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Erica C. Crawley is newest Franklin County Commissioner

Former State Representative Erica C. Crawley was sworn in as the newest Franklin County Commissioner. She replaces interim Commissioner, Dawn Tyler Lee, who has served since May 21st following the resignation of long-time Commissioner Marilyn Brown. Commissioner Crawley was chosen by the retiring commissioner's political party as required by Ohio law, and will serve the remainder of Commissioner Brown's original term through 2022.

"I am excited and grateful to have the opportunity to serve the community I love in a new way and to be able to continue helping my neighbors navigate their way out of the pandemic and succeed going forward," Commissioner Crawley said. "It's an honor that I take very seriously, and I am proud to be starting a new chapter in my life and making history in our county."

"I know Commissioner Crawley and have seen her dedication to our community and the people who live here," said Commissioner Kevin L. Boyce. "The residents of our county are fortunate to have somebody like her representing them on the Board of Commissioners. Her lifetime of service speaks for itself, and this is yet a new way for her to lead."

Commissioner Crawley is originally from Youngstown, Ohio and holds a degree in Criminology, a Master's degree in Public Administration, and a Juris Doctorate from Capital Law School. She has spent most of her adult life in service, first in the U.S. Navy and then working with Cuyahoga County Job and Family Services, the YMCA Head Start program, with CASA (Court Appointed Special Advocates for Children), and the Black Child Development Institute. Beginning in 2019, Ms. Crawley served in the Ohio House of Representatives, representing the 26th House District covering much of southeastern Franklin County until her appointment to the Board of Commissioners. She has championed income equality, investments in education, and fair treatment and access to services for all Ohioans.

Commissioner John O'Grady said, "I'm thrilled to have Erica join us as a colleague on the Board of Commissioners. Her character, empathy, and intelligence will be a great addition to the leadership of our county, and I am looking forward to serving with her."

The Franklin County Board of Commissioners is the administrative arm of county government, overseeing 14 county agencies, 1,400 employees, and a nearly \$2 billion budget. More information about the Board of Commissioners and their twice-weekly public meetings can be found at commissioners.franklincountyohio.gov.



#BlackLivesMatter



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OhioMBE welcomes letters to the editor from readers. Typed letters of 350 words or less are preferred. Each letter must include name, home address and daytime phone number. Some letters may appear on our website.

Fighting COVID-19, BWC extends Indoor Air Quality program

COLUMBUS – In the continuing effort to weaken COVID-19's spread, the Ohio Bureau of Workers' Compensation's Board of Directors voted recently to extend the agency's **Indoor Air Quality Assistance Program** through Dec. 31, 2021.

Prior to the Board's vote, the federally funded \$28 million program was set to end June 30.

"There are still millions of dollars in funding available to help ensure good air quality in places that serve our vulnerable citizens like nursing homes, senior centers, and intermediate care facilities," said Governor Mike DeWine. "Adding six months to this program enables Ohio to reach even more facilities and protect vulnerable older Ohioans."

"We're pleased to answer Governor Mike DeWine's call to continue to do what we can to assist our business community during these challenging times," said BWC Interim Administrator/CEO John Logue.

The program offers up to \$15,000 in reimbursement for eligible entities to inspect and assess their air quality needs and address those needs through portable air filtration systems, new filtration systems, maintenance on current systems, and other interventions implemented on or after March 1, 2020, through Dec. 31, 2021.

As of June 18, BWC has approved or is processing nearly 1,500 applications for \$16.2 million in total funding.

Launched in November 2020, the program is funded by federal Coronavirus, Aid, Relief, and Economic Security (CARES) Act dollars and administered by BWC at Governor Mike DeWine's request. The CARES Act allows states to use federal funding from the Federal Coronavirus Relief Fund for necessary expenditures incurred by the state due to COVID-19 that were not authorized as part of the state budget.

Extension of the program does not guarantee applications will be accepted or awarded through Dec. 31. The program is limited to \$28 million and applications are being reviewed and approved in the order they are received. For an application, FAQ, and more, [visit this BWC webpage](#). Questions can be emailed to grants@bwc.state.oh.us.

