

Hamilton County Small Business Relief Program Round Three

Website: <https://www.hamiltoncountyohio.gov/sbrelief>

FAQs: [FAQs Link](#)

Application: https://hc.smapply.io/prog/hamilton_county_small_business_relief_program_round_three/

The Board of County Commissioners, Hamilton County, Ohio (“Board”) received \$142 million from the Coronavirus Relief Fund of the Federal CARES Act to combat the ongoing impacts of COVID-19 in the community. The Board has established the Hamilton County Small Business Reimbursement Program to provide small businesses located in Hamilton County, Ohio with monetary relief from business interruption costs caused by the COVID-19 pandemic (“Program”). Eligible small businesses are able to apply for up to \$10,000 (“Grant”) to be used for the reimbursement of certain Eligible Expenses, as defined below. The amount of grant funding available is the loss between your 2020 and 2019 gross revenues with a maximum of up to \$10,000 (as long as the loss in revenue was at least 15 percent).

The receipt and review of source documentation as well as the payment of funding by Board shall in no way be construed as Board's determination or approval of the eligibility of the business or the eligibility of the expenses being reimbursed. In all cases and under all circumstances, a business is ultimately responsible for the determination of the eligibility of expenses (eligible expenses must have been paid by the eligible business between March 23, 2020 – August 31, 2021).

For assistance purposes only, US Department of Treasury's guidance on the Coronavirus Relief Fund follows: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

For questions regarding the program, please email SBRelief@hamilton-co.org.

Once you have registered for the SurveyMonkey application website, please make note of the username / password used to register. You may need to step away and finish the application at a later time and to accept the Grant.

PROCESS

1. Application

Interested businesses must complete an Application to determine if they meet the Eligibility Criteria.

The maximum amount a small business can request for reimbursement is limited to \$10,000. Under no circumstances will a small business receive more than its documented revenue reduction.

Applications can be submitted online beginning at 12:00 p.m. on September 16 and ending at 5:00 p.m. on October 4. Under no circumstances will late or incomplete Applications be accepted. An Application is not complete and considered submitted unless and until all the steps in the Application are marked complete, including acceptance of the Terms and Conditions, and the Application is submitted.

2. Use of Lottery to Allocate Funding

A business that has met all of the eligibility criteria and has submitted a completed application will be entered into one of two lotteries based on the number of its employees/1099 workers.

- Lottery A: 0 – 10 employees/1099 workers;
- Lottery B: 11 – 50 employees/1099 workers.

The allocated funding will be distributed to each of the lotteries based on the percentage of applicants in each lottery (for example, if 70 percent of total applicants are in Lottery A; then 70 percent of the allocated funding will be allocated to Lottery A and 30 percent of the allocated funding will be allocated to Lottery B).

3. Review of Application

Representatives of the HCDC, Inc. ("HCDC") and Urban League of Greater Southwestern Ohio will review and verify the information contained on the Application and all submitted documents. If the submitted information and documents do not demonstrate that the business has met the Eligibility Criteria, another business will be chosen from the lottery.

4. Payment of Grant Funds to Approved Small Businesses

If approved for the grant, HCDC will notify the small business via the email address that the business used to submit its application. This notification will prompt the business to submit its direct deposit/ACH information via a secured portal so that grant funds can be transferred to the business's account.

ELIGIBILITY

Eligible Small Businesses

Must be a for-profit entity with a business location in Hamilton County (that is not permanently closed).

Have a Federal Taxpayer Identification Number for its type of business.

Must have been in operation as of December 31, 2019, or earlier.

Have less than \$2.5 million in gross revenue/receipts on an annual basis.).

Must have experienced a 15% revenue loss when comparing 2019 gross revenue to 2020 gross revenue due to COVID-19 public health emergency and the Grant funding is necessary to help it recover from the impact of COVID-19. This can be evidenced by submitting the business' 2019 and 2020 business federal tax return. Calculation of revenue loss must be inclusive of any other state, local, or federal assistance.

Have 50 or fewer W-2 employees or 1099 workers as of December 31, 2019.

Have Eligible Expenses directly associated with a Hamilton County business location.

For a small business that received funding in Round 1 or Round 2 of the Hamilton County Small Business Relief Program, it has timely and properly submitted all close-out reports and requested information.

Is able to attest that it is in compliance with federal, state, or county and local requirements applicable to its type of business, including tax payments and code enforcement.

Is able to attest that it is not currently in bankruptcy or the subject of a receivership.

Is able to attest that it does not have any federal, state or local tax liens.

Must have paid Eligible Expenses over and above any other expenses already paid for, or to be paid for, with other federal, state, local government funding, insurance proceeds, or other funding assistance. **Grant funding cannot be used to reimburse for expenses already paid for with other federal, state, or local funding.**

Ineligible Small Businesses

Adult entertainment establishment.

