- E. Passive businesses, investment companies, and investors who file a Schedule E on their tax returns.
- F. Financial institutions or businesses primarily engaged in the business of lending, such as banks, finance companies, and factoring companies.
- G. Businesses engaged in any activity that is unlawful under federal, state, or local law.
- H. Businesses that restrict patronage for any reason other than capacity.
- I. Speculative businesses.
- J. Businesses with any owner of greater than 10 percent of the equity interest in it who meets one or more of the following criteria:
 - (i) The owner has, within the prior three years, been convicted of or had a civil judgment rendered against the owner, or has had commenced any form of parole or probation, including probation before judgment, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction, violation of federal or state antitrust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (ii) The owner is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local government entity, with commission of any of the offenses enumerated in clause (i).
- K. Affiliated companies, as defined in Section 121.103 of Title 13 of the Code of Federal Regulations.
- L. Other businesses determined by the office, consistent with the limitations and exclusions set in Rounds 1 and 2 of the COVID-19 Relief Grant Program.

The Microbusiness COVID-19 Relief Grant Program (MBCRG) is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA). Eligibility criteria applies.



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Frequently Asked Questions

Where does this money come from?

YSEDC, in partnership with Sutter and Yuba counties has received funding from the California Office of the Small Business Advocate to administer directly to microbusinesses within the two-county region. The intent of the funding is to provide relief to the hardest to reach microbusinesses and entrepreneurs. This grant program will distribute those funds.

Sutter County and Yuba County has designated Yuba-Sutter Economic Development Corporation (YSEDC) to administer the application, provide technical assistance and disburse funds.

How much funding is available through the Microbusiness Grant Program?

The California Office of the Small Business Advocate (Cal OSBA) has allocated funding to each county in the state based on population. Less administrative costs, YSEDC has \$102,144 available to distribute to qualified microbusinesses in Sutter County and \$80,077.29 to qualified microbusinesses in Yuba County.

What are the sizes of the awards?

Qualified businesses **may** receive up to \$2,500 in a one-time payment dependent upon approval of application and availability of funds.

Will I need to pay the money back? Is this a grant program or a loan program?

This is a grant program, not a loan, so you will not need to pay the money back. The only exception is if you do not use all the funds, or if you do not use them in the manner stated on your application.

What can funds be spent on?

Per the CalOSBA Guidelines, eligible use of funds are:

- The purchase of equipment related to your business, i.e. lawn mower, certified food cart, hair dressing equipment, etc.
- Working capital to operate your business
- Application for, or renewal of, a local permit such as but not limited to, a permit to operate as a sidewalk vendor.
- Payment of business debt accrued due to the COVID-19 pandemic.
- 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 \(I\) of Section 12100.83](#).

Are funds allocated on a first-come, first-served basis for qualified applicants?

Yes, funding will be awarded on a first-come, first-served basis to qualified applicants.

The Microbusiness COVID-19 Relief Grant Program (MBCRG) is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA). Eligibility criteria applies.

Eligibility for Businesses

How do I know if my business is eligible for funding?

You are deemed eligible if you meet and self-certify that you are “Qualified Microbusiness” under penalty of perjury, all of the following criteria:

- For profit or nonprofit microbusiness with a physical address within Sutter or Yuba County
- Prior to December 31, 2019, the microbusiness began its operation and was legally operating since that time, including being registered with the California Secretary of State, if required.
- The microbusiness is currently active and operating or has a clear plan to reopen.
- The microbusiness was significantly impacted by COVID-19 pandemic, as evidenced by at least a 10% reduction in revenue from the 2019 to 2020 tax years.
- The microbusiness had less than fifty thousand dollars (\$50,000) in revenues in the 2019 tax year.
- The microbusiness currently has fewer than six full-time equivalent employees and had fewer than six full-time equivalent employees in the 2019 and 2020 tax years.
- The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program, as specified in [paragraph \(2\) of subdivision \(f\) of Government Code Section 12100.82](#). Examples of excluded businesses are businesses that are: without a physical presence in Yuba or Sutter Counties, a nonprofit not registered as a 501(c)(3), 501(c)(6) or 501(c)(19), Cannabis-related businesses, primarily engaged in political or lobbying activities, etc. **For further exclusions refer to Excluded Businesses List located on YSEDC’s website.**

“Qualified microbusiness owner” means an individual that meets and self-certifies, under penalty of perjury, all of the following criteria:

- The microbusiness owner is the majority owner and manager of the qualified microbusiness.
- The microbusiness owner’s primary means of income in the 2019 tax year was the qualified microbusiness.
- The microbusiness owner **did not** receive a grant under the California Small Business COVID-19 Relief Grant Program.
- The microbusiness owner can demonstrate their eligibility as a “qualified microbusiness owner” by providing YSEDC with a government-issued photo identification (state, domestic, or foreign), and documentation that includes the owner’s name and may include, but is not limited to, the following:
 1. A local business permit or license or
 2. A bank statement or
 3. A tax return or
 4. Additional documentation to verify a microbusiness is a “qualified microbusiness”, as deemed appropriate by YSEDC.

Can I apply if I received funds from the California Relief Grant program?

No, you may not apply if you received funds from the California Small Business COVID-19 Relief Grant Program.

Can I apply if I received funds from the Paycheck Protection Program (PPP)?

Yes, you can apply if you received funds from the Paycheck Protection Program or other pandemic-related grant or loan programs.

Do I have to be a U.S. citizen to apply?

No, you do not need to be a U.S. citizen to apply.