SBA Reconvenes the Council on Underserved Communities

Administrator Guzman restores Council to address the immediate needs and concerns of underserved and underrepresented communities hit hard by COVID-19

WASHINGTON – The [U.S. Small Business Administration](#) announced recently that it is reconvening the Council on Underserved Communities (CUC) under the authority of the Federal Advisory Committee Act (FACA). In conjunction with the Biden-Harris Administration's agenda, the restoration of the Council will help support the SBA's prioritization of equity across its programs and initiatives. The Council will consist of 20 diverse stakeholders from every region of the country tasked with advising the SBA on strengthening and improving its strategies to help underserved communities.

"Our focus on reaching our underserved businesses is aligned with the Biden-Harris Administration's dedication to equity. We know that all of our small businesses must be supported and given opportunities to succeed to rebuild our nation's economy and strengthen our global competitiveness," said **SBA Administrator Isabel Guzman**. "With support and insights from the Council on Underserved Communities, we can better build and implement programs to equitably serve all of our small business and innovative startups."

See SBA on page 3

The Council on Underserved Communities was established to focus on communities and populations that have traditionally faced barriers in accessing credit, capital other resources necessary to start and grow businesses. The CUC's mission is to collectively provide SBA with input, advice, and recommendations on strategies to improve and strengthen equity among women -, veteran-, and minority-owned businesses and/or businesses from low-to-moderate income or rural communities.

With this announcement, the SBA is soliciting nominations from members from the public with a deadline of Tuesday, July 20, 2021. The requirements for nominations include:

- Must be representative of the interests of urban or rural underserved communities;
- Former or current small business owner;
- Community leader;
- Official from a small business trade association or academic institution.

Nominees should send a letter of self-nomination or a letter of nomination from a peer, professional organization, society, or member of Congress. The letter must indicate which underserved community – rural or urban – the nominee will represent and highlight accomplishments and experience working with small businesses in the previously mentioned communities. Along with the [Nominee Information](#)

[Form](#) and resume, nominees should include the following:

- Full name of nominee
- Occupation
- Physical address
- Telephone number
- Email address

"I applaud Administrator Guzman for reconvening the Council on Underserved Communities to advise SBA on policies that will better meet the needs of underserved entrepreneurs," said **Senator Cardin, Chairman of the U.S. Senate Committee on Small Business and Entrepreneurship**. "The months and years ahead are an opportunity to reshape our nation's economy and make it fairer and more equitable. SBA must play a key role by ensuring that minorities, women, veterans, people with disabilities, and entrepreneurs in rural communities have access to the tools they need to start and grow successful businesses."

Making a Difference in Underserved Small Business Communities

The Biden-Harris Administration is focusing its efforts on building up communities that too often are unprioritized. The previous implementation of COVID programs has frequently left behind underserved communities. The success SBA and the small business community have seen from prioritizing equity in pro-

grams such as the Restaurant Revitalization Fund and the third round of the Paycheck Protection Program exemplify the need to continue this progress. The Shuttered Venues Operators Grant, the COVID Economic Injury Disaster Loans (including Targeted Advance grants), and Community Navigator programs push SBA even further in the right direction. SBA's reconvening of the CUC presents an opportunity to hear from trailblazing voices and to continue to make the small business community a more equitable one.

About the Council on Underserved Communities

Initially established in 2010, the Council on Underserved Communities provides advice, ideas, and opinions on SBA programs, services, and issues of interest to small businesses in underserved communities. Its members provide an essential connection between the SBA and small businesses in inner-city and rural communities. The Council's scope of activities includes reviewing current SBA programs and policies while working toward creating new and insightful initiatives to spur economic growth, job creation, competitiveness, and sustainability. All nominations should be mailed to the Office of the Administrator, U.S. Small Business Administration, 409 3rd St. SW, Washington, DC 20416, or emailed to underservedcouncil@sba.gov.

#BuyBlack

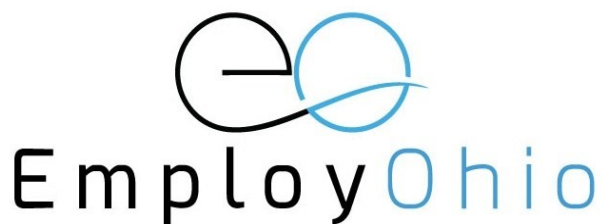
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Do You Have What It Takes to Start a Side Hustle?

