



## SAN BENITO COUNTY AGENDA ITEM TRANSMITTAL FORM

Betsy Dirks  
District No. 1

Kollin Kosmicki  
District No. 2

Peter Hernandez  
District No. 3

Bob Tiffany  
District No. 4  
Vice-Chair

Bea Gonzales  
District No. 5  
Chair

**Item Number: 19.**

**MEETING DATE:** 1/25/2022

**DEPARTMENT:** COUNTY ADMINISTRATION OFFICE

**DEPT HEAD/DIRECTOR:** Ray Espinosa, County Administrative Officer

**AGENDA ITEM PREPARER:** Jeanett Rodriguez

**SBC DEPT FILE NUMBER:** 119

**SUBJECT:**

**COUNTY ADMINISTRATIVE OFFICE – R. ESPINOSA**

Authorize County Administrative Officer or designee to take all necessary steps to implement and accept the Microbusiness Covid-19 Relief Grant for \$80,077.79 with the California Office of Small Business Advocate (CalOSBA); and delegate authority to CAO to execute any necessary grant documents, programs, or activities related to grant funding, subject to County Counsel review of any grant agreements/contracts.

SBC FILE NUMBER: 119

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

The County Administrative Analyst applied to apply for the California Microbusiness Covid-19 Relief Grant, which, once approved, will be disbursed to Microbusinesses in San Benito County that meet the required definition of a Qualified Microbusiness outlined by the CalOSBA. San Benito County Qualified Micro Businesses can receive up to \$2,500 if they apply for this grant with the county. After administrative costs, there will be \$65,000 disbursed to 26 Micro Businesses.

"Qualified microbusiness" means an entity that meets and self-certifies, under penalty of perjury, all of the following criteria:

1. The microbusiness began its operation before December 31, 2019.
  2. The microbusiness is currently active and operating or has a clear plan to reopen when the state permits the reopening of the business.
  3. The COVID-19 pandemic significantly impacted microbusiness.
  4. The microbusiness had less than fifty thousand dollars (\$50,000) in revenues in the 2019 taxable year.
  5. The microbusiness currently has fewer than five full-time equivalent employees and had fewer than five full-time equivalent employees in the 2019 and 2020 taxable years.
  6. The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program.
  7. The microbusiness owner can provide an acceptable form of government-issued photo ID (state, domestic, or foreign) and documentation that includes the owner's name may include but is not limited to the following: a local business permit or license, a bank statement, a tax return, a trade account, a self-attestation/self-certification done under penalty of perjury.
  8. The microbusiness owner must be the majority owner and manager of the qualified micro business and the owner's primary means of income in the 2019 taxable year.
  9. The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program.
- Submission forms are attached.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

N/A

**CONTRACT NEEDED FOR THIS ITEM:**

N/A

**CONTRACT AND RFP HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:**

N/A

**STRATEGIC PLAN GOALS:**



**BUDGETED:**

N/A

Budget Adjustment Needed: N/A

Unfunded Mandate (Is this a mandate not funded by the State): N/A

**SBC BUDGET LINE ITEM NUMBER:**

**Source of Funding: Non-general fund**

**CURRENT FY COST:**

N/A

**STAFF RECOMMENDATION:**

1. Authorize County Administrative Officer or designee to take all necessary steps to implement and accept the California Office of Small Business Advocate (CalOSBA) for Microbusiness Covid-19 Relief Grant for \$80,077.79.
2. Delegate authority to CAO to execute any necessary grant documents, programs, or activities related to grant funding, subject to County Counsel review of any grant agreements/contracts.

**BOARD ACTION RESULTS:**

Approved authorization per staff recommendation. (5/0 vote)

**ATTACHMENTS:**

Description	Upload Date	Type
San Benito County MBCRG Proposal	1/18/2022	Backup Material
SBC Process Flow	1/18/2022	Backup Material
SBC Partnership Agreements	1/18/2022	Backup Material
SBC Org Chart	1/18/2022	Backup Material

SBC letter of designation  
California MBCRG RFP Docs  
SBC Grant Budget  
Grant Agreement

1/18/2022  
1/18/2022  
1/18/2022  
1/19/2022

Backup Material  
Backup Material  
Backup Material  
Cover Memo

**REVIEWERS:**

**Department**

Board of Supervisors

**Reviewer**

Delgado, Vanessa

**Action**

Approved

**Date**

1/19/2022 - 3:47 PM