SMALL BUSINESS CRISIS HOTLINE

OFFICE HOURS*

Thursdays, April 16–June 25, 2020
4–5:30 p.m.

Zoom Office Hours (live)
Audio Dial-In: 888 788 0099 (US toll free)
Meeting ID: 527 839 619
Password: baseforce

Weekly group office hours will be led by experienced attorneys so that Bay Area businesses with 25 or fewer employees, as well as nonprofits, can get help with government relief programs and other resources.

* The office hours are intended to be a resource for small businesses and nonprofits to learn information about various resources and legal issues. They are not intended to offer legal advice and the leaders of the office hours are not able to represent office hour participants as their attorneys.

BASE FORCE

The Bay Area Small/Social Enterprise Task Force (BASE Force) is a consortium of legal, financial, and nonprofit professionals working together to connect Bay Area small businesses with the resources they need during the COVID-19 pandemic. The task force is focused on collecting local, state, federal, and private/nonprofit resources for Bay Area small businesses impacted by COVID-19 and disseminating this information in a digestible way as quickly as possible. In addition, the task force plans to provide small businesses with weekly access to live support from lawyers and financial professionals via virtual office hours.
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Note: This guide was last updated on April 22, 2020. There can be no assurance that the resources listed remain available or that all resources have been included.

LOCAL

ALAMEDA (CITY)
COMMERCIAL EVICTIONS:
Started on March 17, Alameda's renter eviction moratorium will last 60 days. Landlords are prohibited from turning off utilities. See: https://www.alamedaca.gov/Shortcut-Content/News-Media/Alameda-halts-evictions-for-non-payment-of-rent-during-state-of-emergency.

ALAMEDA (COUNTY)
COMMERCIAL EVICTIONS:
Started on March 24, Alameda County's moratorium will last until 30 after the moratorium's start. Landlords may not retaliate or shut off utilities. See: https://www.acgov.org/board/bos_calendar/documents/DocsAgendaReg_03_24_20/GENERAL%20ADMINISTRATION/Regular%20Calendar/CDA_293014.pdf.

BENICIA
COMMERCIAL EVICTIONS: The City of Benicia has a moratorium until May 31 banning evictions of commercial tenants citywide. Additionally, the tenants will not be in default for unpaid rent for 60 days past the date on which the moratorium is no longer effective. See: https://www.ci.benicia.ca.us/coronavirus.

BERKELEY
- Grants are up to $10,000 and the first round of grants were determined on April 6
- To qualify, the business must be an existing business or nonprofit within the City of Berkeley with an active business license, have between 1 and 50 employees, and demonstrate at least a 25% reduction in revenues due to COVID-19, while the funds must be used to cover payroll, rent, or working capital.
- NOTE: Deadline to apply for first round was April 6, 2020, at 5:00 p.m. PST followed by a subsequent round of grants.

BERKELEY RELIEF FUND (ARTS): The Berkeley Arts Organization Continuity Grants program establishes an emergency relief fund with an allocation of $1 million to help mitigate COVID-19-related financial losses that Berkeley’s arts organizations have suffered. See: https://www.cityofberkeley.info/covid19-arts-grants/.
- Grants of up to $25,000.
- To qualify, the organization must be located in the City of Berkeley and have been in operation for more than one year; have a majority of its arts activities in Berkeley for more than one year, while the organization must have 501(c)(3) status with a mission statement clearly focused on art and culture, or must be an ongoing program of a non-arts or service-based nonprofit organization that is focused on the development, production, or presentation of arts and culture or a fiscally sponsored organization with a mission statement clearly focused on the development, production, or presentation of arts and culture. Applications are accepted on a rolling basis until April 20.
COMMERCIAL EVICTIONS: The City of Berkeley has issued an emergency response ordinance prohibiting evictions for delayed rent payments during the emergency for commercial tenants. Rent will need to be paid once the state of emergency is over, but the landlord will not be able to collect late fees. See: https://www.cityofberkeley.info/covid19-business-support/.

BRENTWOOD
GENERAL RESOURCES: The City of Brentwood has compiled a list of general resources for small businesses: https://www.brentwoodca.gov/about/covid19.asp.

TECHNICAL RESOURCES: The City of Brentwood Economic Development Division is providing free business counseling and referrals to regional, state, and federal resources such as layoff aversion and disaster assistance programs. Contact: EconomicDevelopment@brentwoodca.gov.

CONCORD
COMMERCIAL EVICTIONS: Concord’s moratorium will last until May 31. The ordinance “establishes a 90-day repayment window for each month in arrears, beginning with the first day following the lifting of the moratorium.” Landlords may not charge late fees, or raise the rent in most cases. See: https://www.cityofconcord.org/412/Tenant-Landlord-Resources.

EMERYVILLE

FREMONT
WAIVER OF LATE PAYMENT PENALTIES AND INTEREST FOR BUSINESS TAX RENEWALS: The City of Fremont is automatically waiving late penalties and penalties for business tax certificate renewals for Business Tax Certificates that expired on December 31, 2019 and were up for renewal on February 29, 2020 and is continuing to do so for Business Tax Certificates that expired on March 31, 2020 and are up for renewal on April 30, 2020. See: http://fremont.gov/3589/Business-Resources.