Starting a side hustle requires doing a bit more than deciding you will monetize your interests. You can explore a hobby or activity that you are passionate about through a side hustle. This hustle may also allow you to carve out a space for pursuing natural talents, such as the ability to bake cakes or sew clothing.

Typically, a side gig is pursued on the side in addition to full-time employment elsewhere. Side hustles may not be your full-time line of work, but that doesn't mean they do not receive any less attention. Starting a side hustle requires an investment of time, energy, focus, and dedication. This ensures that you may pursue what you love, learn by doing, create and establish a working business plan, and, ideally, set yourself up to build a loyal customer or client base that enjoys and invests in your offerings.

Starting a side hustle also means being able to ask, and answer, tough questions to ensure you're ready to commit. Before you start, make sure you can confidently answer the following questions to ensure a healthy lifecycle for your side gig.

1. What is your why?

This question is common for entrepreneurs to ask themselves when they start a business. The "why" is the foundation for everything you do and asking this question is still quite applicable to a side hustle. Here are a few "whys" as to why you might decide to start up a side gig.

- **Need.** Many individuals start working side gigs, like driving rideshares or doing food deliveries, out of necessity. You may decide to work a side gig due to financial needs or your present financial situation. A side hustle can fulfill this need in the short term and help create an extra revenue stream.
- **Passion.** Simply put, you naturally love what you're doing. You want it to put in the work and enhance your craft as often as possible.
- **Purpose.** Starting a side gig may give you the chance to find your purpose. You may become a thought leader in your industry, embrace a lesser-known niche, or explore a new field altogether.

Eureka! This side gig may be the beginning of launching your unique idea. You have something original and impactful to offer the community. If you have already started to study the idea's viability, you might have collected customer feedback that proves this idea will meet the needs of your target audience and make their lives easier.

See Side on page 9

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com

Franklin County Engineer Upcoming 2021 Construction Projects

Highway Projects

- Eureka Ave, Valley View Dr, Highland Ave, & Harper Ave, **Apr 2021**
- Ormond Ave Drainage Part II, **Apr 2021**

Resurfacing Projects

- 50 E. Mound St Parking Lot, **Apr 2021**
- Franklin County Resurfacing Program, **May 2021**
- Township Resurfacing Program, **May 2021**
- Franklin County Maintenance & Safety Program, **May 2021**

Drainage Projects

- Cook Tri-County Ditch **Oct 2021**
- Kropp Road Drainage Outlet Improvements **Dec 2021**
- 2022 Drainage Maintenance **Nov 2021**

Bridge Projects

- Agler Rd over Alum Creek **Nov 2021**
- Borror Rd over Tributary of Strader Ditch, **May 2021**
- Hoover Rd over Tributary of Grant Run, **May 2021**
- Olentangy River Rd 11.40 & 11.62 Culverts, **Jun 2021**
- Schleppi Rd over Tributary of Rocky Fork Creek, **May 2021**
- 2022 Bridge Maintenance **Nov 2021**

For more information visit

www.franklincountyengineer.org/future-projects/

<https://www.bidexpress.com/businesses/28582/home?agency=true>



Cornell R. Robertson, P.E., P.S.
FRANKLIN COUNTY ENGINEER
FRANKLIN COUNTY DRAINAGE ENGINEER



The dates listed above are projected dates to advertise



Columbus City Schools issues solicitations on a regular basis for goods & services related to food, construction, technology, curriculum, & transportation. Interested vendors should periodically

check our website at <http://www.columbus.k12.oh.us/rfp>



COLUMBUS
REGIONAL AIRPORT AUTHORITY

ADVERTISEMENT FOR BIDS
Columbus Regional Airport Authority
**TZR T-Hangar G, H, and I Taxilanes
Rehabilitation PROJECT #20021**
BOLTON FIELD AIRPORT

The Columbus Regional Airport Authority (CRAA) invites you to visit columbusairports.diversitycompliance.com to view active solicitation opportunities and results as well as register as a vendor with CRAA.