E-commerce only company.

Liquor / wine store.

Business that primarily sells tobacco products, cigarettes, electronic smoking devices or vapor products.

Cannabis dispensary.

Financial institutions, including banks, credit unions, payday lenders, or other similar businesses.

Franchised business not locally owned and independently operated.

Real estate investment trusts.

Real estate leasing companies/landlords.

Real estate development companies.

Property management companies.

Independent contractors working on gig platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.).

Eligible Expenses

Mortgage costs. However, mortgage costs for businesses that are located in or operated out of a personal residence are NOT an eligible expense. (Only principal and interest is eligible not any real estate property taxes)

Rent or lease costs. Rent or lease costs for businesses that are located in or operated out of a personal residence are NOT an eligible expense.

Utility costs, such as electric, gas, sewer, phone, internet, water, trash removal. Utility costs for businesses that are located in or operated out of personal residence are NOT an eligible expense.

Salaries, wages or compensation paid to employees or 1099 workers (owner and member draws are not eligible)

Business insurance (Business Name must appear on policy and match name on submitted as a part of the application)

Personal Protective Equipment and costs to protect employees and customers from COVID-19, including masks, gloves, cleaning services and cleaning supplies, barriers, touchless systems, additional ventilation or other air filtering equipment; markers for social distancing, and tents to allow for distancing.

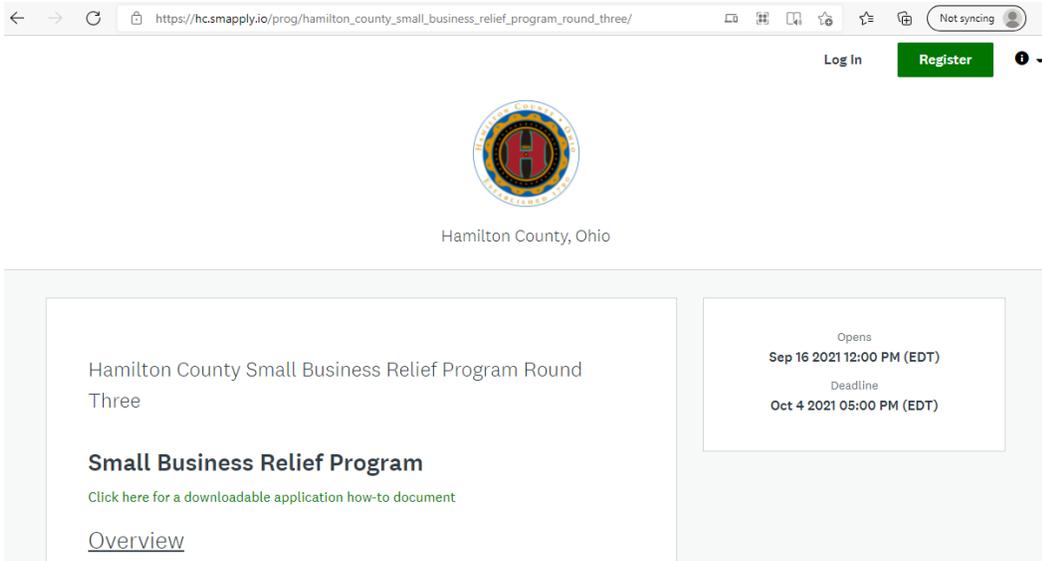
Lost Income (only single owner businesses with no employees)

*The ONLY eligible expenses are listed above. No other expenses will be considered, including but not limited to: personal expenses, taxes, licenses or government fees (aside from water and sewer). Grant funds may not be used to reimburse for expenses for which a business has or will receive from another source, including any other government loan or grant program.