COMMERCIAL EVICTIONS: Started on March 27, Fremont’s moratorium will last until 30 days after the state of emergency has expired. Landlords may not charge late fees. The tenant must attempt to pay as much of their rent as they can, even after the moratorium is lifted. See: https://www.fremont.gov/3599/Temporary-Moratorium-on-Evictions.

HAYWARD
FINANCIAL RESOURCES: The City of Hayward Economic Development Division is providing businesses with 25 or fewer employees and all independently owned restaurants with grants of $5,000 that can be used for any aspect of the business. See: https://www.hayward-ca.gov/your-government/programs/hayward-covid-19-small-business-resiliency-grant-program.

• To qualify, businesses must have 25 or fewer employees and all independently owned restaurants regardless of employee count.
OAKLAND

GENERAL RESOURCES: The City of Oakland has put together an FAQ on relief available to small businesses. See: https://www.oaklandca.gov/topics/covid-19.

FINANCIAL RESOURCES: In partnership with Working Solutions, the City of Oakland will provide rapid response working capital grants of $5,000 to small businesses owned by low-income individuals. See: http://www.workingsolutions.org/oakland-grants.

- NOTE: Due to overwhelming demand, the application period has ended.

BUSINESS REPORTING AND TAX FILING DEADLINE EXTENSIONS: The City of Oakland will waive late payment penalties for small businesses resulting from failure to file taxes due March 1, 2020 on time as a result of COVID-19. To apply for a payment plan or seek a waiver, call the customer service line at (510) 238-3704 or email BTwebsupport@oaklandca.gov.

TECHNICAL RESOURCES: The Oakland Business Assistance Center is working directly with small businesses to connect them with business support organizations that are offering financial products, technical assistance, and other services. See: https://www.oaklandca.gov/topics/oakland-business-assistance-center.

COMMERCIAL EVICTIONS: Started on March 27, Oakland’s moratorium will last until May 31. Renters must still pay their rent, although the ordinance does not specify any deadlines or processes. Landlords may not assess late fees on paid rent if it was late due to coronavirus-related reasons. See: https://www.oaklandca.gov/topics/rent-adjustment-program.

PALO ALTO

COMMERCIAL EVICTIONS: Started on March 23, Palo Alto’s moratorium will last until the city’s state of emergency is lifted. After the state of emergency is lifted, renters have 120 days to pay back their full back rent. See: https://www.paloaltoonline.com/news/2020/03/23/palo-alto-bans-eviction-of-tenants-who-cant-pay-rent-during-pandemic.

RICHMOND

FINANCIAL RESOURCES: The KIVA Richmond Entrepreneur Start-Up Fund provides up to $1,500 matching small business loans to Richmond start-up businesses. Loans are provided through the KIVA platform. See: https://www.ci.richmond.ca.us/3656/KIVA-Richmond.

The City of Richmond’s Revolving Loan Fund provides loans ranging between $5,000 and $100,000. See: https://www.ci.richmond.ca.us/2768/Revolving-Loan-Fund.

- To qualify, businesses must be located in the City of Richmond or plan to relocate to the City of Richmond or provide services or hire residents within the City of Richmond.

SACRAMENTO


- NOTE: Applications are no longer being accepted at this time. If additional funds become available, the application process will re-open.
SAN FRANCISCO

GENERAL RESOURCES: The San Francisco Office of Economic and Workforce Development is regularly updating its website with a list of available financial resources, including local, state and federal loans, grants, insurance, and fee/service payment deferrals: https://oewd.org/businesses-and-nonprofits-impacted-covid-19.

- To qualify, applicants must be a for-profit business located in S, have a total annual revenue under $2.5M, demonstrate a 25% drop in revenues since January 1, 2020, have 3 years remaining on the lease or meet alternative criteria.
- Self-employed, sole-proprietors and independent contractors are eligible.

FINANCIAL RESOURCES:

The San Francisco Hardship Emergency Loan Program (SF HELP) is providing small businesses with up to $50,000 in zero interest loans. These loans will have a flexible repayment schedule and the terms will be determined on a case-by-case basis, based upon each borrower’s ability to repay. See https://oewd.org/businesses-impacted-covid-19.


- Grants of up to $10,000 for employee salaries and rent.
- NOTE: Applications are no longer being accepted for this fund.

The City of San Francisco is providing $10 million to reimburse businesses with employees located in SF to provide additional paid sick time for those employees. See: https://sf.gov/step-by-step/get-reimbursed-paying-your-sf-staff-extra-sick-time.

- NOTE: Initial funding has been depleted. At this time, any applications will be placed on a waitlist. If funds become available, the city will contact the businesses in the order they applied.

The City of San Francisco is contributing $2.5 million to an Arts Relief Program to invest directly in working artists and arts and cultural organizations financially impacted by COVID-19. See: https://www.cciarts.org/EmergencyRelief.htm.

- $2.5 million to an Arts Relief Program to invest directly in working artists and arts and cultural organizations.
  - Individuals may apply for a grant of up to $2,000.
  - Organization grant awards will range from $5,000 to $25,000.
  - Small- to mid-budget sized arts and cultural organizations may also apply for interest-free loans through this program.
- NOTE: Deadline to apply was April 15, 2020 at 5:00pm PST.