The Columbus Regional Airport Authority values diversity and inclusion and the impact small and minority-owned firms have on the Central Ohio economy. The Columbus Regional Airport Authority invites you to access the following link: www.columbusairports.diversitycompliance.com to register to do business with us and to view new bid opportunities and results. Email BusinessDiversity@ColumbusAirports.com for questions about the Diversity Programs at Columbus Regional Airport Authority.



SEEKS LEDE VENDORS Local Economically Disadvantaged Enterprise

How do I become a LEDE Vendor with Columbus City Schools?

You can obtain a LEDE Vendor Affidavit on the Columbus City School's Website or request one by contacting the Purchasing Department at (614) 365-5820
or
the Outreach Office at
(614) 365-8732

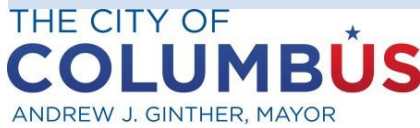
You must also complete a CCS Vendor Application and provide all pertinent information for both applications. You will be issued a vendor number, which allows you to conduct business with the School District.

#bidnotices

www.OhioMBE.com

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com



DEPARTMENT OF DEVELOPMENT

The Department of Development has contracting opportunities in the below areas. Please reach out for more information and bidding requirements.

- Graffiti Removal and Arborist Services. Contact Eric Voorhees (614-645-7934 or eavorhees@columbus.gov).
- Grass Cutting and Solid Waste Removal. Contact Mike Schwab (614-645-7122 or mfschwab@columbus.gov).
- Demolition and Asbestos Abatement. Contact Mike Farrenkopf (614- 679-5873 or mlfarrenkopf@columbus.gov) or Seth Brehm (614-645-5659 or swhbrehm@columbus.gov).
- Property Maintenance and Miscellaneous Services in Contact Audrea Hickman (614-645-8907 or ahickman@columbus.gov).
- Construction trades including: General Construction, Home Improvement, Electrical, HVAC, and Plumbing. Contact Tim Tilton (614- 724-3009 or twilton@columbus.gov).
- Lead abatement. Contact Erica Hudson (614- 645-6739 or ejhudson@columbus.gov).

To register for notifications on upcoming bid opportunities, please visit <http://vendors.columbus.gov/sites/public>.



"Attention Certified
MBE/WBE/DBE via DOT,
SBA, or Other"

Kokosing is preparing bids for the Jackson Pike Wastewater Treatment Plant Cogeneration Facility in Columbus, Ohio which bids July 21, 2021. We are seeking quotes for any portion of the project listed that you are qualified to perform or provide supplies for which includes the following: **Concrete Reinforcing, CIP Concrete, Concrete Precast Panels, Structural Steel, Misc. Metal Fabrications, Aluminum Handrails and Railings, Rough Carpentry, Caulking, Hollow Metal Doors and Frames, FRP Doors and Frames, Glazing, Painting, Plumbing, HVAC, Electrical, Instrumentation and Controls, Clearing, Asphalt Paving, Fencing, Seeding, Cranes and Hoists.** Bidding documents can be examined online by emailing Sonja Nichols at snichols@kokosing.biz for the link. Please have your quote Steve Ehret by 12:00 PM July 20, 2021: e-mail sae@kokosing.biz or Fax 614-212-5711.

"Kokosing is an equal opportunity employer."

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR TWO SEPARATE CONTRACTS

The Columbus City School District announces a Request for Qualifications for the following project:

Renovation of HVAC Systems in "Design-Build Delivery Model". The work will consist of two separate Design-Build contracts consisting of:

- **Phase 13-A Contract** – 3 school facilities.
- **Phase 13-B Contract** – 2 school facilities.

The scope of work includes but is not limited to HVAC renovation with related electrical, plumbing and architectural work required to complete the project. Criteria services for the project will be provided by Advanced Engineering Consultants, LLC.

