



**CITY OF OAKLAND**  
**ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT**

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SPECIAL ACTIVITY PERMITS • 1 Frank H. Ogawa Plaza, 1<sup>ST</sup> Floor • Oakland, CA 94612 • 510-238-3294

***LOAN CONVERSION REQUEST***

In December 2023 the City Council adopted [Resolution No. 90014 C.M.S.](#) to allow equity applicants who had received a loan from the City of Oakland (City) with the option of converting their loan balance into grants, with the converted amount counting against an equity applicant's future grant eligibility. Furthermore, the converted amount will be considered income and taxable.

In light of above, are you interested in converting your outstanding loan(s) balance(s) to a grant?

Yes

No

If you answered Yes above, please complete the rest of this form. If you answered No above, there is no need to complete this form.

My business is  currently operational /  currently non-operational (effective date): \_\_\_\_\_

LOAN APPLICANT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TOTAL AMOUNT OF LOAN(S) RECEIVED: \_\_\_\_\_

TOTAL AMOUNT PAID BACK ON LOAN(S) AS OF 4/30/24: \_\_\_\_\_

Are you current with your loan payments?  Yes  No

If no, do you know the last date you made a payment? \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Received by: \_\_\_\_\_

Date: \_\_\_\_\_