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

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 Hawaii Department of Consumer Affairs and designated as tax-exempt under section 501(c)(3) or 501(c)(19)
2. Businesses with less than $2,000,000 (two million) in annual gross revenue verified by a copy of the 2019 tax return or annual GET reconciliation
3. Have 50 (fifty) or fewer employees (full-time or part-time) verified by the applicant’s 2019 4th quarter Form 941 or payroll register
5. Owner must be Hawaii resident and business must be located in the City and County of Honolulu
6. An eligible business must actually operate in a physical commercial space. Ineligible businesses include home-based businesses, home offices, and businesses with only a post office box or in-care-of address as its business address. A location must not be part of or attached to a residential structure. An applicant must have a lease dated prior to March 20, 2020 or own the location from which it conducts its operations.
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 or voluntary closures (effective March 20, 2020); any payments made prior to March 20, 2020 are not eligible.
9. This is a REIMBURSEMENT program; proof of payment required: receipt, copy of canceled check (front and back), cross-referenced bank statement, or other proof of payment required. *(an unpaid invoice is not proof of payment and does not qualify; taxes other than sales tax on purchases are not reimbursable)*

   a. Examples of expenses include Lease 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.