A Virtual Informational Meeting covering the project will be held on Friday, July 16, 2021 at 10:00 AM at the following location: [https://ccsoh-](https://ccsoh-us.zoom.us/j/88945407274)

[us.zoom.us/j/88945407274](https://ccsoh-us.zoom.us/j/88945407274)

pwd=WUp3WVNOejdNUmdvWDc1TUxVLzLzZz09 To join by phone or app use the following: +1 646-558-8656 Meeting ID: 889 4540 7274 Passcode: 472281

Submittals will be evaluated pursuant to ORC Chapter 153, including relevant past work of prospective firm(s), professional and other applicable consultants, quality control, response to CCS Community Inclusion Policy (Local Economically Disadvantaged Enterprise goal is 20% participation) and location of primary firm relative to project location. More information can be found at <http://www.columbus.k12.oh.us/rfp>

Responding firms are to submit one (1) electronic copy (in pdf format) of their qualifications on the OFCC F110-330 Statement of Qualifications Form (most recent version can be downloaded at <http://ofcc.ohio.gov/Documents/Forms>) to Capital Improvements, Construction Contract Manager; Brandie Bronston Houpe at bbronston@columbus.k12.oh.us. Part 1 is limited to 30 pages. EDGE requirements do not apply to this RFQ. Deadline for submissions is Thursday, July 29, 2021 by 2:00 PM.

*****Responding firms must submit separate Statements of Qualifications for each phase*****

The Board of Education reserves the right to reject any or all proposals. **Prevailing wage Rates DO apply to this project.** Direct questions to Gregory Leitch at gregoryl@aecmep.com.

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com



"Attention DBE Companies"

Kokosing Construction Co., Inc. is preparing a bid for the CRAA-TZR T-Hangar G, H and I Taxilanes Rehabilitation at Bolton Field Airport. We are seeking quotes for any portion of the project listed that you are qualified to perform or provide supplies, which includes the following:

Pavement Milling, Asphalt Surface Course, Joint and Crack Repair, Excavation, Asphalt Trench Widening, Emulsified Asphalt Prime Coat, Emulsified Asphalt Tack Coat, Installation and Re-

moval of Silt Fence and Inlet Protection, Pavement Markings and Removal of Pavement Markings, and Seeding

Copies of the bidding documents can be obtained from the B2GNow website, <https://columbusairports.diversitycompliance.com/>; Key Blueprints, 614-228-3285, www.keycompanies.com or viewed at F.W. Dodge, The Columbus Regional Airport Authority, The Builders Exchange or at 6235 Westerville Rd., Westerville, OH 43081. Please submit quotes to Liz Florian via e-mail at eaf@kokosing.biz by 4:00 p.m., July 21, 2021 or fax at 740-957-9227. Ms. Florian may be contacted at 440-539-0434.

"Kokosing Construction Company is an equal opportunity employer."



NOTICE TO CONTRACTORS

Bids shall be submitted electronically through the www.bidexpress.com webservice until **2:30 p.m.** local time on **July 13, 2021**, and the same will be publicly opened at the same hour at the office of the Franklin County Engineer for the labor and material necessary for the

improvement of **Hoover Rd over Tributary of Grant Run (JAC-CR262-2.04)** in Jackson Township, Franklin County, Ohio. EBE Goal: 6%

Project Description: Complete replacement of the existing structure with a 12 ft. span by 6 ft. rise box culvert and approach roadway work.

All proposals shall be submitted electronically through the web-service www.bidexpress.com. Proposals must contain the name of every person interested therein and shall be accompanied by a bid guaranty and contract bond for the full amount of bid; or in lieu of the bid guaranty and contract bond the bidder may submit a bid guaranty as provided by Section 153.54 of the Revised Code in the form of a certified check or cashier's check. The amount of the certified check or cashier's check shall be equal to ten percent (10%) of the bid. The certified check or cashier's check submitted with a bid will be held as a guarantee on an accepted bid proposal.

Bidders are required to be **PRE-QUALIFIED WITH THE OHIO DEPARTMENT OF TRANSPORTATION** to submit a bid for this project.

The contract will be awarded within 60 days of the bid opening date. At that time, a bid guaranty and contract bond in the sum of 100% of the bid plus all add alternates shall be executed in accordance with Section 307.89 of the Revised Code of Ohio.

All qualified business enterprises will be afforded full opportunity to submit bids in response to this invitation and no bidder will be discriminated against on the grounds of race, color or national origin in awarding the subject contract.