The City of San Francisco has established the Worker and Families First Paid Sick Leave Program. This program will cover any sick leave (up to $15.59 per hour) an employee has taken since March 16, 2020 for up to 40 hours. Businesses must first exhaust their Sick Leave and Paid Time Off policies with businesses employing between 200 and 499 employees seeking reimbursement for sick leave after April 2, 2020 must exhaust an additional 80 hours of paid sick leave required by the Families First Coronavirus Response Act. See: https://oewd.org/sites/default/files/Documents/3.30.20%20FAQs%20Worker%20and%20Families%20First%20Paid%20Sick%20Leave%20Program.pdf?_ga=2.66228715.415761610.1585879774-1699348701.1584403249.
Small Business Emergency Loan Fund (SF HELP): The Fund will provide small businesses up to $50,000 in zero interest loans. The loans will have a flexible repayment schedule and the terms will be determined on a case-by-case basis, based upon each borrower’s ability to repay. See: https://mainstreetlaunch.org/contact-us/.

TAX FILING AND BUSINESS REPORTING EXTENSIONS:
Quarterly estimated tax payments of the Gross Receipts Tax, Payroll Expense Tax, Commercial Rents Tax, and Homelessness Gross Receipts Tax that would otherwise be due on April 30, 2020, are waived for taxpayers or combined groups that had combined San Francisco gross receipts in calendar year 2019 of $10,000,000 or less. These quarterly estimated tax liabilities must instead be paid along with annual tax payments for tax year 2020, which will generally be due by March 1, 2021. These bills are typically mailed in late March, but businesses with 2019 gross receipts of $10,000,000 or less will receive a letter instead of a bill. The due date for license fees has been extended to June 30, 2020. See: https://sftreasurer.org/covid19.

COMMERCIAL EVICTIONS: The City of San Francisco has ordered a moratorium prohibiting commercial and residential evictions due to nonpayment until at least May 17. This is aimed at helping businesses with less than $25 million in gross receipts. Link: https://oewd.org/businesses-impacted-covid-19.

SAN MATEO (COUNTY)
FINANCIAL RESOURCES: San Mateo County is launching the San Mateo County Strong Fund with $4 million in donations to help local individuals, families, nonprofit organizations, and small businesses. See: https://www.smcstrong.org/.

COMMERCIAL EVICTIONS: Started on March 24, San Mateo County’s moratorium will last until May 31. Tenants must pay as much of the due rent that they are able. Tenants have 90 days to pay their back rent, but may request an extension. See: https://housing.smcgov.org/covid-19-smc-eviction-regulations.

SANTA CLARA (COUNTY)
COMMERCIAL EVICTION: Santa Clara County’s moratorium will last until May 31. All past due rent is due 120 after the end of the moratorium; landlords may not assess late fees during this time. See: https://www.mv-voice.com/news/reports/1585085000.pdf.

VALLEJO
COMMERCIAL EVICTION: The City of Vallejo has a moratorium barring eviction of commercial tenants citywide until city council terminates the emergency proclamation. The Tenant’s inability to pay rent must be documented and due to a decrease in income caused by the COVID-19 pandemic. See: http://astanehelaw.com/wp-content/uploads/2020/03/VallejoCoronavirusCOVID19EvictionMoratorium.pdf.

SAN JOSE
COMMERCIAL EVICTIONS: San Jose’s moratorium will last until April 17. See: https://www.sanjoseca.gov/your-government/departments-offices/housing/eviction-moratorium.
STATE

GENERAL RESOURCES

The California Governor’s Office has compiled a guide to financial and technical assistance, labor and workforce support, and business tax filing deadline extensions. See: https://business.ca.gov/coronavirus-2019/.


FINANCIAL RESOURCES

The California Capital Access Program (CalCAP)’s Loan Loss Reserve Program provides financing to businesses that create jobs and improve the economy. It may provide up to 100% coverage on losses as a result of certain loan defaults. With CalCAP portfolio support, a lender may be more comfortable underwriting small business loans. Individual borrowers are limited to a maximum of $2.5 million enrolled over a three-year period. See: https://www.treasurer.ca.gov/cpcfa/calcap/sb/index.asp. Qualifying small businesses should contact a participating lender to enroll: https://www.treasurer.ca.gov/cpcfa/calcap/sb/institutions.pdf.

The California Infrastructure and Economic Development Bank (IBank)’s Small Business Finance Center (SBFC) partners with Financial Development Corporations (FDCs) to provide loan guarantees and direct loans for small businesses that experience capital access barriers. See: https://ibank.ca.gov/small-business-finance-center/.

The California Small Business Disaster Relief Loan Guarantee Program will provide loan guarantees for up to 95% of the amount of a loan for up to 7 years. See: https://www.ibank.ca.gov/small-business-finance-center/.

- **To be eligible**, the entity must be located in California and either a non-profit or a small business employing less than 750 people that has been negatively impacted or experienced disruption by COVID-19.
- **Applications** are done through participating lenders and the loan interest rates and additional terms or qualifications are negotiated directly with the lender.

The Jump Start Loan Program offers loans from $500 to $10,000 to low-wealth entrepreneurs in declared disaster and emergency areas. Qualifying small business owners may apply for a Jump Start loan or get additional information by contacting one of the Jump Start FDCs (those marked with asterisks): https://www.ibank.ca.gov/fdc/.

engage with small business owners and entrepreneurs across the state to discuss issues, challenges and barriers and share ideas and solutions. See: https://business.ca.gov/advantages/small-business-innovation-and-entrepreneurship/help-us-advance-entrepreneurship/.