How-To Documentation

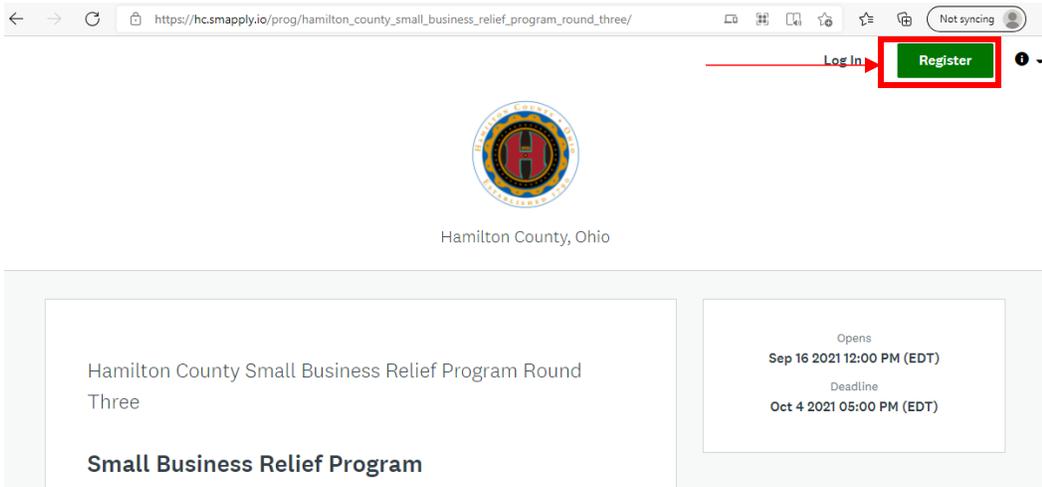
Register / Log In to website

Navigate to the Small Business Relief Program website, at <https://hc.smapply.io/>. You should see the following:



Register

Click the **Register** button:



Enter your registration information, then note the username and password entered (you may need to return to complete the application). Once complete, click the **Create Account** button.

Register with



OR

First name

Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot



CREATE ACCOUNT

Log In

Click the **Log In** button:

https://hc.smapply.io/prog/hamilton_county_small_business_relief_program_round_three/