Certified Check or Cashier's Check will be returned to all other bidders after the Contract has been awarded. The bidder's address shall be included along with his/her signature on the bid.

The work shall be completed no later than **October 29, 2021**. Upon failure to complete the work within the time specified, the Contractor shall be governed in accordance with Section 5555.67 of the Revised Code of Ohio. No proposal shall be considered unless it complies with all the rules and regulations set forth in the Contract documents. All bidders are urged to carefully read the same and comply with them. The Board of County Commissioners reserves the right to reject any or all bids.

Cornell R. Robertson, P.E., P.S.
Franklin County Engineer



I'd rather go down in history as one lone Negro who dared to tell the government that it had done a dastardly thing than to save my skin by taking back what I said. - Ida B. Wells

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com



the www.bidexpress.com webservice until **2:00 p.m.** local time on **July 13, 2021**, and the same will be publicly opened at the same hour at the office of the Franklin County Engineer for the labor and material necessary for the improvement of **Olentangy River Rd 11.40 over Carhart Ditch (SHA-CR9-11.40) & Olentangy River Rd 11.62 over Linworth Run (SHA-CR9-11.62)** in Sharon Township, Franklin County, Ohio. EBE Goal: 8%

Project Description: At Carhart Ditch, upgrading 450 feet of Olentangy River Road by providing the replacement of the existing bridge over Carhart Ditch (SHA-CR9-11.40), north of S.R. 161. At Linworth Run, replacement of the existing 3-sided culvert carrying Linworth Run under Olentangy River Road (SHA-

NOTICE TO CONTRACTORS

Bids shall be submitted electronically through

CR9-11.62) just north of Whieldon Lane. Code of Ohio.

All proposals shall be submitted electronically through the web-service www.bidexpress.com. Proposals must contain the name of every person interested therein and shall be accompanied by a bid guaranty and contract bond for the full amount of bid; or in lieu of the bid guaranty and contract bond the bidder may submit a bid guaranty as provided by Section 153.54 of the Revised Code in the form of a certified check or cashier's check. The amount of the certified check or cashier's check shall be equal to ten percent (10%) of the bid. The certified check or cashier's check submitted with a bid will be held as a guarantee on an accepted bid proposal.

Bidders are required to be **PRE-QUALIFIED WITH THE OHIO DEPARTMENT OF TRANSPORTATION** to submit a bid for this project.

The contract will be awarded within 60 days of the bid opening date. At that time, a bid guaranty and contract bond in the sum of 100% of the bid plus all add alternates shall be executed in accordance with Section 307.89 of the Revised

All qualified business enterprises will be afforded full opportunity to submit bids in response to this invitation and no bidder will be discriminated against on the grounds of race, color or national origin in awarding the subject contract.

Certified Check or Cashier's Check will be returned to all other bidders after the Contract has been awarded. The bidder's address shall be included along with his/her signature on the bid.

The work shall be completed no later than **August 5, 2022**. Upon failure to complete the work within the time specified, the Contractor shall be governed in accordance with Section 5555.67 of the Revised Code of Ohio. No proposal shall be considered unless it complies with all the rules and regulations set forth in the Contract documents. All bidders are urged to carefully read the same and comply with them. The Board of County Commissioners reserves the right to reject any or all bids.

Cornell R. Robertson, P.E., P.S.
Franklin County Engineer

Legal Notice: RFP 2021-007
Financing Harriet's Hope



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

The Columbus Metropolitan Housing Authority is seeking Request for Proposal (RFP) for the procurement of Financing Harriet's Hope. The response deadline is Thursday July 22, 2021 @ 11:00am. The proposal may be obtained by visiting our website, www.cmhanet.com or by contacting the Purchasing Department of the Columbus Metropolitan Housing Authority at 880 E. 11th Ave, Columbus, Ohio 43211 or by calling 614-421-4434, 8:00 AM-4:00 PM, Monday - Friday.

THE CITY OF
COLUMBUS
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF
DEVELOPMENT

The City of Columbus Department of Development seeks Roof Replacement service contractors. The RFP is posted at

<https://columbusvendorservices.powerappsportals.com/open-rfq/#>

The RFP number is RFQ019058.