TAX FILING AND BUSINESS REPORTING EXTENSIONS


The California Department of Tax and Fee Administration is permitting small businesses with less than $5 million in taxable annual sales to take advantage of a 12-month, interest free, payment plan for up to $50,000 of sales and use tax liability. The application for the payment deferral will be available in the coming months. See: https://www.cdtfa.ca.gov/services/covid19.htm.

TECHNICAL RESOURCES

The EDD’s Rapid Response teams provide early intervention assistance to help avert potential layoffs, and immediate on-site services to assist workers facing job losses. These services are carried out by state and local workforce development agencies in partnership with the America’s Job Center of California network. See: https://export-connect.org/en/products/v/covid19/california-rapid-response-for-businesses. Employers are encouraged to contact their local America’s Job Center of California to learn more about whether Rapid Response can help them navigate the COVID-19 crisis: https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx.

The California Lawyers Association has prepared a variety of videos for the public addressing various legal issues that are arising as a result of COVID-19. Such video topics include employee benefits and employee health and safety issues and small business employer issues. See: https://calawyers.org/covid-19-public-resources/#videos.

COMMERCIAL EVICTIONS

U.S. SMALL BUSINESS ADMINISTRATION CARES ACT LOANS (TREASURY AND PPP LOANS): The Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) established two loan programs for U.S. businesses: (1) the Coronavirus Economic Stabilization Act of 2020, which creates loan programs to be directed by the United States Department of the Treasury; and (2) the Keeping American Workers Paid and Employed Act, which creates the Paycheck Protection Program. The U.S. Department of the Treasury’s website contains the most up-to-date information on these two programs: https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses. Additional information can be found at the CARES Act Resource Center developed by Morrison & Foerster LLP.


• NOTE: Initial funding has been exhausted, and the SBA has suspended accepting new applications. You may still wish to consider preparing an application for submission in the event additional funding is approved.

U.S. SMALL BUSINESS ASSOCIATION EXPRESS BRIDGE LOANS: Small businesses that currently have a business relationship with an SBA Express Lender can access an express bridge loan of up to $25,000. These loans must be repaid in full or in part by proceeds from the EIDL Loan. See: https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/sba-express-bridge-loans.

MAIN STREET LENDING PROGRAM: The Main Street Lending Program will provide support for businesses that were in good financial standing before the crisis and employ up to 10,000 workers or have revenues of less than $2.5 billion. The program will provide 4-year loans with payments deferred for 1 year. Firms that have taken advantage of the PPP may also take out Main Street loans. See: https://www.federalreserve.gov/newsevents/pressreleases/monetary20200409a.htm.
TAX FILINGS: The Internal Revenue Service (IRS) and the California Franchise Tax Board have both extended personal tax filing deadlines until July 15.
PRIVATE

GRANTS/AD-CREDITS

FACEBOOK: Facebook is offering $100 million in cash grants and advertising credits to help small businesses. See: https://www.facebook.com/business/boost/grants.
- **Eligibility**: for-profit company, between 2-50 employees, in business for over a year, experienced challenges from COVID-19, in or near a location where Facebook operates.
- **Applications**: Available in New York City and Seattle (April 18), San Francisco Bay Area (April 20), all other eligible US cities (April 22).

- **Eligibility**: business has been negatively impacted by a government mandate due to the COVID-19 pandemic, is independently owned and operated, not be nationally dominant in its field of operation, intend to use funds to either help (a) care for its employees/workers or (b) pay ongoing business expenses, raise at least $500 for the business through its own GoFundMe fundraiser, which fundraiser it started because of the COVID-19 pandemic, and have no fraud reports made against it
- If a business receives at least $500 in donations on its GoFundMe campaign it may be considered to receive a $500 matching grant from the Small Business Relief Fund.

GOOGLE: Google is making $340 million in Google Ads credits available to all small businesses with active accounts over the past year. Apply here: https://edu.google.com/programs/credits/research/?modal_active=none.

HELLO ALICE: Hello Alice is offering $10,000 emergency grants to small businesses severely impacted by COVID-19. See: http://www.covid19businesscenter.com/.

SALESFORCE: The Salesforce Care Small Business Grants is offering grants of $10,000 to small businesses to replenish materials, pay salaries or adapt their business model to overcome these challenging times. See https://essentials.salesforce.com/salesforce-care-for-small-business/.
- **Application** opens April 27 at 8:00 am PST and closes May 4.

SPANX: Spanx, through GlobalGiving, has established The Red Backpack Fund to provide 1,000 grants of $5,000 to female entrepreneurs in the United States to help alleviate the impact of COVID-19. See: https://www.globalgiving.org/redbackpackfund/.
- **Eligibility**: In order to be eligible, the entity must be a majority women-owned business or nonprofit with annual revenues less than $5M, at least one additional paid employee, and fewer than 50 individuals on staff. Sole proprietors are not eligible. Businesses must be in good standing and incorporated as a legal entity, and be able to demonstrate that the COVID-19 pandemic is causing hardship.
- **Note**: The first round of applications has passed, but the application portal will open for applications again on May 4, June 1, July 6, and August 3.

