

For review only. Official applications must be submitted through the online portal during the open application period 9/20/21 - 10/4/21.

# Harris County Small Business Relief Program



Powered By: DREAM IT. FUND IT.

Thank you for taking the time to start your application. Please prepare by gathering the documents required listed below for your business.

- **Personal Identification**
  - Driver's license or government-issued photo ID
- **Business Information**
  - Proof of business registration with Harris County or TX Secretary of State
  - Q1 2021 941, payroll report or 1099 to verify number of employees
  - Business utility bill (water, gas, electric) Home based businesses may provide a home utility bill.
  - Business Financials: 2019 and 2020 business tax return (additional financial documents, such as bank statements or P&L may be requested if losses cannot be verified by the tax returns)
- **Other**
  - DD 214 proof of military discharge (veterans only)

All documents must be provided in order for the application to be considered complete. Applicants have the ability to upload the documents securely and safely through the online application. Applicants may log in and log out saving their application information and document uploads. To save your application at any time, click the 2nd icon that looks like a disk on the left side under Options.



Please note that as you proceed with the application there will be guidance as to whether or not you will qualify for this program. Please pay attention to those messages to avoid not meeting the qualifications.

If you have questions please submit a request [here](#) or call 281-378-3282.

## Applicant Information

**First Name**

**Middle Name**

**Last Name**

**Preferred Phone Number:**

**Email:**

**Date of Birth:**

**What percentage of the business do you own?**

**Are you a Veteran?**

**Are you a spouse of a veteran?**

**Please select your race**

African-American

Alaskan Native

American Indian

Asian

Hawaiian Native

Other Pacific Islander

White

Other

**Are you of Hispanic Origin?**

**What is your gender?**

Male

Female

Non-binary/third gender

Prefer to self-describe

Prefer not to state

**Number of people in your household, including you**

**Did someone help you with the application?**

**Who helped you?**

Impact Hub Houston  
Cámara de Empresarios Latinos de Houston  
Urban League  
OCA-Greater Houston  
East Harris County Empowerment Council  
Spring Klein Chamber of Commerce

## Business Information

### Business Name

**What is your business address? (Please do not use PO Box)**

**What county is your business located in?**

Harris

Other

**Social Security Number/ITIN**

**Employer Identification Number (EIN) (if you do not have an EIN #, please enter 0s)**

**Business Legal Structure**

Sole Proprietorship

Partnership

Limited Liability Company (LLC)

Corporation

**Business Website**

**Please provide a brief description of your business**

**Business Industry**

Accommodation, Food Services

Admin Support Waste Management Remediation Services

Agriculture, Forestry, Fishing, Hunting

Arts, Entertainment, Recreation

Construction

Education

Finance, Insurance  
Healthcare Social Services  
Technology Information  
Management of Companies  
Manufacturing  
Mining, Quarrying, Oil Gas Extraction  
Service  
Professional Technical Services  
Public Administration  
Real Estate  
Retail  
Transportation  
Utilities  
Wholesale

**NAICS Code**

to find your NAICS code, see Box B if you file a Schedule C or 1120-S, or Line 2a of the Schedule K if you file an 1120

**Was your business operating prior to April 1, 2020?**

**The date your business registered with the county or state**

**Do you plan to continue your operations in Harris County?**

**State of Business**

**If you do not receive any additional funding besides the Harris County grant, what is the likelihood of your business being open on 12/31/2022?**

- Extremely Unlikely
- Somewhat Unlikely
- Somewhat Likely
- Very Likely

Extremely Likely

**Do you need additional resources outside of funding? (Select all that apply)**

PPE (Protective Equipment)

Business Consultation

Other

Please specify what other resources

**What areas of your business do you need assistance in? (Select all that apply)**

Sales: Grow/Digital

Finance: Budget/Accounting

Talent: Hiring/Training

Funding: Capital/Grants

Other

Please specify what other area of assistance

**What is the biggest challenge your business is facing currently?**

Employee Health

Inadequate staffing

Supply Chain Issues

Demand/Orders

Other

**When do you expect the COVID-19 crisis to be over?**

June 2022

September 2022

December 2022

2023 or beyond

## Jobs

**How many full time employees does your business have, including yourself?**

**How many part time employees does your business have?**

**Average hourly wages per employee**

## Federal Funding

**PPP Funds Received**

**EIDL Funds Received**

**Harris County Funds Received**

## Disaster Budget Overview

**What Tax Return Type did you file for your business**

1040 Schedule C

1120

1120-S

For Revenue Use Line 1 of the 1040 Schedule C

For Expenses Use Line 28 of the 1040 Schedule C

For Revenue Use Line 1a of the 1120

For Expenses Use Line 27 of the 1120

For Revenue Use Line 1 of the 1120-S

For Expenses Use Line 20 of the 1120-S

**Business Budget - do not enter cents. Please round to the nearest whole number**

Revenue

Expenses

Net Revenue (Revenue – Expenses)

## Required Document Upload

Acceptable file types are: .pdf, .docx, .jpg, .png.

Please attach all pages of the requested document as one file in its designated upload space. Do not attach individual pages as several uploads to one upload spot. If you need help scanning or attaching documents, contact one of our partners.

Organization	Phone #
Impact Hub Houston	(484) 854-0945
Cámara de Empresarios Latinos de Houston	(713) 774-5002
Urban League	(713) 393-8754
OCA-Greater Houston	(262) 505-7183
East Harris County Empowerment Council	(281) 712-2550
Spring Klein Chamber of Commerce	(281) 257-9559

### **Business entity formation document (DBA from Harris County or certificate of formation/incorporation from Secretary of State) prior to April 1 2020**

You can obtain a copy of your articles of formation/incorporation on the Secretary of State's website. You will need to create a "temporary use" log in account. There is a cost of \$1 per search. You will be asked to enter your credit card information.

### **(LLCs and Corporations only) Payroll Documentation with employee listing/count or IRS 941 for 1st quarter 2021**

### **Driver's license or government-issued photo ID**

**Business utility bill (water, gas, electric). If your business is home based, attach a home utility bill**

**2019 Business Tax Return**

**2020 Business Tax Return**

## Disclaimer

The applicant representing the business hereby testifies that the information provided in this application is true, current, complete and correct.

By clicking below, the applicant understands that if it is determined that incorrect and/or incomplete information was knowingly or willfully provided or failed to be provided, County reserves the right to retrieve/ recover the value of goods and services to the full extent permitted by law.

**I confirm that I am representing the business and the information provided in the application is true, current, complete and correct.**

Unofficial copy