What is the reasoning behind the eligible business size?

The intent of the funding from Cal OSBA is to provide relief to the hardest to reach microbusinesses and entrepreneurs. YSEDC, partnering with trusted Community Based Organizations (CBOs) will implement an outreach and marketing plan to identify and engage eligible microbusinesses that face systemic barriers to access capital, including but not limited to, businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural communities.

Applying for the Grant

How do I apply?

You can download the fillable pdf application from YSEDC'S website and save to your desktop. Once you have completed the application save again and send along with your additional supporting documents to ysedc@ysedc.org or print out and mail or deliver your completed application and additional supporting documents to:

Yuba-Sutter Economic Development Corporation
950 Tharp Road, Suite 1303
Yuba City, CA 95993

It is preferred that applicants email the fillable pdf along with scanned supporting documents.

How can I get help with my application?

If you need assistance, you can contact YSEDC (530) 751-8555, or email ysedc@ysedc.org. Assistance in Spanish and Punjabi is available.

I own/operate more than one business or nonprofit organization. Am I allowed to submit an application for each business/nonprofit I own if they meet the qualifications?

No, you may only apply one time even if you own, co-own, or operate multiple businesses or nonprofits. Only one business will be eligible.

My business has multiple locations. How do I know if I qualify?

Your application answers and financial information must pertain only to locations in Sutter or Yuba County.

If my business is declined, may I reapply?

You may **not** reapply if your application is declined. Please make sure you fill out the application accurately and completely. A decline will likely be for ineligibility or incomplete applications. Please see the eligibility information above.

What documentation will I need to submit my application?

1. If you are a sole proprietor, submit your **complete** 2019 tax return. If your business is an LLC or Corporation, submit both your 2019 business tax return and your complete personal tax return.
2. If you are a sole proprietor, submit your **complete** 2020 tax return. If your business is an LLC or Corporation, submit both your 2020 business tax return and your complete personal tax return.
3. IRS Form W-9 (Available in English and en español on YSEDC's website)

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4. ID verification, such as a photo/scan of a driver's license, Real ID, or passport, or other TIN identification.

Why do I need to fill out a W-9?

YSEDC is required to report grant funding information to the United States Treasury at the end of the year. **No funds will be disbursed without a W-9 and applications will be deemed incomplete without the completed W-9.**

Why are you asking for a business financial statement or tax return?

Your financial statements allow us to verify that your business is active in Yuba or Sutter County; meets the eligibility requirements for revenue; practices sound financial management; and is financially viable.

How do I upload the required documents?

When you are ready to submit your application, be sure to attach your scanned supporting documents. If you do not have the means to scan and upload supporting documents, either hand deliver or mail your entire application to:

Yuba-Sutter Economic Development Corporation
950 Tharp Road, Suite 1303
Yuba City, CA 95993

Do I need to submit all the documents? What if I don't have all the documents that I need to apply?

You must submit **ALL** the required documents. Incomplete applications will not be considered.

How can I prove my business was in operation prior to or on December 31, 2019?

You will need to attest that your business or nonprofit was in operation by clicking the box on the application. You must also submit your 2019 business documents listed above.

What if I have multiple locations for a single business, which address should I use?

Please select what you might consider the "primary" business location.

What if I accidentally made a mistake or entered incorrect information on my application?

You can save and edit your application until you submit it. You do not need to complete it all in one sitting. Please take your time on your application and do not submit it until you are sure it is complete and correct.

What do I do if I need a W-9?

You can download a W-9 from YSEDC's website to fill out a blank W-9 Form in English or in Spanish.

Do applicants receive a confirmation that they submitted their application?

Yes, you will receive a confirmation email upon submission of your application.

Selection Process

How are applications considered?

All funds allocated on a first-come, first-served basis for qualified applicants. Incomplete applications will not be considered.

Receiving Grant Funds

How will I be contacted or know if I will receive a grant?

You will receive an email notice of receipt of your application. You will receive an email notice of funding or non-funding within 30 days of close of the application period. As this is a first-come, first-served process, be sure to get your application in between June 15 and July 15. Be sure to check your email regularly, including your spam folders. Emails to applicants will come from Yuba-Sutter Economic Development Corporation, bstranix@ysedc.org

Will I be contacted if I do not receive a grant?

Yes, you will be notified by email whether or not you receive a grant.

If I am selected to receive a grant, how much money will I get?

Businesses may receive up to a maximum of \$2,500

How will I receive funds?

A paper check will be sent to the mailing address on your application.

Am I required to set up a new bank account specifically for these funds?

No.

Is my small business taxed on this grant?

Grant funds are not taxable by the State of California but are taxable by the Federal government at this time.

Using Grant Funding

If my business receives a grant, what can I use the money for?

- The purchase of equipment related to your business, i.e. lawn mower, certified food cart, hair dressing equipment, etc.
- Working capital to operate your business
- Application for, or renewal of, a local permit such as but not limited to, a permit to operate as a sidewalk vendor.
- Payment of business debt accrued due to the COVID-19 pandemic.
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 \(I\) of Section 12100.83](#).

What's required of me if I receive a grant? Are there any strings attached?

If selected, you must use these funds for valid business expenses identified in your application. Funds may not be used for a different business or personal expenses. Funding is not transferable.

Other Questions

Do I have to complete the demographic section of the application?

Yes, but it will not affect your eligibility.

If I have questions after reading this FAQ, what do I do?

You should contact YSEDC by sending an email to ysedc@ysedc.org or call (530) 751-8555.