• Grants will be of up to $10,000 to businesses facing immediate financial pressure because of COVID-19, especially entrepreneurs of color, women-owned businesses, and other enterprises in historically under-served places who don’t have access to flexible, affordable capital.

• NOTE: First round application period has closed. Register now for upcoming round to begin mid-April.

**WOMPLY:** Womply is providing $1,000 investments to US small businesses with no fees or interest with flexible repayment plans. See: https://www.stimulus2020.com/?utm_source=invite&utm_medium=link&utm_campaign=saasquatch&rsCode=CORYCAPOC-CIA231&rsShareMedium=UNKNOWN&rsEngagementMedium=UNKNOWN.

**#WOULDASPENT:** #wouldaspent is offering small businesses the opportunity to add their names to a fundraiser list to enable individuals to make donations to the businesses instead of, or in addition to, purchasing a gift card. See: https://www.wouldaspent.org/.

**YELP:** Yelp is providing approximately $25 million in relief, primarily focused on supporting independent local restaurants that remain open in the form of waiving advertising fees, free advertising products and services, and free access to Yelp page upgrades. See: https://blog.yelp.com/2020/03/yelp-covid-19-response-and-support-for-local-businesses?utm_source=biz_blog&utm_medium=yelp_blog&utm_content=blog_text_link.

**BUMBLE:** Small business owners can submit a request to receive up to $5,000 in monetary support from Bumble. See: https://helloalice.com/resources/content/covid-19-small-business-grant.

• To qualify, applicants must download the Bumble dating app and match with the Bumble Community Grants profile.

• NOTE: Application deadline was April 5.

**PAYMENT DEFERRALS**

**INTUIT:** In addition to working with the GoFundMe Small Business Relief Initiative, Intuit is helping QuickBooks Capital customers with upcoming payments and access to funds. Customers can receive up to an eight-week deferral on loan payments with no interest charged. QuickBooks is also launching a free version of the QuickBooks Instant Deposit for QuickBooks Payments customers. See: https://www.intuit.com/blog/news-social/supporting-consumers-small-businesses-and-communities-as-we-face-covid-19-together/?iana=cp_news_link.

**PAYPAL:** PayPal is allowing small businesses who have outstanding loans and cash advances from the company to request to defer repayment at no additional cost. Through at least April 30, 2020, PayPal is also waiving chargeback fees for merchants if a customer files a dispute with a credit card issuer and extending the window in which merchants must respond to a customer dispute from 10 days to 20 days. Additionally, the company is waiving fees to instantly withdraw money from a PayPal business account to a bank account, MasterCard debit card or Visa debit card and, in partnership with MasterCard, is doubling instant cash back rewards on all purchases through at least April 30, 2020. See: https://newsroom.paypal-corp.com/2020-03-31-PayPal-Takes-Action-to-Assist-Small-Businesses-Affected-by-Coronavirus.

**TECHNICAL ASSISTANCE**

**GOOGLE:** Google is offering free access to advanced Google Meet video-conferencing capabilities for all G Suite and G Suite for Education customers through September 30, 2020.

**LINKEDIN LEARNING**: LinkedIn is offering free professional development classes on remote working. See: https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success.
NONPROFIT

GRANTS

CENTRAL DATABASE FOR SMALL BUSINESS LOANS, GRANTS, AND FUNDING: Duke University built a website which allows small businesses to search for grants, loans and other cash equivalents at the global, national and regional levels. See: https://www.appsheet.com/start/b623f7ad-9fc1-4f97-9d0e-f44983032d2a#ap-pName=COVIDResource-1340872&group=%5B%7B%22Column%22%3A%22Target+Geography+(Global%2C+National%2C+Regional)%22%2C%22Order%22%3A%22Ascending%22%7D%2C%7B%22Column%22%3A%22Location%22%2C%22Order%22%3A%22Ascending%22%7D%5D&page=fastTable&sort=%5B%7B%22Column%22%3A%22Resource+Name%22%2C%22Order%22%3A%22Ascending%22%7D%5D&table=CASE+COVID19+Capital+Resources+for+Entrepreneurs&view=All+Relief.

UNITED WAY: United Way Bay Area’s COVID-19 Community Relief Fund will direct funds to Bay Area organizations that are offering relief and response services to families who have been adversely impacted by COVID-19. See: https://uwba.org/covid19fund/grantee-application/.

- Encouraging the following needs to apply: direct assistance to families, worker support and infrastructure.
- Applications accepted through May 15, 2020.

INSTRUMENTL COVID-19: Instrumental is aggregating grants for 501(c)(3) nonprofit organizations that have been negatively impacted by COVID-19. See: https://www.instrumentl.com/covid-19-grants.

THE SAN FRANCISCO ARTS & ARTISTS RELIEF FUND: The fund, with an initial allocation of $1.5m, is making grants to individuals and certain organizations of up to $2,000 (for individuals) and $25,000 for organizations. To qualify, an organization must be a 501(c)(3) or fiscally sponsored by a 501(c)(3), collective or mutual aid society of artists, artists cooperatives or cultural land trusts. Organizations must conduct primary business in and have services that benefit San Francisco, the annual operating budget cannot exceed $2m, and the organization must not have already received support from the Fund. Organizational grant amount will depend on operational budget and may be used to pay rent and salaries. See: https://www.cciarts.org/EmergencyRelief.htm.

