This worksheet will help you complete the amount of stipend you and/or your business may be eligible to receive as part of the Business Interruption Stipend Program. It's advisable to keep this worksheet and supporting information in the circumstance this stipend is chosen for random audit. These are expenses that the business has actually experienced/realized/incurred between March 13, 2020 and the business application date. The business must be able to present these documents if audited. These fields are used as examples of the qualifying category. Please complete the YELLOW HIGHLIGHTED AREAS

**Lost Business Revenue** - this is revenue the business/person has lost due to interruption from the COVID-19 pandemic. This could be the average amount of income per month the business usually has and no longer has. The business could use last year's historical data to get this amount or the average monthly income historically or currently, if a new(er) business.

- Total Revenue Lost
- Accounts Receivable Lost
- Contract Income Lost
- Other Revenue Lost

**COVID-19 Related Expenses** - these are extraordinary expenses the business experienced as a result of the COVID-19 pandemic. These may be expenses related to PPE, extra signage, extra cleaning expenses, etc. *This amount cannot be counted again toward the Coronavirus Mitigation Stipend or other CARES funding if counted here.*

- PPE Expenses
- Signage Expense
- Extraordinary Cleaning Expense
- Other Covid-related Expense

**Cost Savings** - these are business expenses that were avoided due to business interruption. For example, decreased labor cost, decreased inventory cost, any cost savings the business may have experienced due to closures/interruptions/etc.

- Labor Cost Savings
- Inventory Cost Savings
- Supply Cost Savings
- Other Cost Savings
PPP/Federal Grant Funds Received - if the business received any Paycheck Protection Program (PPP) and/or CARES ACT grant funding/forgiveness, please enter that amount in the space below:

Total Amount of PPP/Federal Grant Funds Received

FINAL CALCULATION

Total Lost Business Revenue

Total COVID Expenses

Total Cost Savings

Total PPP/Federal Grant Funds

TOTAL AWARD AMOUNT

Place This Amount On The Application

NOTE: Maximum Award Amount is $50,000. If 'TOTAL AWARD AMOUNT' exceeds $50,000, please put $50,000 on application. The difference can be requested when Program 2 launches in July.