

CERF Direct Cash to Small Business Program

REVIEW CHECKLIST

Business Name: _____

Date Reviewed: _____

Pre Review		
	Make a folder/confirm a folder is in the Applications Received T Drive for this	
	Make sure an email was sent to the business saying application received	
	If hard copy make sure scanned and included in the T Drive	
Step 1: Review Application		
	<p>Is it an eligible business? Circle if it is any of the type listed.....</p>	<p><u>Ineligible</u> businesses include:</p> <ul style="list-style-type: none"> • A government-owned business entity; • A business that is delinquent on payment of any State of Illinois tax obligation; • A business that is engaged in a business that is unlawful under Illinois or federal law; • A business that is on the federal System for Award Management excluded parties list; • National, corporate-owned franchises are ineligible. Locally-owned, corporate franchises are able to apply. • A business that has permanently closed. • A business that employs more than 50 employees. • Financial institutions. • Home-based businesses, home-occupation businesses, professional or medical businesses

		<ul style="list-style-type: none"> Non-profit entities, which are NOT subject to the tax levied under Article VII of Chapter 44 [Food and Beverage Tax]
	All required documents attached?	Yes or No
	If there is a document missing which one	If the business is eligible email or call the applicant and ask them to provide the information in 7 days, and if not their application will not be accepted. If after 7 days no documentation received email the business informing them of the decision.
	Business Registered with the City of Aurora?	Yes or No
	Business in the City of Aurora?	Yes or No
Step 2: Investigations and Decisions		
	Read through the application, determine if there is a good case for awarding grant, if any issues please note in the summary in Step 4 below. For example, if the business did not follow State orders, please review their explanation	
Step 3: Determine Loss of Expenses		
	What is the loss of expenses comparing the 2019 numbers with the 2020 numbers	
	In 2019, did the business have more than \$1 million in sales?	
	Check with table below to see what maximum dollar amount the business is eligible for	

Math calculation example:

1. Original Amount of 2019 sales _____ \$
2. 2020 Sales (same period) _____ \$
3. Subtract Equals a loss of: _____ \$

4. Percentage Loss is (divide line 3 by line 1): _____ %

Expected Funding Structure

The following structure is proposed; however, this is subject to change once applications are received due to actual percentages that are shown and CERF funding available.

BUSINESSES WITH MORE THAN \$1.0 MILLION IN SALES* Cost of Business Interruption comparison between March to September 2019 and 2020	Maximum Grant Award Available to each Business
Business that experienced a 10% to 15% loss	\$2,000
16% to 25% percent loss	\$5,000
26% to 60% percent loss	\$10,000
Greater than 60% loss	\$15,000
BUSINESSES WITH LESS THAN \$1.0 MILLION IN SALES* Cost of Business Interruption comparison between March to September 2019 and 2020	Maximum Grant Award Available to each Business
Business that experienced a 10% to 15% loss	\$1,500
16% to 25% percent loss	\$3,500
26% to 60% percent loss	\$7,500
Greater than 60% loss	\$9,000

*As reported for the 2019 calendar year.

Step 4: Documentation			
	Put in the T Drive folder a copy of this summary	Date Reviewed	
		Recommended for Grant (y/n)	
		Recommended \$ amount	
	Update the spreadsheet daily summary in the T Drive		