Log In

Register



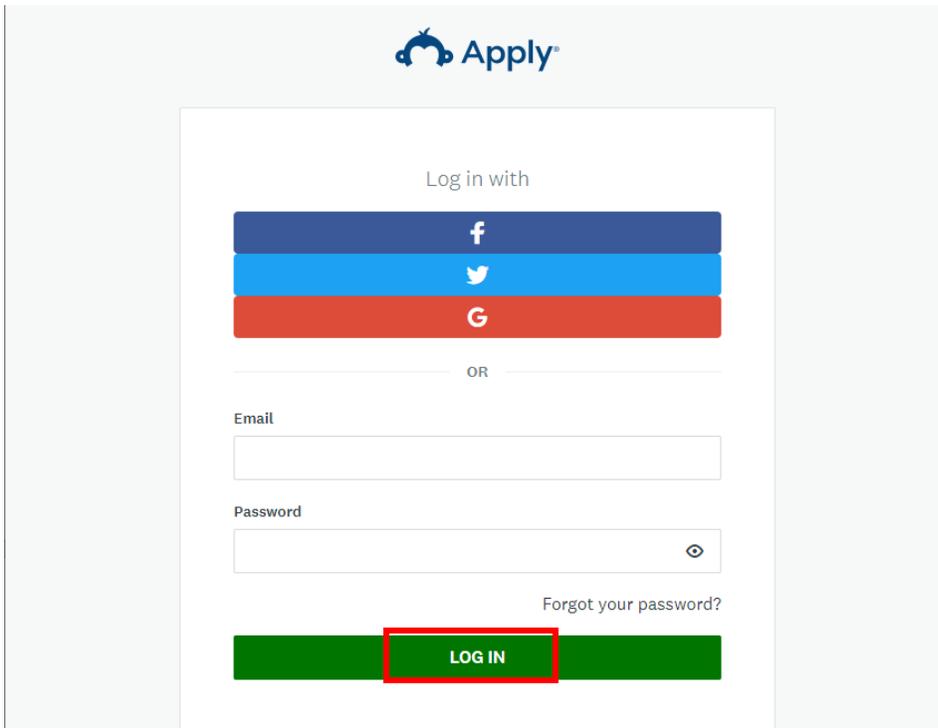
Hamilton County, Ohio

Hamilton County Small Business Relief Program Round Three

Small Business Relief Program

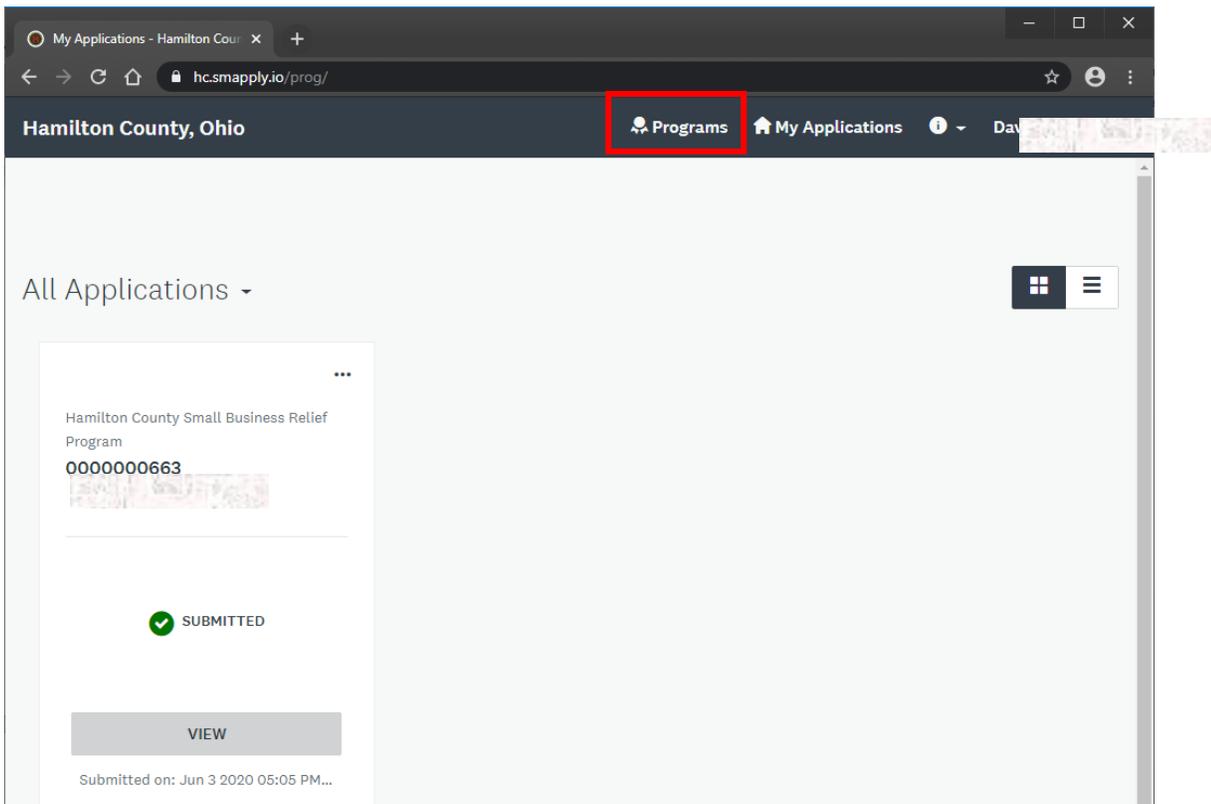
Opens
Sep 16 2021 12:00 PM (EDT)
Deadline
Oct 4 2021 05:00 PM (EDT)

Enter the login information you used when you registered with SurveyMonkey Apply, then click **Log In**:



Apply

If you applied for Round One or Two, you will see your previous application once logged in. To access the program page, and to apply for Round Three, click **Programs**.



If you did not apply for Round One, or you clicked **Programs** above, you will be taken directly to the program page. Click **More >** to access Round Two of the Small Business Relief Program:

Programs

Hamilton County Small Business Relief Pr...

Accepting applications from Sep 16 2021 12:00 PM (EDT) to Oct 4 2021 05:00 PM (EDT)

In general, the overall intent of this program is to help small businesses that have been impacted the most by COVID-19. The program is aimed at small businesses that were interrupted through required closures, had to close voluntarily to promote social distancing, or that were impacted by decreased customer demand due to the COVID-19 public health emergency..

MORE >

Scroll to review the program requirements, then click **Apply**:



Hamilton County Small Business Relief Program Round Three

Small Business Relief Program

[Click here for a downloadable application how-to document](#)

Overview

APPLY

Opens
Sep 16 2021 12:00 PM (EDT)

Deadline
Oct 4 2021 05:00 PM (EDT)

Here you will see the progress indicator and Submit Button (Section A), your login and collaborator information (Section B), and the Application Task(s) (Section C).

The screenshot shows a web interface for an application. It is divided into three main sections:

- Section A (green border):** Located at the top left, it contains a progress indicator showing "0 of 3 tasks complete", a "Last edited" timestamp of "Sep 13 2021 02:06 PM (EDT)", and two buttons: "REVIEW" and "SUBMIT".
- Section B (blue border):** Located below Section A, it features a user profile icon with the initials "DE" and a map thumbnail, followed by an "Add collaborator" button.
- Section C (purple border):** Occupies the right half of the interface. It displays the application title "Hamilton County Small Business...", an "Application ID", and tabs for "APPLICATION" and "ACTIVITY". Below this is a "Your tasks" list with three items:
 - Step 1: Application Questionnaire (Deadline: Oct 4 2021 05:00 PM (EDT)) - This item is highlighted with a red box.
 - Step 2: Required Documents to be uploaded (Cannot be started at this time)
 - Step 3: Acceptance of the Terms and Conditions (Cannot be started at this time)

Click the task "Step 1: Application Questionnaire" to begin:

This screenshot is similar to the previous one but highlights the first task in the "Your tasks" list. The "Step 1: Application Questionnaire" item, which includes the deadline "Oct 4 2021 05:00 PM (EDT)", is enclosed in a red rectangular box to indicate it should be clicked.

