



May 1, 2020

Dear Richmond Business Leaders:

The COVID-19 pandemic has created a lot of uncertainty in the community around our health, our jobs, the economy, and what the new normal looks like today - and in the future. We're all feeling the anxiety and concern, both professionally and personally. And the City's operations are not immune to these impacts.

As a quick City update: I want to assure our businesses that the City's core services – police, fire, and public works – are operational, on the street, and doing their best to serve the people and businesses of Richmond. They're all taking appropriate measures to ensure the safety of their staff and the public they come into contact with. City Hall and other City offices are closed, and although we have a lot of staff working remotely and/or on an alternating basis, there are delays in providing services. We are still able to process some permits and building inspections, but only on a limited basis, by appointment. Our libraries, senior centers, and community and recreation centers are closed.

For our small businesses, the shelter-in-place order has been especially hard-hitting. Yet even in the midst of this unprecedented time, it's gratifying to see how Richmond businesses are rallying together to support each other and the community.

I want to offer a reminder about the importance of following the County's public health order in regards to essential and non-essential businesses. This is for the safety of everyone; it's your responsibility to abide by these interim regulations; and it's the law. You can see the County Health Services "[Information for Businesses](#)" web page. Please take special note of the most recent health order and guidelines. There, you can also see information about specific postings and requirements that businesses may need to put in place per the order, such as the County's "Appendix A" form ([available online](#)) which must be posted and provided to each employee.

Further, the County Health Order requires all employees and customers of open businesses to use a face mask and maintain the six-foot social distancing rules. This is a regulation and is not optional – please ensure you take action to fully comply.

If you have any questions about whether your business is essential or non-essential, or about any aspect of the requirements, please review the [Information for Businesses](#) web page, call Contra Costa County's Small Business Hotline at 833-320-1919, or contact Health Services at 925-957-5400.

Below are a number of small business resources which you may find useful as we work to move forward during this difficult time. I also encourage you to visit the City's

[Business Development](#) website, which we maintain with these and other up-to-date resources for businesses.

Thank you for all you do for the community of Richmond. I'll leave you with this reminder: please remember to be kind to one another and have patience, knowing that we are all in this together – and together, we'll endure and become an even stronger community.

Small Business Relief Programs

[Small Business Hotline](#) - Recently, the Workforce Development Board of Contra Costa County started operating a hotline to connect businesses and workers to helpful federal, state, and local programs. Businesses and workers can call 833-320-1919 to receive resources and referrals about loans, grants, unemployment insurance, payroll subsidies, and other issues of concern.

[CARES Act Paycheck Protection Plan \(PPP\)](#) – Billions of dollars were recently added, in funding to support small business through loans which can be forgiven if funds are used to retain workers.

[Disaster Unemployment Assistance](#) - The US Department of Labor, Employment & Training Administration Disaster Unemployment Assistance program provides unemployment benefits to individuals who have become unemployed as a direct result of a presidentially declared disaster.

[SBA Economic Injury Disaster Loans](#) – The US Small Business Administration Injury Disaster Loans offer up to \$2 million in assistance for a small business.

[OnwardCA.org](#) – This is a one-stop resource for residents of California impacted by job loss due to COVID-19 financial impacts

[File a State Unemployment Insurance Claim](#) - Unemployment Insurance is an employer-paid program that provides partial income replacement when one becomes unemployed or has their hours reduced. Follow the link for eligibility requirements.

[Richmond Revolving Loan Fund](#) - The Revolving Loan Fund is a community-based program to foster local economic growth through the creation and retention of employment opportunities for Richmond residents. The program offers loans to eligible applicants from a minimum of \$5,000 to a maximum of \$100,000.

[Richmond Kiva Loan Program](#) - Kiva is a small loan match program where you are required to raise to \$1,500 on the Kiva crowdfunding website. The City will match funds

raised dollar-for-dollar, up to \$1,500. The maximum financing to your business under this program is \$3,000.

For more resources, please visit the City of Richmond Coronavirus web page <https://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

With gratitude,

Laura Snideman
City Manager