

Equity Loan Documentation Checklist

(Page 1 of 2)

Before beginning the Equity Loan Application, please complete all the required documents as summarized on this Equity Loan Checklist and have them available for upload.

REQUIRED DOCUMENTATION



PREREQUISITES

0	Registered for an account on ElevateImpactOakland.com in order to complete the loan application	
1	Provide contact information on the City of Oakland cannabis permit application	
2	Email from Oakland City Administrator's Office stating that the Loan Applicant equity status has been verified	
3	City of Oakland cannabis permit inspection card for the site where the Loan Applicant intends to operate their business	
4	Loan Applicant's qualified equity individuals(s) have completed and received a certificate from the Make Green Go course titled "Start, Run and Grow your Cannabis Company"	
	Completed the following business and financial information:	
5	Business plan	
6	12 month, monthly financial projections	
7	Use of proceeds statement	
8	Has ability to cash a check from the City of Oakland for the loan amount and can identify who the check should be made payable to	

EQUITY LOAN ASSESSMENT SCORE DOCUMENTATION

9	Evidence of ownership percentage (%)	
10	Resume or experience form from:	
	- Loan Applicant	
	- Partner(s)	
11	Reference forms for one or more of the following:	
	- Current or future customer	
	- Current or future supplier	
	- Work	
	- Strategic or joint venture partner	
	- Personal reference	
	- Someone that Loan Applicant borrowed and repaid at least \$1,000.00	
18	Equity Loan Project Form	

Equity Loan Documentation Checklist

(Page 2 of 2)

Before beginning the Equity Loan Application, please complete all the required documents as summarized on this Equity Loan Checklist and have them available for upload.

REQUIRED DOCUMENTATION



TIER DOCUMENTATION REQUIREMENTS

I Tier 1: \$5,000 - Establish the Business

- 19 Fulfilled Prerequisites
- 20 Completed online Equity Loan Application with required documents
- 21 Proof of lease, sublease or incubator agreement
- 22 Personal Financial Statement
- 23 Personal and business tax returns from the most recent 2-years

II Tier 2: Up to an additional \$10,000 - Get Compliant

- 24 Completed Tier 1 requirements
- 25 Proof of trademark search and business name usability
- 26 Organization documents for business entity
- 27 Operating agreement signed by business partners
- 28 Fictitious business name statement (or evidence of application)
- 29 City of Oakland tax certification (or evidence of application)
- 30 State of California's seller's permit (or evidence of application unless does not apply)

III Tier 3: Up to an additional \$15,000 - Open the Business

- 31 Completed Tier 1 & 2 requirements
- 32 Temporary, provisional or annual state license
- 33 Business insurance policy
- 34 Evidence of compliance with Oakland's Minimum Wage Ordinance
- 35 If Loan Applicant has employees, upload paycheck stub and required quarterly payroll report that shows proof of compliance with Employment Development Department regulations (i.e. payroll tax, unemployment and disability insurance, etc.)
- 36 Evidence of bookkeeping system

IV Tier 4: Up to an additional \$20,000 - Start Operations

- 37 Completed Tier 1, 2 & 3 requirements
- 38 Copy of completed and signed inspection card

V Tier 5: Up to an additional \$50,000 - Grow the Business

- 39 Completed Tier 1, 2, 3 & 4 requirements
- 40 Proof that the business is EITHER
 - (i) 100% owned by individuals satisfying the City of Oakland equity criteria; OR
 - (ii) Will match the City of Oakland loan amount in cash with an equal sized loan or investment from a Third-Party, as shown on the "Tier 5 Match Form"