Fill out the application

Please read the questions carefully and answer the mostly text and yes/no questions according to your situation. Once you have completed the first 21 questions, you will be required to upload documentation verifying some of your previous answers, then review the terms and conditions before signing and submitting your application. The next sections describe how to upload the required documents.

Once finished with as task, you must click “Mark as Complete” to move your application to the next task.

21. Is your business Woman Owned?

Yes

No

Clear

22. Is your business Veteran Owned?

Yes

No

Clear

Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." This will allow you to select the next task required, Step 2.

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

If you are on a mobile device, you will need to click “Back to Application”, then select the next task to advance.

 **Hamilton County, Ohio**

[← Back to application](#)

Step 1: Application
Questionnaire

  Completed Sep 14 2021 11:04 AM (EDT) Read only 

Deadline: Oct 4 2021 05:00 PM (EDT)

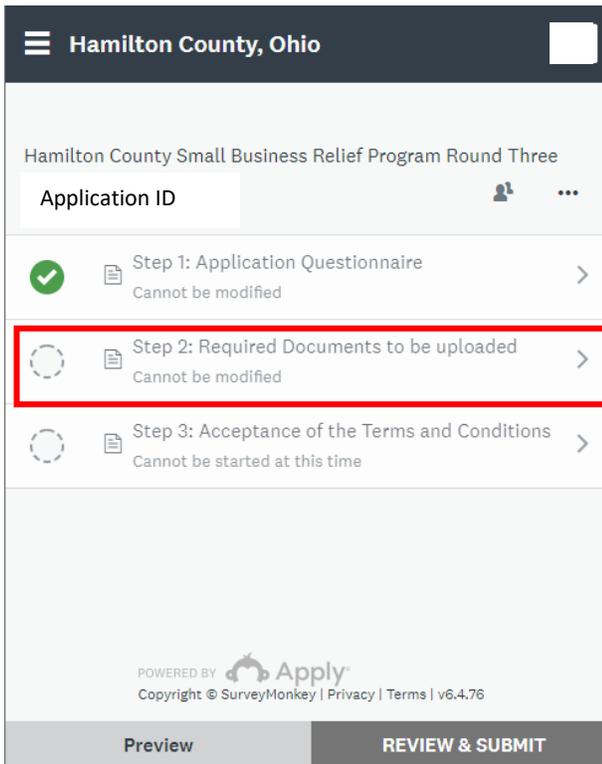
Application Form Round 3

Hamilton County Small Business Relief Program

An Application is not finalized until all the steps are marked complete and SUBMIT is clicked on the Application.

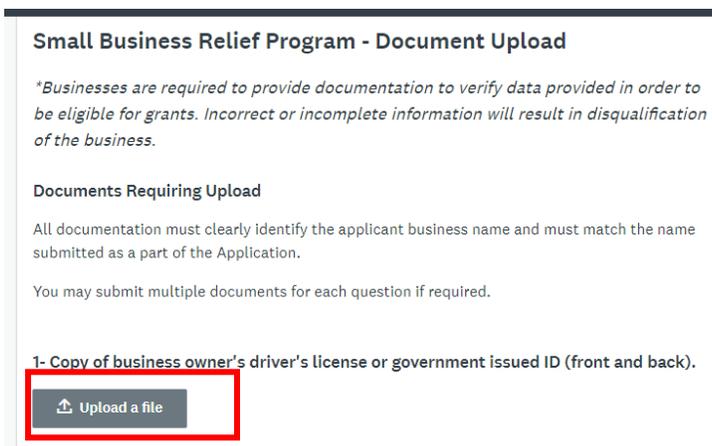
Name of Business:

Test Company 3

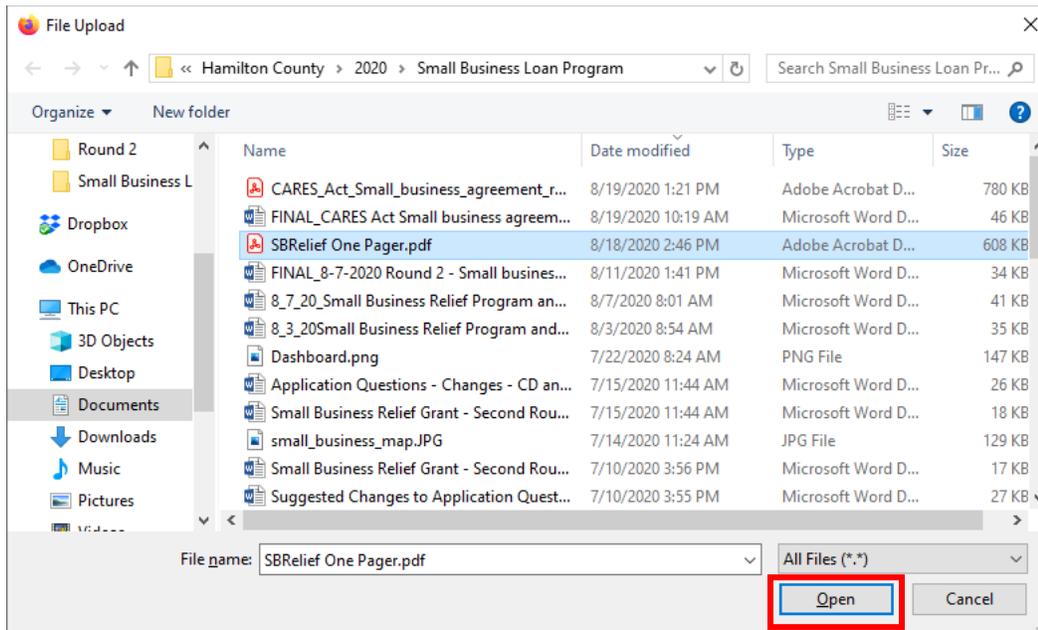


Documents Requiring Upload

Here, you will see the documents required in order to complete the application process. The questions describes some potential documents that could be uploaded to verify your status (“mortgage statement, utility bill, insurance premium statement, and property tax bills”). Click the **Upload a File** button. You may upload more than once document if needed.



Navigate to the appropriate location where the document is stored, select the file, and click **Open**.



Once all documents have been uploaded, you will need to sign your application.

Review the terms of the Grant, use your mouse or finger to sign, and your title, then click **Mark as Complete**:

The screenshot shows a form with a signature field containing 'Mr. Sample', a 'Title' field, and two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red box.

1- sign

2- add title

3- mark as complete

If you did not answer a required question, or your answer was not of the correct format (phone number, etc.), you may receive validation errors in red notifying you. The application should then show you which question you need to answer to complete your applications.

Save & Continue Editing Application

If you are unable to complete the application at one time, or you need to obtain additional documentation, you may save the application and return later to complete. To do this, click the **Save & Continue Editing** button:

spent by December 1, 2020: 3) funding from this Program can only be used to reimburse Eligible Expenses incurred from March 15, 2020 through December 1, 2020, that are not being paid for or reimbursed from another source; 4) on or before December 15, 2020, the business shall submit an itemized list of all Eligible Expenses along with all supporting source documentation; 5) source documentation shall be in the form of paid invoices AND canceled checks, bank statements, or similar documentation showing payment of Eligible Expenses; and 6) if the business cannot properly substantiate its eligible expenses, the business shall repay the undocumented grant funds.

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

Note: This will trigger the validation, and may tell you that all of the questions have not been answered (or answered correctly). The application has been saved however, and you can close the website, and return to your application at a later time where you left off.

Review / Edit Application

You may review your application before submitting it. To make changes to the application prior to submission, click the **Ellipses** beside the program name on the right side, then click **Edit**:

Hamilton County Small Business Relief Program Round Two
Completed Aug 20 2020 04:01 PM (EDT) Deadline: Sep 4 2020 12:00 PM (EDT)

Application Form
Hamilton County Small Business Relief Program

**Businesses are required to provide documentation to verify data provided. Incorrect or incomplete information will result in disqualification of the business.*

Name of Business:
Test Business 3

Physical Address

Number:	138
Street:	E Court
Suffix:	St

Submit Application

After all information has been entered and documents have been uploaded, and the task has been marked as complete, you will need to submit the application:

[← Back to application](#)

[Hamilton County Small Business Reli...](#)

Application ID

Step 1: Application Questionnaire

Step 2: Required Documents to be uploaded

Step 3: Acceptance of the Terms and Conditions >

3 of 3 tasks complete

Last edited: Sep 13 2021 02:16 PM (EDT)

REVIEW **SUBMIT**

Deadline: Oct 4 2021 05:00 PM (EDT)

Step 3: Acceptance of the Terms and Conditions
Completed Sep 13 2021 02:16 PM (EDT) Deadline: Oct 4 2021 05:00 PM (EDT)

Terms and Signature Form

Small Business Relief Program - Terms and Conditions

Terms and conditions

By signing and submitting this Application, I certify I have the legal authority to submit this Application, bind the business to the requirements set forth herein, and accept the Grant Funding on behalf of business.