SAN FRANCISCO FOUNDATION: The San Francisco Foundation COVID-19 Emergency Response Fund is providing one-time payments to nonprofits addressing the following four issue areas: racial bias, worker protection, homelessness and renter protection/housing security, and food security. The grants range between $5,000 and $25,000. See: https://sff.org/for-nonprofits-apply-for-a-grant-from-the-sff-covid-19-emergency-response-fund/.

- Priority for nonprofit and fiscally sponsored organizations in the five-county Bay Area (Alameda, Contra Costa, Marin, San Francisco, and San Mateo), grassroots organizations with smaller operating budgets and projects that align with certain issue areas.
- Applications are accepted on a rolling basis. Due to the high volume of requests, SFF is currently reviewing applications within 15-20 days.
SAVE SMALL BUSINESS FUND: The Save Small Business Fund is offering short-term relief for small employers in the United States and its territories and is being offered by the U.S. Chamber of Commerce Foundation. The Fund hopes to provide as many $5,000 grants to as many small employers as they can. See: https://savesmallbusiness.com/.

- **To Qualify:** Must employ between 3 and 30 people (including owner); be located in an economically vulnerable community (determined by zip code) and have been harmed financially by the COVID-19 pandemic.
- **Applications** opened on April 20, 2020 at 12:00 PM and grants are awarded on a weekly basis.

EAST BAY COMMUNITY FOUNDATION: A Just East Bay Response Fund will provide one-time general operating grants to organizations that provide critical services around economic security to the most vulnerable populations in the East Bay. See: https://www.ebcf.org/covid-19-fund/.

- Fund will support nonprofit organizations serving Alameda and Contra Costa Counties.
- **NOTE:** There is no Request for Proposals (RFP) or application process. EBCF, with input from community partners, will select organizations on a rolling basis to support through this Fund.

SEMPRA ENERGY FOUNDATION: The Sempra Energy Foundation COVID-19 Nonprofit Hardship Fund will provide grants ranging from $500 to $50,000 to small to medium-sized nonprofit organizations. To qualify, applicants must have charitable status under section 501(c)(3) and be in good standing, be providing critical services to individuals and families significantly affected by COVID-19, and be providing health, education, welfare, or social services in response to COVID-19 in areas of the U.S. where Sempra Energy and its family of companies operates (including California). See: https://www.sempraenergyfoundation.org/pages/areas-of-giving/health-and-safety.shtml.

- **To qualify,** applicants must have charitable status under section 501(c)(3) and be in good standing, be providing critical services to individuals and families significantly affected by COVID-19, and be providing health, education, welfare, or social services in response to COVID-19 in areas of the U.S. where Sempra Energy and its family of companies operates (including California).
- **NOTE:** Online application process is closed.

SILICON VALLEY COMMUNITY FOUNDATION: The COVID-19 Regional Response Fund will provide operating grants to organizations that have deep roots in the community and will serve vulnerable individuals such as residents without health insurance, people with limited English proficiency, healthcare and gig workers, and communities of color. See: https://www.siliconvalleycf.org/coronavirus-fund.

- **NOTE:** Does not permit applications.

JAMES BEARD FOUNDATION: The James Beard Foundation Food and Beverage Industry Relief Fund is providing a $15,000 payment to restaurants that are independently owned with 100 or less full- or part-time employees or a restaurant group in which each member restaurant has 100 or less full- or part-time employees. See: https://www.jamesbeard.org/relief.

- **NOTE:** Applications suspended due to overwhelming response.

LOANS

KIVA: Kiva provides no interest loans to small businesses. In response to COVID-19,
Kiva expanded its eligibility criteria, increased the maximum loan amounts to $15,000, and provided for a six-month grace period prior to repayment. See: [https://pages.kiva.org/blog/faqs-kivas-response-to-covid-19](https://pages.kiva.org/blog/faqs-kivas-response-to-covid-19).

**MAIN STREET LAUNCH:** Main Street Launch offers small business loans from $10,000 to $250,000 and manages the City of San Francisco’s Emerging Business Loan Fund, which offers microloans of up to $250,000. See: [https://www.mainstreet-launch.org/san-francisco-launch/](https://www.mainstreet-launch.org/san-francisco-launch/).
- Non-COVID specific.

**OPPORTUNITY FUND:** Opportunity Fund provides loans between $2,600 and $250,000 to small businesses who may not qualify for traditional funding. See: [https://www.opportunityfund.org/loan-faqs/](https://www.opportunityfund.org/loan-faqs/).
- Funds may be used for numerous business purposes, including working capital, equipment purchases, tenant improvements, commercial vehicle purchases (excluding ride share cars), debt refinancing (such as merchant cash advances and tax liens), opening a new location, purchasing another business, and more.

**TECHNICAL ASSISTANCE**

**SMALL BUSINESS MAJORITY CALIFORNIA:** Small Business Majority, a national small business advocacy organization, is updating its website daily with information about upcoming webinars, relevant small business updates, policy recommendations, new resources, and more. See: [https://smallbusiness-majority.org/covid-19-daily-updates-for-small-businesses](https://smallbusiness-majority.org/covid-19-daily-updates-for-small-businesses).

