

CITY AND COUNTY OF HONOLULU SMALL BUSINESS RELIEF AND RECOVERY GRANT:

QUALIFICATION AND REQUIREMENTS:

1. Eligible business types:
 - a. Businesses registered with the Hawaii Department of Commerce and Consumer Affairs and sole proprietors
 - b. Non-profit organizations registered with the Hawaii Department of Commerce and Consumer Affairs and designated as tax-exempt under section 501(c)(3) or 501(c)(19)
2. Businesses with less than \$1,000,000 in annual gross revenue verified by a copy of the 2019 tax return or annual GET reconciliation
3. Have 30 or fewer employees (full-time or part-time)
4. Proof of registration for doing business in the State of Hawai'i via a current Hawaii Compliance certificate, GET reconciliation document, or DCCA registration
5. Owner must be Hawaii resident
6. Must conduct its operations from a commercial location for which the business is (a) the lessee under a commercial lease (dated on or prior to March 20, 2020), or (b) the owner of the location. Post Office Boxes or Care Of addresses are not allowed.
7. Business must certify that expenses have not been reimbursed or were covered under another federally-funded CARES Act Paycheck Protection Plan (PPP) or Economic Injury Disaster Loan (EIDL), etc.
8. Business must submit a clear and detailed summary of funds expended due to business interruption caused by required closures (effective March 20, 2020); this is a REIMBURSEMENT program; proof of payment required: invoice, receipt, or other proof of payment needed
 - a. Examples of expenses include Rent, Utilities, Payroll, COVID-19 Safety Precautions
 - b. Examples of COVID-19 Safety Precautions:
 1. Increasing physical separation between employees at the worksite
 2. Increasing physical separation between employees and customers
 3. Implementing services remotely (e.g., phone, video, or internet/web)
 4. Delivering products through curbside pick-up or delivery
 5. Provide hand cleansers in the workplace, including alcohol-based hand sanitizer at least 60% alcohol
 6. Placing hand sanitizers in multiple locations to encourage hand hygiene.