1. Business agrees, if awarded, it will only use Grant funding provided hereunder to reimburse for the Eligible Expenses, as identified on Application. If at any time, it is determined Grant Funding was used to reimburse business for any ineligible expenses all of the Grant Funding shall be immediately repaid to HCDC.
2. Business will not use Grant funding in place of or instead of federal, state, local government funds or private grants already designated for or anticipated to be used for necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic.
3. Business warrants and represents that at the time it submitted this Application it met the Eligibility Criteria of the Program. If at any time, it is determined Business did not meet the Eligibility Criteria at the time it submitted this Application, all of the Grant funding shall be immediately repaid to HCDC by Business.
4. Business warrants and represents that all statements, records and information submitted to Board in relation to this Application are true and accurate.
5. Business warrants and represents that it has a material financial need due to the COVID-19 public health emergency.
6. Business shall keep all records, financial or otherwise, related to use of Coronavirus Relief Funding received pursuant to this Application for at least five (5) calendar years following receipt of such funds. HCDC shall at any reasonable time have the right of access to and right to review or audit any and all such records pertinent to the reimbursement of the Eligible Expenses and said records shall be maintained in a manner to facilitate such reviews and audits.

Click **Submit** to complete the submission of the application:

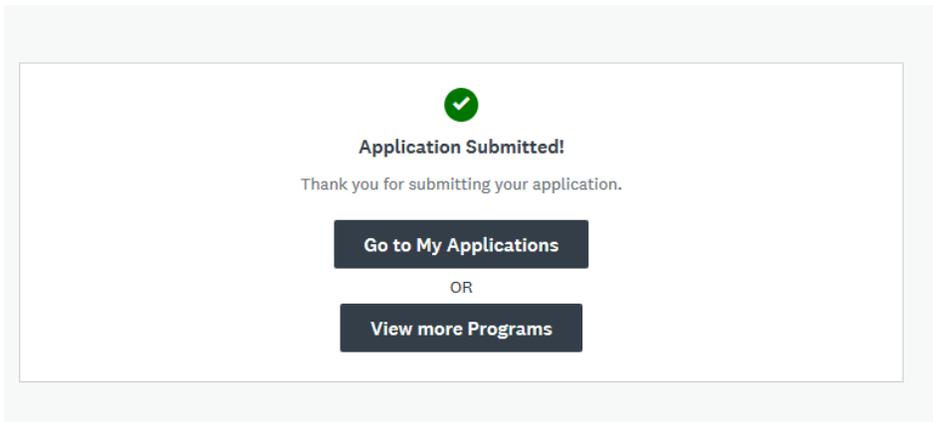
Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL **REVIEW** **SUBMIT**

You will see a verification message that your application has been submitted.



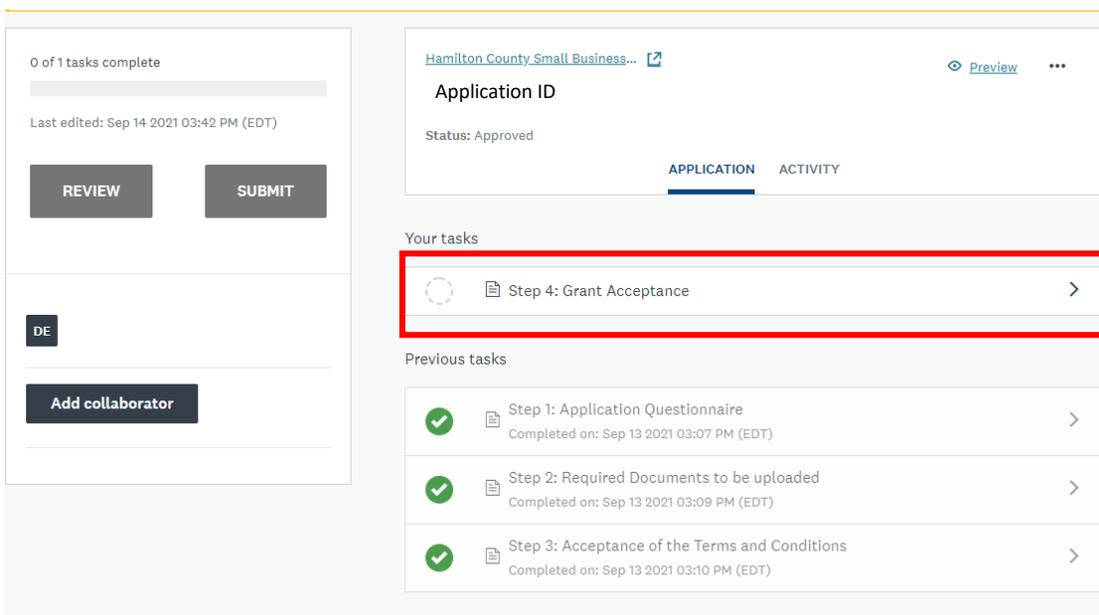
Next Steps

You should be notified via email if you have passed the initial qualification check and awaiting the lottery to be moved to the Review stage.

Once approved for a grant, [the business must sign and return the Grant Agreement](#) and provide its bank routing number for grant fund payment.

