

PRELIMINARY DOCUMENT LIST IN PREPARATION FOR SVOG APPLICATION

FINANCIAL INFORMATION

- A COPIES OF FORM 990 FOR 2018, 2019 AND 2020
IF NO 2020 RETURN, P&L FOR 2020
- B COPIES OF 1096 (1099 TRANSMITTAL) AND W-3 (W-2 TRANSMITTAL)
FOR 2019 AND 2020
- C COPIES OF 1099'S AND 941'S FOR 2019 AND 2020
- D NUMBER OF FULL TIME EQUIVALENT EMPLOYEES
PLEASE SEE SBA DEFINITION AND EXAMPLE BELOW. WE SUGGEST COMPUTING
THE NUMBER OF EMPLOYEES BY MONTH. THIS SCHEDULE SHOULD BE
MONTHLY FOR MARCH 2019 THROUGH FEBRUARY 2020
- E COPIES OF ANY PREVIOUS SBA, EIDL OR PPP LOAN APPLICATIONS
- F SCHEDULE OF DETAIL OF GROSS EARNED REVENUE IN 2019 vs 2020 BY QUARTER (based on calendar year NOT fiscal year)
(to confirm 25% decline)
- G SCHEDULE OF DETAIL OF % OF 2019 EARNED REVENUE FROM ELIGIBLE SOURCES (based on calendar year NOT fiscal year)
(to confirm 70% venue eligibility)
- H SCHEDULE OF FISCAL YEAR 2019 GROSS EARNED REVENUE MULTIPLIED BY 45% (based on fiscal year per latest FAQs)
(to calculate grant amount)
- I SCHEDULE OF GROSS REVENUE FROM APRIL 1, 2019 THROUGH DECEMBER 31, 2019
vs GROSS REVENUE FROM APRIL 1, 2020 THROUGH DECEMBER 31, 2020
(to confirm percentage decline for priority application)

ENTITY INFORMATION

- J ARTICLES OF ORGANIZATION/INCORPORATION
- K IRS CHARITY EXEMPTION LETTER
- L BYLAWS
- M LIST OF ADDITIONAL STATES IN WHICH ORGANIZATION IS REGISTERED
- N DUNS NUMBER
- O SAMS (CAGE) NUMBER

How should an entity determine its employee count?

For employee count, the SBA is drawing on the Economic Aid Act's specific provisions re: the calculation of employees and decades of agency experience in counting employees under the SBA size regulations (13 C.F.R. § 121.106). Employees that work at least 30 hours per week are considered full-time.

Employees that work between 10-29 hours per week are considered one-half of a full-time employee.

Employees that work less than 10 hours per week are not considered an employee. Once the qualifying employees are determined, an entity must then calculate the average number of employees it had over the prior year by adding up the number of qualifying employees in each individual pay period and

dividing that amount by the number of pay periods over the 12 month period from Mar. 1, 2019 to Feb. 29, 2020

Example: assume a firm paid its employees monthly and had the following number of qualifying employees each pay period:

Mar 2019 – 9.5 full-time employees

Apr 2019 – 8 full-time employees

May 2019 – 9.5 full-time employees

Jun 2019 – 8.5 full-time employees

Jul 2019 – 10 full-time employees

Aug 2019 – 10 full-time employees

Sep 2019 – 7 full-time employees

Oct 2019 – 8.5 full-time employees

Nov 2019 – 7 full-time employees

Dec 2019 – 6 full-time employees

Jan 2020 – 7.5 full-time employees

Feb 2020 – 6 full-time employees

The sum of the firm's full-time employees is 97.5. The firm would then divide 97.5 by 12 (the number of pay periods) to determine its average number of full-time employees was eight.