



County of Hawai'i Small Business Relief & Recovery Fund

Hawai'i County Coronavirus Relief Fund – Business and Nonprofit Reimbursement Grant Program

Summary

The *Holomua Hawai'i* program will distribute up to \$22 million in Hawai'i County's CARES Act funding in the form of one-time reimbursement grants up to \$10,000 to county businesses and nonprofit organizations.

Holomua Hawai'i is a reimbursement grant program for costs incurred from business interruption due to the COVID-19 Emergency Proclamation on March 23, 2020, for the time period when the applicant was impacted.

Please refer to the attached [Frequently Asked Questions](#) for full details.

Granting Organizations

The County of Hawai'i has selected Hawai'i Community Federal Credit Union (HCFCU) to lead the program in collaboration with the following credit union partners: Big Island Federal Credit Union, CU Hawai'i Federal Credit Union, Hawai'i County Employees Federal Credit Union, HawaiiUSA Federal Credit Union, and HFS Federal Credit Union. These organizations are responsible for accepting and closing all grant applications.

Applicant Eligibility Requirements

- Non- profits and businesses registered with the Hawai'i Department of Commerce and Consumer Affairs, and Sole Proprietors.
- Non-DCCA registered sole proprietorships that have filed a 2019 IRS Form Schedule C or F.
- Must have been established with the State of Hawai'i **prior to March 23, 2020**.
- Businesses and nonprofits must be located on Hawai'i Island, employ residents of Hawai'i, and provide direct services to Hawai'i Island communities.
- Must have 50 or fewer employees including fulltime, part time, and casual.
- **NEW:** Short-term Vacation Rentals (STVR) are eligible to apply for the program. At this time only one (1) STVR per TMK will be approved. The applicant must have filed Schedule C or IRS

Form 1120 (S Corps and C Corps) or filed a Schedule E with a **Business Type** as **Vacation/Short-Term Rental**.

- **NEW:** Bed and Breakfast establishments, as defined in [Hawai'i County Code Section 25-4-7](#), are eligible to apply for the program.

Required Documents

Note: all required documents should be submitted in pdf or jpg/jpeg format via the Holomua Hawai'i online Grant Application.

- Compliance Certificate or current DCCA Registration for organizations registered with the DCCA
- First page of 2019 business tax return or 2019 Schedule C or annual GET reconciliation for 2019 (to verify revenue level).
- For non-DCCA registered sole proprietorships, 2019 IRS Form 1040 Schedule C or F, and 2020 quarterly GET filings are required.
- Copy of most recent payroll register or Form 941 for 2019 (to verify number of employees; not required for sole proprietorship or single member LLC).
- **NEW:** Schedule C net profit may qualify as payroll with the following documentation:
 - Schedule C plus pages 1 and 2 of IRS Form 1040.
 - Proof of payment made to the business owner after March 23, 2020.
 - The maximum amount that is reimbursable is calculated on a prorated basis using the 2019 net profit.
- **NEW:** Required documentation for short-term vacation rentals:
 - Transient Accommodation Tax (TAT) filing TA-2 for 2019.
 - County of Hawai'i document showing 8-digit STVR registration number in this format: 19-XXXXXXX, or 20-XXXXXX.
 - Unhosted STVRs as defined in Ordinance [18-114](#) are required to provide proof of the County registration number.
 - A County of Hawaii registration number is not required of hosted STVRs not covered under STVR Ordinance 18-114.
 - Proof of payment for business expenses specific to the property.
 - Schedule C or IRS Form 1120 (S Corps and C Corps) or Schedule E with **Business Type** as **Vacation/Short-Term Rental**.
- Completed [Federal Form W-9](#).
- Clear copies of receipts and or cancelled checks for reimbursement.
- Completed [Holomua Hawaii COVID-19 Expense Workbook](#).
- [IRS Form 8829](#) – for Businesses with only residential addresses.
- **NEW:** Copies of all tax forms provided in connection with your application must be true and correct copies of the documents that were filed with the appropriate taxing authority.
- **NEW:** Additional tax documents may be requested for verification purposes.

Eligible Expenses for Reimbursement

- Rent
- Payroll
- Non-Government Utilities
- Costs incurred to meet requirements of social distancing and employee/customer safety (e.g., hand sanitizers, disinfecting, installation of barriers/protection devices, signs and electronic/automation equipment.)
- Medical insurance premiums, workers compensation and other annual expenses required to operate the business or non-profit that is prorated for the period in which the entity was impacted by the public health emergency.

Ineligible Expenses

- Those costs in the listing for reimbursable expenses that have already been compensated for under Federally funded CARES Act funds such as Paycheck Protection Plan (PPP) or Economic Injury Disaster Loan (EIDL). Applicants must certify these funds, if received, did not pay for items being claimed.
- Taxes, except for taxes on sales, are not reimbursable.

How to Apply

- Go to www.Holomua.com and follow instructions. You will need your Hawaii State GET number for your application to be properly routed. The website will also inform you what personal and business information you should prepare beforehand as the actual Application will be handled by the Credit Union to which you will be directed.
- Prepare before going online. The simple online application form includes the following fields and questions:

Business Information

- Name of Business
- Physical Location (P.O. Box is not acceptable)
- Taxpayer ID Number
- Business Type (e.g., Corporation, LLC, Sole Proprietor)
- Industry
- Registered Owner, Authorized Officer or Designated Manager if LLC as listed in DCCA

Contact Information

- Contact Information: Business address, email address and phone number, and Owner's address, email address, and phone number
- Mailing Address

Operations and Finance

- Business Description. Detailed description of business (products and services provided).
- Dollar amount of 2019 revenues.
- Number of employees (full, and part-time)
- Business Impact Statement. Requires a statement detailing how your business was affected by the COVID-19 pandemic.
- Dollar amount of funds requested (up to \$10,000). Clear copies of receipts and or proof of payment will document the request.
- <http://www.holomuahawaii.com/COVID-19-Expense-Workbook.pdf>
- Has your business received other CARES Act funds from programs such as the Paycheck Protection Program (PPP) or Economic Injury Disaster Loan Program (EIDL)?*

Can I select which credit union to go to for the grant?

No. Your grant application will be assigned to a Credit Union based on your General Excise Tax License number.

To ensure speed of application and payment, participating Credit Unions have agreed to handle requests based on the last four digits of the Applicant’s State GET number. You will be assigned to a credit union based on the last four numbers of your GET number.

For Example: If your GET number is 3456789-01, the last four digits would be 8901, and your application would go to HawaiiUSA FCU.

Last four GET digits	Credit Union	Telephone Number
0000-1700	CU Hawaii Federal Credit Union	(808) 933-6700
1701-3400	HFS Federal Credit Union	(808) 930-1400
3401-4600	Hawaii County Employees Federal Credit Union	(808) 935-2969
4601-6600	Hawaii Community Federal Credit Union	(808) 930-7700
6601-8300	Big Island Federal Credit Union	(808) 935-6665
8301-9999	HawaiiUSA Federal Credit Union	(808) 844-8995
Non-Profit no GET #	HawaiiUSA Federal Credit Union	(808) 884-8995