LAYOFF AVERSION FUND QUALIFYING CHECKLIST

Use this check list to determine if you qualify. You must have and upload all documentation listed.

PLEASE TAKE NOTE: Missing information will result in the automatic rejection of your application. Please be sure all information is complete.

- Company must meet this Criteria:
  - ☐ 3-50 Employees
  - ☐ Businesses and CBO’s in operation for at least 2 years and in good standing with the state of Florida
  - ☐ Primary location in Miami-Dade or Monroe County
  - ☐ Gross receipt or gross excise taxes are $10 million or less
  - ☐ Explain how business impacted by COVID and how money helped avoid a layoff
  - ☐ Expenses incurred after March 9, 2020 and prior to your application.
  - ☐ Receipts for all reimbursement expenses submitted and clearly display date or purchase, vendor, product or service purchased, cost, and proof of payment. Unpaid invoices are not admissible.

- You must Upload this required documentation:
  - ☐ Copies of last two (2) completed tax return – 2017, 2018, 2019 and / or Schedule C (From1040), Profit or Loss from Business Statement, or Form 990 of Organization Exempt from Income Tax
  - ☐ Copy of IRS 941 or Florida Department of Revenue Employer’s Quarterly Report (RT-6) for 2019, covering period of October to December
  - ☐ Copy of current lease agreement or Certificate of Use for ”Home Business”.
  - ☐ A Copy of organization’s W-9
  - ☐ For Community-Based Organizations (CBO) Only: Local/State/Federal grant applications (Statement of Work) detailing previous or current grant relationships in working with the following groups:
    - Ex-offenders;
    - Homeless individuals, including homeless children and youths;
    - Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system;
    - Individuals with disabilities, including youth with disabilities
    - Migrant and seasonal farmworkers