**VENTURIZE:** Venturize has aggregated a list of small business resources and programs to assist small businesses impacted by COVID-19. See: [https://venturize.org/resources/covid-19-other-resources](https://venturize.org/resources/covid-19-other-resources).
OTHER RESOURCES

UC BERKELEY SCHOOL OF LAW: CARES Act and Small Businesses: https://www.law.berkeley.edu/cares.


NORCAL SBDC NETWORK: Serving businesses located in Alameda, Amador, Butte, Calaveras, Contra Costa, Colusa, Del Norte, El Dorado, Humboldt, Glenn, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Mateo, San Joaquin, Shasta, Santa Cruz, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba, Counties and the City and County of San Francisco.
- 833-ASK-SBDC
- loan@asksbdc.com

DISASTER LEGAL SERVICES: Additional COVID-19/CARES Act Resources: https://disasterlegalservicesca.org/covid-19/

COMMUNITY ORGANIZATION REPRESENTATION PROJECT: Provides free business law services to Northern California non-profits serving low-income and underserved communities. See: https://www.sfbar.org/jdc/jdc-legal-services-programs/corp/

START SMALL THINK BIG: Helps match low-income entrepreneurs with pro bono attorneys and financial advisers. See: https://www.startsmallthinkbig.org/
- To qualify entrepreneur must identify with at least one of the following criteria: person of color; women; LGBTQ+; physical or mental disability; veteran; immigrant; low to moderate income (does not exceed 500% of the federal poverty guidelines) and have less than $1M in revenue over the past 12 months.

LEGAL SERVICES FOR ENTREPRENEURS: Matches low-income entrepreneurs with pro bono attorneys. See: https://lccr.com/get-help/economic-justice-legal-services-for-entrepreneurs-lse/
FAQ

OFFICE HOURS: THURSDAY APRIL 23, 2020

Q&A

Q: Where can I access grant & other assistance, such as unemployment from California?

A: Below are some state, local, private and non-profit resources for grants and unemployment benefits. More resources can be found in the BASE Force Resource Guide for Small Enterprises in the Bay Area link above.

- **State**: The state of California Employment Development Department website has information on unemployment benefits. See: https://www.edd.ca.gov/about_edd/coronavirus-2019/faqs.htm.

- **Berkeley**: The Berkeley Arts Organization Continuity Grants program established an emergency relief fund with grants of up to $25,000. To qualify, the organization must be located in the City of Berkeley and have been in operation for more than one year, have a majority of its arts activities in Berkeley for more than one year, while the organization must have 501(c)(3) status with a mission statement clearly focused on art and culture, or must be an ongoing program of a non-arts or service-based nonprofit organization that is focused on the development, production, or presentation of arts and culture or a fiscally sponsored organization with a mission statement clearly focused on the development, production, or presentation of arts and culture. Applications are accepted on a rolling basis until April 20. See: https://www.cityofberkeley.info/covid19-arts-grants/.

- **Hayward**: The City of Hayward Economic Development Division is providing businesses with 25 or fewer employees and all independently owned restaurants with grants of $5,000 that can be used for any aspect of the business. See: https://www.hayward-ca.gov/your-government/programs/hayward-covid-19-small-business-resiliency-grant-program.

- **Hello Alice**: Hello Alice is offering $10,000 emergency grants to small businesses severely impacted by COVID-19. See: http://www.covid19businesscenter.com/.

- **United Way**: United Way Bay Area’s COVID-19 Community Relief Fund will direct funds to Bay Area organizations that are offering relief and response services to families who have been adversely impacted by COVID-19. Applications accepted through May 15, 2020. See: https://uwba.org/covid19fund/grantee-application/.

Q: Are there any federal or local programs specifically available for rent or overhead?

A: Below is a list of some federal and local programs specifically available for rent of overhead. More resources can be found in the BASE Force Resource Guide for Small Enterprises in the Bay Area link above.

- **U.S. Small Business Association Economic Injury Disaster Loan (EIDL)**: The U.S. Small Business Administration (SBA) is offering low-interest federal disaster loans to provide working capital to small businesses. The maximum loan amount is $2 million and the interest rate is 3.75% for small businesses. The loan proceeds may be used to pay fixed debts, payroll, accounts payable, and other bills that cannot be paid because of the disaster’s impact. Borrowers are also eligible to apply for a loan advance of $1,000 per employee, up to $10,000. See: https://www.sba.gov/disaster-assistance/coronavirus-covid-19.
• San Francisco Small Business Resiliency and Emergency Loan Funds: The fund provides grants of up to $10,000. You can apply for a loan here.

• The San Francisco Arts & Artists Relief Fund: The Fund, with an initial allocation of $1.5m, is making grants to individuals and certain organizations of up to $2,000 (for individuals) and $25,000 for organizations. To qualify, an organization must be a 501(c)(3) or fiscally sponsored by a 501(c)(3), collective or mutual aid society of artists, artists cooperatives or cultural land trusts. Organizations must conduct primary business in and have services that benefit San Francisco, the annual operating budget cannot exceed $2m, and the organization must not have already received support from the Fund. Organizational grant amount will depend on operational budget and may be used to pay rent and salaries. See: https://www.cciarts.org/EmergencyRelief.htm.

