

## Small Business Fee Credit Program Application Guidelines



# Overview

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Administered by the City of Sacramento's Office of Innovation and Economic Development, the Small Business Fee Credit Program provides qualifying businesses with up to \$2,500 in credits toward eligible City of Sacramento fees. The purpose of the program is to incentivize small business growth and expansion by defraying the cost of City fees.

## Eligible Applicants

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To be eligible, applicants must:

1. Have participated in the City's Technical Assistance Program and received at least one consultation from a City-contracted technical assistance provider
2. Qualify as a for-profit business
3. Operate at an address located within the [city limits of Sacramento](#)

## Eligible Uses of Funding

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Eligible City fees include:

1. Al fresco outdoor dining encroachment or building permit fee
2. Al fresco outdoor dining lease fee (for parking spaces or public right of way)
3. Business operations tax certificate
4. Conditional use permit
5. Entertainment permit (initial application or renewal)
6. Sign permit

The City reserves the right, at its sole discretion, to modify the list of eligible fees at any time.

## Funding Parameters

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### Amount Available

There is \$50,000 available.

### Credit Request Amount

The credit request must be \$2,500 or less.

### Payment Disbursement Method

The City will issue payment in the form of a credit against the beneficiary's fee payment and/or invoice. Therefore, the beneficiary will not receive a cash payment directly. Nor will the beneficiary have to execute an agreement with the City.

## Rolling Application Window

The program will operate on a rolling basis with a monthly review process to occur until funds are exhausted. Each month's application window will open on the first day of the month and close on the last day of the month. The City will notify applicants of credit status within approximately 30 days from the application submittal date.

## Number of Credits per Applicant

Given the limited amount of funding available, the City will restrict one credit per small business address. The City also reserves the right, at its sole discretion, to limit the number of credits per single individual or organization with a financial interest and the amount of credits per round. The goal is to evaluate the pilot program after at least 5 successful rounds of credits distributed.

## Prioritization Criteria

To meet the City's diversity, equity, and inclusion goals, the City will use the following 10-point prioritization rubric when reviewing applications. The City reserves the right, at its sole discretion, to modify the criteria at any time.

Priority Criteria	Preference Points
Qualifies as a small business as defined by the <a href="#">California Department of General Services</a>	1
Qualifies as a micro business as defined by the <a href="#">California Department of General Services</a>	1
Operates out of a brick-and-mortar location	1
Operates at an address that is zoned commercial as defined by the <a href="#">Sacramento County Parcel Viewer</a>	1
Operates at an address that qualifies as a <a href="#">2024/25 U.S. Department of Housing and Urban Development Qualified Census Tract</a>	1
Operates at an address that qualifies as a <a href="#">Sacramento Promise Zone</a>	1
Operates at an address that qualifies as an <a href="#">SB 535 Disadvantaged Community</a>	1
Operates at an address with a <a href="#">CalEnviroScreen 4.0 pollution burden</a> score of 60 or more	1
Operates at an address with a <a href="#">CalEnviroScreen 4.0 linguistic isolation</a> score of 50 or more	1
Operates at an address with a <a href="#">CalEnviroScreen 4.0 housing burden</a> score of 60 or more	1

Since some census tracts are too small to have scores in all priority criteria categories, the City will total the points and divide by the number of available priority criteria categories to obtain a percent. Applicants earning 60% or more will be awarded a grant.

Unless facing a hardship or extenuating circumstance, applicants earning less than 60% will not receive funding. Applicants denied funding once cannot reapply for the same fee. The City reserves the right to determine what constitutes a hardship or extenuating circumstance at its sole discretion.

## Application Process

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To apply, applicants must submit an electronic application via the City's Submittable platform. To obtain the application link, applicants must work with their technical assistance provider.

The following information and materials must be submitted:

1. Business Name:
2. Business Address:
3. City Council District (based on business address):
4. Applicant Contact Name:
5. Applicant Contact Email:
6. Applicant Contact Phone:
7. City Fee Name:
8. City Fee Amount:
9. Credit Request Amount (must be \$2,500 or less):
10. Description of Credit Use, Why Needed, and How it Will Improve and/or Expand Current Business Operations:
11. If Applicable, Description of Hardship or Extenuating Circumstance:
12. Self-Attestation that qualifies as a small business as defined by the [California Department of General Services](#): Yes or No
13. Self-Attestation that qualifies as a micro business as defined by the [California Department of General Services](#): Yes or No

## Miscellaneous

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### Amendments

The City reserves the right to revise or amend any part of these guidelines by issuing an addendum up to the due date/time for submittal. If necessary due to the revisions or amendments, the due date for applications may be postponed.

## Public Records

All applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the California Public Records Act. Application scores are also subject to disclosure. The City reserves the right to use application materials as demonstration examples in future workshops.

## Rejection of Applications

The City of Sacramento may, at its discretion, determine not to award any grant in response to this request or to negotiate with any grantee in any manner necessary to serve the best interests of the City. No applicant shall receive any compensation for preparing any grant application.