

City of Beaverton Emergency Business Grant Phase 3 Preparation Pre-Application Checklist

Use this checklist to prepare the information/documents you will need to apply for the grant once it opens.

APPLICATION INFORMATION

**Complete to refer to when
filling out application**

<input type="checkbox"/> • Business structure (Sole Proprietor, Partnership, LLC, 501 c3, Corporation)	
<input type="checkbox"/> <u>NAICS Code</u> listed on taxes	
<input type="checkbox"/> <u>Oregon Secretary of State Business Registration Number</u> (format: XXXXXXXX)	#: Status: <input type="checkbox"/> OR not required
<input type="checkbox"/> <u>Employer Identification Number (EIN)</u> (format: XX-XXXXXXX)	
<input type="checkbox"/> <u>Oregon Business Identification Number (BIN)</u> (format: XXXXXXX-X)	
<input type="checkbox"/> Company principals and the percent ownership for each	
<input type="checkbox"/> If you have 5 or more employees, the number of employees listed on the Oregon Employment Department Form 132 for Q4 2019 or Q1 2020.	Employees:
<input type="checkbox"/> Number of jobs that will be retained at your business because of the grant. Include jobs lost since February 29, 2020 that can now be retained because of the grant.	# Jobs:
<input type="checkbox"/> Amount of other federal assistance received to date, i.e. PPP, EIDL, or other CARES Act funding. Evidence of the amount can include a copy of the CARES funding loan agreement(s), verification of deposit into a bank account of EIDL grant proceeds, etc.	EIDL, PPP, Other \$
<input type="checkbox"/> Amount of any State of Oregon COVID-19 Business assistance received to date (through any other business support or community-based organizations).	Org: Amount: \$
<input type="checkbox"/> If your business was prohibited from operation as directed by the Governor’s Executive Order 20-12, you do not need to provide any documentation under this section or regarding sales/revenue loss.	<input type="checkbox"/> Prohibited OR
If your business was allowed to operate under the Governor’s Executive Order 20-12: See the document section and worksheet on page 2 to prepare this information for the application.	<input type="checkbox"/> Operational with 50% + sales reduction

DOCUMENTS TO GATHER

Gather the following documents in a format that allows you to upload them to the online application (PDF preferred).

- Oregon Employment Form 132:** For 5+ employees: provide Q4 2019 or Q1 2020 to verify the number of employees as of February 29, 2020.
- Federal CARES Act Fund Documentation** PPP, EIDL, etc., agreement, or proof of deposit into bank account.
- W9 Form** Download, complete, and save to allow for upload with app.
- For 501c(3) Non-profit** Proof in the form of an IRS determination letter indicating 501c(3) status.

- If your **business was able to operate under** Executive Order 20-12

Proof of 50% or more reduction in sales for one month as compared to January or February 2020. Documentation can include profit and loss statements, statement of sales reports, etc. Use the worksheet on page 2 to determine month and sales amounts and resulting sales/revenue loss.

CALCULATION OF REDUCTION IN SALES/REVENUE WORKSHEET – PLEASE COMPLETE BOTH

If your business could operate under Executive Order 20-12, it must have had a 50%+ loss in sales between March and the date of this application as compared to January or February 2020. For seasonal businesses, as compared to the same timeframe in 2019.

In order for the City to determine the funding source based on our contract with the state, you will be asked to complete the following sections on the application if you select 'Yes' to the following questions:

1. **Did your business have a 50% or more decline in sales in March or April as compared to January or February?**

Select month of decline in sales: March, April - as compared to- **Select:** January or February

Selected Month: _____

Selected Month: _____

Sales for selected month: \$ _____

Sales for selected month: \$ _____

Calculate the loss in sales between the two months: \$ _____

2. **Did your business have a 50% or more decline in sales in May, June, July or August, September, or October as compared to January or February?**

Selected Month: _____

Selected Month: _____

Sales for selected month: \$ _____

Sales for selected month: \$ _____

Calculate the loss in sales between the two months: \$ _____