• Opportunity Fund: Opportunity Fund provides loans between $2,600 and $250,000 to small businesses who may not qualify for traditional funding. Funds may be used for numerous business purposes, including working capital, equipment purchases, tenant improvements, commercial vehicle purchases (excluding ride share cars), debt refinancing (such as merchant cash advances and tax liens), opening a new location, purchasing another business, and more. See: https://www.opportunityfund.org/loan-faqs/.

Q: Are there resources for unemployment from the state of California for self-employed and sole proprietors?

A: The state of California Employment Development Department announced they will have the new portal open on April 28th - https://www.edd.ca.gov/about_edd/coronavirus-2019/pandemic-unemployment-assistance.htm

Q: Do you have to repay funds under the Paycheck Protection Program (PPP) or is part forgiven?

A: Any portion of a PPP loan that isn’t forgiven must be repaid over two years – after a six-month deferral period – at an interest rate of 1%. The loan amounts will be forgiven as long as: (i) the loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made; and (ii) employee and compensation levels are maintained. See https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf

Q: For a sole proprietor is it better to apply for the PPP or the Economic Injury Disaster Loan (EIDL)?

A: The PPP is more favorable due to the forgiveness aspect. EIDL must be repaid with the exception of the $1000 per employee grant that is available while an EIDL application is pending. Even if the entire PPP amount is not forgiven, its interest rate (1%) is lower than that of EIDL (3.75%). Note however that it is possible to apply for both a PPP loan and an EIDL, so long as they are not used for the same costs.

Q: What if a business isn’t currently incurring a loss, such as a school, but it wants to apply for the PPP to prepare for retaining teachers should the tuition revenue not come through?

A: At least 75% of the PPP loan amount must be used for payroll costs. To be forgiven, these amounts must be paid within eight weeks after the loan proceeds are received. So long as the teacher payments are legitimate payroll expense made at that time, this would be a proper use of the loan proceeds. However, the loan cannot be used to pay retention bonuses or other non-standard payroll expenses.

Q: With the PPP now out of funds is there a way to apply still or is it on pause?

A: The initial allocation of PPP funds has been expended. Most banks are no longer accepting
applications unless and until new funding is authorized by Congress. The SBA has also stopped accepting EIDL applications.

**Q: Is it possible to retract PPP application?**

A: Yes, you should discuss this with your bank.

**Q: For the PPP loan, how do you calculate payroll expenses for a sole proprietor?**

A: How you calculate your loan amount depends upon whether or not you employ other individuals.

If you have no employees:

Step 1: Find your 2019 IRS Form 1040 Schedule C line 31 net profit amount (if you have not yet filed a 2019 return, fill it out and compute the value). If this amount is over $100,000, reduce it to $100,000. If this amount is zero or less, you are not eligible for a PPP loan.

Step 2: Calculate the average monthly net profit amount (divide the amount from Step 1 by 12).

Step 3: Multiply the average monthly net profit amount from Step 2 by 2.5.

Step 4: Add the outstanding amount of any EIDL made between January 31, 2020 and April 3, 2020 that you seek to refinance, less the amount of any advance under an EIDL COVID-19 loan (because it does not have to be repaid).

Documentation needed: whether or not you have filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C with your PPP loan application to substantiate the applied-for PPP loan amount and a 2019 IRS Form 1099-MISC detailing nonemployee compensation received (box 7), plus any invoices, bank statements, or books of record that establish you are self-employed.

You also must provide a 2020 invoice, bank statement, or book of record to establish you were in operation on or around February 15, 2020.

If you have employees:

Step 1: Compute 2019 payroll by adding the following:

a. Your 2019 Form 1040 Schedule C line 31 net profit amount (if you have not yet filed a 2019 return, fill it out and compute the value), up to $100,000 annualized, if this amount is over $100,000, reduce it to $100,000, if this amount is less than zero, set this amount at zero; b. 2019 gross wages and tips paid to your employees whose principal place of residence is in the United States (subtracting any amounts paid to any individual employee in excess of $100,000); and c. 2019 employer health insurance contributions, retirement contributions, and state and local taxes assessed on employee compensation.

Step 2: Calculate the average monthly amount (divide the amount from Step 1 by 12).

Step 3: Multiply the average monthly amount from Step 2 by 2.5.

Step 4: Add the outstanding amount of any EIDL made between January 31, 2020 and April 3, 2020 that you seek to refinance, less the amount of any advance under an EIDL COVID-19 loan (because it does not have to be repaid).

Documentation: You must supply your 2019 Form 1040 Schedule C, Form 941 and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or equivalent payroll processor records, along with evidence of any retirement and health insurance contributions, if applicable. In addition, you will need a payroll statement or similar documentation from the pay period that covered February 15, 2020 to show you were in operation on February 15, 2020.

**Q: Do we know when additional federal funds might be available for PPP and EIDL?**

A: Congress is not expected to reconvene until May 4th. Congress still retains the technical ability to pass legislation before that time through unanimous-consent resolutions.
BASE FORCE

Brought to you by BASE, the Bay Area Small/Social Enterprise Task Force.
With support from UC Berkeley, Morrison & Foerster, LLP, All Home California, Gusto, White Sand Investor Group, NextWorld, Facebook, Kiva, and WFPC/Omidyar.

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