Accepting the Grant

You will be prompted to return to SurveyMonkey and accept the Grant award. You will need to use the same account to log back into SurveyMonkey and complete the Grant Acceptance task.



You will be asked if you accept the awarded amount, then you will need to sign, add your title, and “Mark as Complete”, just like in Stage 3: Acceptance of the Terms and Conditions.

The screenshot shows the 'Grant Acceptance' form with the following elements and annotations:

- 1- check 'Yes' to accept:** A red box highlights the 'Yes' radio button next to the question 'Do you accept this grant for \$3000'.
- 2- sign:** A red signature 'Mr. Sample' is written on the signature line.
- 3- add title:** A red box highlights the empty 'Title' input field.
- 4- mark as complete:** A red box highlights the 'MARK AS COMPLETE' button.

Other visible text includes: 'Back to application', 'Hamilton County Small Business Reli...', 'Status: Approved', 'Step 4: Grant Acceptance', '0 of 1 tasks complete', 'Last edited: Sep 14 2021 03:42 PM (EDT)', 'REVIEW', 'SUBMIT', 'Grant Acceptance', 'Please review the terms and conditions, then sign below and Submit to accept the Grant.', 'You may review the terms and conditions here, prior to signing.', 'Do you accept this grant for \$3000', 'Yes', 'No', 'Signature', 'NOTE: Please use your mouse or finger on a mobile device to add your signature on the line below.', 'Clear', 'Title', 'Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." Then click on Step 5 to finish the process.', 'SAVE & CONTINUE EDITING', 'MARK AS COMPLETE'.

Submitting Your Bank Information

If on a mobile device, you will need to click “Back to Application” to be able to move ahead to the next task, “Step 5: Supply Bank Information”. Select the task name to go to that task.

The screenshot shows the 'Grant Acceptance' form with the following elements and annotations:

- 1- click 'Back to Application' if needed (mobile device):** A red box highlights the 'Back to application' link in the top left corner.
- 2- click 'Step 5: Supply Bank Information' task name:** A red box highlights the 'Step 5: Supply Bank Information' task name in the task list.

Other visible text includes: 'Hamilton County Small Business Reli...', '5 | Status: Grant Accepted', 'Step 5: Supply Bank Information', '0 of 1 tasks complete', 'Last edited: Sep 15 2021 09:05 AM (EDT)', 'REVIEW', 'SUBMIT', 'Grant Acceptance', 'Please review the terms and conditions, then sign below and Submit to accept the Grant.', 'You may review the terms and conditions here, prior to signing.', 'Do you accept this grant for \$3000', 'Yes', 'Signature', 'NOTE: Please use your mouse or finger on a mobile device to add your signature on the line below.', 'Title', 'Owner', 'Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." Then click on Step 5 to finish the process.'

Click the link to go to the Bank Account Form - <https://www.tfaforms.com/4930282>.

← Back to application

Hamilton County Small Business Reli...

| Status: Grant Accepted

Step 5: Supply Bank Information

0 of 1 tasks complete

Last edited: Sep 15 2021 09:05 AM (EDT)

REVIEW SUBMIT

Step 5: Supply Bank Information

Link to Secure Online Portal

Please follow the link below to supply you bank information in a secure online portal.

Bank Account Form - <https://www.tfaforms.com/4930282>

SAVE & CONTINUE EDITING
MARK AS COMPLETE

Enter you Bank Account information and other business identification information in the secure form so that HCDC will be able to deposit the Grant funds into your account once processed.

Hamilton County Grant Direct Deposit Form

By providing the below information Hamilton County thru HCDC will be able to deposit the grant funds into your account. Additionally the information will be used to provide a 1099 for the total amount of the awarded grant.



Business Information

Business Name (as listed on Grant application) *

Social Security Number of Owner *

Do you have Business Federal Tax ID Number (EIN)? *

Yes No

Grant Application Email *

Grant Application ID *

Bank Information

Name on Account *

Bank Name *

Bank Routing Number * Bank Account Number *

Account Type *

Checking Savings

Submit

Once that has been submitted, please mark this task as complete, then submit your acceptance. This notifies HCDC that you have accepted the Grant, and have provided them with everything needed to award your Grant funds.

This screenshot shows the application interface for Step 5: Supply Bank Information. On the left sidebar, the status is 'Grant Accepted' and '0 of 1 tasks complete'. The main content area is titled 'Step 5: Supply Bank Information' and contains a link to a secure online portal: 'Bank Account Form - <https://www.tfaforms.com/4930282>'. At the bottom of the main content area, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red rectangular box.

This screenshot shows the application interface after Step 5: Supply Bank Information is complete. The status is 'Grant Accepted' and '1 of 1 tasks complete'. The main content area shows a green checkmark next to the step title 'Step 5: Supply Bank Information'. At the bottom of the main content area, there are two buttons: 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangular box.