



# HERNANDO CARES SMALL BUSINESS RECOVERY GRANT

## Abstract

Hernando County Government will provide a recovery grant to small businesses adversely impacted by the COVID-19 Pandemic. The small business grant program will provide individual grants up to \$5,000 to support small businesses and stimulate the local economy.

## Hernando County Small Business Recovery Grant

To stimulate the local economy, the Hernando CARES Program will provide recovery grants of up to \$5,000 to eligible small businesses adversely impacted by the COVID-19 Pandemic. The intent of the grant is to offset the temporary loss of revenue and assist these businesses in their efforts to recover in the aftermath of this historic global pandemic.

### Eligible Businesses

Small businesses located in Hernando County since January 2020 with up to 50 employees are eligible to apply. This program provides one-time grants (not loans) as follows:

- Brick and mortar businesses with 1 - 15 Full-Time Equivalent Employees - \$2,500
- Brick and mortar businesses with 16 – 50 Full-Time Equivalent Employees - \$5,000
- Home-based business - \$1,000

### Ineligible Businesses

- Businesses engaged in any illegal activity as defined by Federal guidelines
- Businesses that derive more than one-third of gross annual revenue from legal gambling activities
- Publicly traded companies
- Non-Profit entities
- Businesses with outstanding liens, code or building code violations
- Businesses excluded on SAM.gov or on the State of Florida Convicted/Suspended/Discriminatory vendor list – [www.DMS.myflorida.com](http://www.DMS.myflorida.com)
- Businesses that present live performances of a prurient sexual nature or derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature

### Eligible Grant Uses

This is a grant program, so no payback is required; however, funds may only be used for the approved eligible uses listed below. These funds may be considered taxable income, please contact your financial advisor for guidance. The funds must be used to cover any of the eligible expenses incurred due to the COVID-19 Pandemic. Expenditures cannot have been paid for under another federal program.

- Rent
- Mortgage
- Utilities
- Payroll
- Miscellaneous expenses as a result of COVID-19

### Applicant Criteria

- Hernando County registered business in operation as of January 1, 2020
- 1- 50 Full-Time Equivalent Employees (Part-time and 1099 employees must be included)
  - The company may have many more part-time employees provided the total weekly hours does not exceed 600 for 1-15 employees or 2,000 for 16-50 employees
- Must have been negatively affected by the onset of COVID-19 Pandemic (e.g., non-essential business, reduction of hours, lost revenues, furlough employees, etc.)

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### Application Requirements

- State of Florida active business registration from the Florida Division of Corporation showing the business is registered in Hernando County effective January 2020, still in business as of March 1, 2020 and is expected to return to full operations after local and state emergency guidelines during COVID-19 are rescinded.
- Copy of Driver's License, state ID or passport
- Detailed Payroll Report as of March 1, 2020 (indicates employees, wages, full/part-time status)
- Provide any one of the following documents:
  - IRS FORM 941 (from 1Q20 or, if not completed, 4Q19)
  - Florida Form RT-6 (from 1Q20)
  - FORM 944 (from 2019)
  - W2 or 1099 (less than 3 employees)
  - Sole Proprietor Employee Certification Statement
  - Partnership Certification Statement
- A completed and signed IRS W-9 form. You can find this form at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Additional documentation may be requested by staff

Applications will be submitted using a digital online portal. Applicants will be required to digitally sign the application and attest, under penalty of perjury, that all information submitted is truthful. The application can be found at: <https://form.jotform.com/HernandoCounty/hernandocares>

### Application Process

The Hernando County Small Business Recovery Grant has allotted \$5,000,000 for Phase I of the program. Funds will be distributed on a first-submitted and eligible application basis. **Please submit your application online in its entirety.** The County may determine further information is necessary to process a grant request and will contact the applicant by email for additional documentation. It is the applicant's responsibility to provide this information as requested. Incomplete applications will not be considered; please submit in its entirety. The Hernando CARES Program has \$5,000,000 available; applications will be accepted until funds are exhausted.

Applicants will be notified by email of award and required to provide their ABA routing number and checking account number for deposit of grant funds. Upon receiving this information in good order, we will initiate the ACH transfer of funds. Failure to provide the information as required may result in forfeiture of grant funds.

## Hernando County Small Business Recovery Grant

### Frequently Asked Questions

**Q: How is the employee count determined?**

A: The employee count is determined by the total number of full-time equivalent employees (FTE's), which includes full time and part time employees, as well as 1099's and the owner. Total weekly hours cannot exceed 600 hours for 1 –15 employees or 2,000 hours for 16 – 50 employees.

**Q: I have multiple businesses, is there a cap to what I can receive?**

A: There is no cap to what owners who have multiple businesses can receive; however, individual application and documentation is required for each business.

**Q: How do I find my active business registration?**

A: Search by "Entity Name" here on [SunBiz.org](http://SunBiz.org) (use full legal business name), select listing with "Active" Status, and attach most recent filing as a screenshot. If not required to register with Florida Division of Corporations, attach documentation showing the business meets all regulatory requirements from Hernando County.

**Q: How will I submit my documents to you?**

A: Clear legible scans, photos, and screen shots of the required documents can be uploaded.

**Q: Will my business be eligible to receive funds from the Federal CARES program if I receive funds from this program?**

A: It depends on the funding program; please refer to the CARES Act for additional information.

**Q: Can non-profit organizations apply?**

A: At this time, non-profits are not eligible to apply.

**Q: Are home-based businesses eligible to apply?**

A: Yes; home-based business can qualify for a \$1,000 recovery grant.

**Q: What if my business operates in Hernando County, but is foreign owned?**

A: Foreign-owned companies can apply as long as they are registered in Sunbiz as a Hernando County business and meet all other qualifications. Must not be on scrutinized list of prohibited companies.

**Q: I operate a franchise, am I eligible to apply?**

A: Provided the franchise is independently owned, is not publicly traded, and meets all other qualifications, you would be eligible for the program.

**Q: What happens if I do not include all of the required documents when I submit my application?**

A: Only submit your application when you are able to provide the required documents. Applications will only be considered when they are submitted in their entirety.

## Hernando County Small Business Recovery Grant

### Frequently Asked Questions (continued)

**Q: Can I apply in person or by mail?**

A: No. The application must be completed online. Submit only once you are able to provide all of the required documents.

**Q: What happens if my company is awarded this grant?**

A: You will receive a notice of award by email and required to submit your banking information. Funds will be transferred directly to your business account.

**Q: What if I have questions?**

A: The Office of Economic Development is available to assist with application questions.

Call 352-540-6400 or email: [hernandocares@hernandocounty.us](mailto:hernandocares@hernandocounty.us)