Business Continuity Grants FAQ

My business is a sole proprietorship (I have no employees); can I get a grant?

For this first round, sole proprietorships will not qualify for a business continuity grant.

For the second round (which will disburse any remaining funding from the City's $1 million contribution, plus private funds raised through the Berkeley Relief Fund), eligibility may be expanded. Sole proprietorships are welcome to submit an application at this time, which will be considered in the second round if eligibility is expanded.

And OED staff will use information collected through the application process to help all applicants access other resources (including federal grant and loan programs).

I recently renewed my licenses or I recently applied for my first Business License and I haven't received my new Business License Number, what do I enter on the application?

The grant is available to any existing business or nonprofit organization located within the City of Berkeley that had an active business license with the City of Berkeley in 2019 and/or submitted an application for a 2020 license by March 1, 2020.

If you don't know your business license number, you can look it up on this website: https://data.cityofberkeley.info/Business/Business-Licenses/rwnf-bu3w

If you recently submitted and paid to renew your business license and haven't received your new number yet, enter your previous Business License Number. If you recently applied for your first business license and haven't received a number, please enter your receipt number or enter "9999" if you can't find it.

My business is a sole proprietorship. I don't have employees, but I do have contractors that are on my payroll and give a 1099 form at the end of each year; can I get a grant?

If you have 1099 contractors but no employees, you may still qualify for a grant, especially if your business operates in a publicly accessible storefront space. Call or e-mail OED for more specific guidance.

COVID-19 Business Continuity Grants
Frequently asked questions

My business is involved in the arts as well as other commercial or educational activities. What grant program should I apply for?

Applicants must fit the eligibility criteria of the grant program for which they are applying and they should only apply for funding from one of the two grant programs: the Business Continuity Grants or the Arts Organization Continuity Grants.

If the applicant is NOT a nonprofit arts organization/arts program, they are not eligible for an Arts Organization Continuity Grant. Please see the [Arts Organization Continuity Grant guidelines](#) for more details on eligibility.

What types of financials will need to be submitted for the grants?

An applicant may submit any type of documentation that supports their reported figures for projected March 2020 revenues and actual March 2020 revenues. Staff may follow up to request additional documentation as needed.

I'm a business owner and a resident in Berkeley and I'm in need of housing support. What grant program should I apply for?

Review the eligibility criteria for each grant fund that you believe you qualify for and select the grant program that best fits your needs and situation. No applicant will be eligible to receive funds from more than one of the three grant programs.

I had 60 employees and I recently laid off 10 employees. Now I currently have 50 employees, am I eligible for the business grant?

No, in order to be eligible, the amount of employees is based on the number of employees listed on your business license application and/or the amount when the City of Berkeley issued the Proclamation of Local Emergency on March 3, 2020 - whichever number is higher.

Do I count my employees that live outside the City of Berkeley?

Yes

If my business has two locations for example (one in Berkeley and the other in Oakland) how do I count the number of employees, if some of them work in both locations.

Applicants shall only list the number of employees that work in a Berkeley business location, regardless of their other working locations.

COVID-19 Business Continuity Grants
Frequently asked questions

Why do I need to fill out a City of Berkeley Vendor Form?

A Vendor Form is the tool the CIty uses to issue payments to non-city entities.

Our goal is to disburse grant awards as quickly as possible. The vendor and W-9 forms are informational forms that are required to be in compliance with these grant guidelines.

What should in put on vendor form for: Prompt Payment Discount _____% Number of Days _____ Net in Days

Leave this section blank as it does not apply to the grant guidelines.

The vendor form has 9 pages. Do I need to upload all of the pages

No, you only need to upload the first page and the product & service code page that describes the commodity class of your business.

If I submitted my grant application and did not upload the required vendor and W-9 forms, how will I receive my award check if it is granted?

You need to contact the OED office by phone or emailing before the deadline.

I only employ one part-time employee, am I eligible for a grant?

Yes

For the business grant employee requirement is that based on current operations or recent, pre covid-19 operations?

Pre-COVID-19 operations.

Should I use Adjusted Gross Income (AGI) or Taxable Income?

Adjusted Gross Income.

COVID-19 Business Continuity Grants
Frequently asked questions

If I receive a continuity grant from the City of Berkeley, will that impact my eligibility to receive federal assistance?

No official guidance regarding this question has yet been issued by the Small Business Administration.

According to guidance recently offered by a representative of the local branch of the Small Business Administration, "Under a normal disaster scenario, the disaster loan [from the federal government] will get reduced in size according to what the grant received was. We're in uncharted waters with the current situation so I can't really tell you how duplication will be addressed."

Consult with your SBA lender for more guidance on this question. OED staff will also provide more guidance on this question as it becomes available, and prior to disbursing grants.

Are we eligible to apply for loans at the federal, state and city level? We have already applied at the federal level, but aren't sure if we can apply for all 3?

You are eligible to apply for support at all levels. You are not eligible to collect financial assistance for duplicate expenses.

Will the City of Berkeley accept late applications for the first round of the grant process?

Applications for the first round will be accepted until Monday April, 6 2020 at 5pm PST. No late submissions will be accepted.

A second application round will subsequently be opened; the timing for that round has not yet been determined.

What happens if a business has already submitted an application, and due to the effects of COVID-19, some of the information needs to be revised after the deadline has passed?

Contact OED staff and request for your application to be released for editing.