#bidnotices

2. Do you have enough time for this side hustle?

Running a side hustle can be time-consuming in ways you might not expect.. If you drive rideshares, for example, you may have rides booked back-to-back. Riders may be traveling to destinations that are far from your home. This makes the trip back longer than you anticipated to spend behind the wheel. Similarly, let's say your side hustle is doing graphic design freelance work. A client decides to call you to discuss an assignment, but you're in the middle of a meeting at your full-time job. How will you manage meeting their needs without conflicting with your existing work schedule?

Setting aside enough time to grow your side hustle means establishing boundaries from day one. Be mindful of your limits. If you work alongside freelance clients, for example, share with them a schedule in which they can reach you each day and the hours when you are unavailable to work. Structure each day so that you can set aside enough hours to focus on your full-time line of work and side hustle. This ensures one does not present a conflict of interest with the other. (As a pro tip, the side hustle you start should be independent of your full-time line of work. Do not neglect duties within your full-time job to focus on activities related to your side gig.)

What happens if you only have an hour or two each week to devote to the side hustle? That's okay! Start slow and take gradual steps. One such step might include drafting a business plan that allows you to better understand the side hustle's goals and how you may reach each one.

It's better to use a few hours thoughtfully and with intention rather than spending hours starting an endeavor that lacks purpose and leaves you drained and exhausted day in and day out.

3. How will you protect your intellectual property?

Some side gigs, such as working as a dog walker for an existing app, will not require you to protect intellectual property. Others, however, may have more IP considerations.

If you run a side hustle as a freelance writer with several clients, for example, you may want to incorporate the business. In addition, there may be specific assets where you will need to file for registration. Some of these may include trademarking a unique name or logo for your side hustle or filing for copyright protection if you are creating original works of authorship, like music or a novel.

The best way to protect the IP of your side hustle is to file for registration early on. Here are a few areas where your side hustle might require protection.

- **Incorporating or forming a limited liability company (LLC).** As your side hustle starts to grow and pick up more revenue and clients or customers, it will become key to incorporate the business. Incorporating allows you to sepa-

rate personal assets from professional assets. Personal belongings, like houses and cars, received limited liability protection. This helps limit your personal liability in the event of an unforeseen circumstance. Incorporating also helps establish credibility with customers and even provides [tax benefits](#), helping you to save money on self-employment taxes.

- **Trademark and/or copyright registration.** You may have a unique mark associated with your gig, like a business name, logo, or design. The best way to protect it is to file for trademark registration. Doing so allows you to register the mark at the federal level. It gives you, the owner, exclusive rights to the trademark and dissuades anyone else from using it. Similarly, if your side hustle is centered around an original work of authorship, like playing original music you wrote in a band, you are the author of this work. Protecting original works requires copyright registration. Remember that these forms of registration vary slightly from one another, so check in with the [United States Patent and Trademark Office \(USPTO\)](#) to ensure you have the right documentation when filing your application.
- **Business licenses.** Depending on the type of side hustle you're running, you may need to file certain business licenses. This will ensure you have the legal right to conduct business in your specific county, city, and state.
- **Tax ID.** This is also known as an [employer identification number \(EIN\)](#). An EIN allows you to open a business bank account. This is extremely helpful because it's a good idea not to co-mingle the income from your side hustle with your personal savings or checking accounts. Additionally, if your side hustle starts to take off and requires hiring staff you may use an EIN to hire employees.

Do you need anything else to protect your IP? Check-in with your local Secretary of State to ensure you are not forgetting any other filing that can help protect your side hustle.

4. Will your side hustle help you grow?

Not every side hustle needs to transition into becoming a full-time job. You may gradually scale the hustle, or you might keep it as a side gig to do just for you.

No matter which you choose, your side hustle should act as an avenue for growth. You may find that you are able to upskill through your side hustle, learn new concepts, or refine your existing skillset.

Don't go in with the mindset that your side hustle needs to be immediately and massively successful overnight. Pace yourself for a marathon, not a sprint. The more you view your side hustle as a space where you can learn, the more you will be able to grow, develop confidence, and build your brand reputation.

Source: score.org

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