

# RainWise Contractor Skill-Building Series: Launch your RainWise Business

## Training Modules #1-5: Homework and Resources

The RainWise program's Contractor Skill-Building Webinar Series includes five modules intended to help prospective RainWise contractors evaluate their abilities, resources, and readiness to start, maintain, and grow a RainWise contractor business.

### **Module #1: Get Your RainWise Business Ready**

Homework:

- Step-by-step guide for WA business formation:  
[business.wa.gov/site/alias\\_business/877/Small-Business-Guide--Plan.aspx#BusinessPlanning](https://business.wa.gov/site/alias_business/877/Small-Business-Guide--Plan.aspx#BusinessPlanning)
- Ventures program: [venturesnonprofit.org/](https://venturesnonprofit.org/)

Resources:

- Complete “YourSmallBusiness-Evaluation.xlsx” (6 worksheets):  
[700milliongallons.org/wp-content/uploads/2022/05/RainWise-Business-Readiness-YourSmallBusiness-Evaluation.xlsx](https://700milliongallons.org/wp-content/uploads/2022/05/RainWise-Business-Readiness-YourSmallBusiness-Evaluation.xlsx)
- Take the Small Business Readiness self-evaluation:  
[eweb1.sba.gov/cams/training/business\\_primer/assessment.htm](https://eweb1.sba.gov/cams/training/business_primer/assessment.htm)
- Forbes article about how government and other entities think about Small Businesses:  
[forbes.com/sites/groupthink/2012/08/29/how-big-is-a-small-business-heres-why-it-matters/#3e08f5375c5d](https://forbes.com/sites/groupthink/2012/08/29/how-big-is-a-small-business-heres-why-it-matters/#3e08f5375c5d)

### **Module #2: Starting Your RainWise Business**

Homework:

- How to Start your RainWise Business flow chart:  
[700milliongallons.org/wp-content/uploads/2022/01/How-to-Start-your-Rainwise-Biz\\_final.pdf](https://700milliongallons.org/wp-content/uploads/2022/01/How-to-Start-your-Rainwise-Biz_final.pdf)
- Small Business Guide:  
[business.wa.gov/site/alias\\_business/876/small-business-guide--start.aspx](https://business.wa.gov/site/alias_business/876/small-business-guide--start.aspx)
- How to get an EIN from the IRS:  
[irs.gov/businesses/small-businesses-self-employed/employer-id-numbers](https://irs.gov/businesses/small-businesses-self-employed/employer-id-numbers)

Resources:

- RainWise Contractor Resources, includes in-depth webinars and resources just for contractors: [700milliongallons.org/rainwise/contractor-resources](https://700milliongallons.org/rainwise/contractor-resources)
- Applying for a WA Business License: includes information for Contractors registering their business  
[lni.wa.gov/forms-publications/F101-079-000.pdf](https://lni.wa.gov/forms-publications/F101-079-000.pdf)
- Licensing a business in the State of Washington:  
[dor.wa.gov/open-business/business-licensing-and-renewals-faqs#BLA](https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#BLA)

### **Module #3: Your Friends in Government**

#### Resources:

- WA Small Business Guide: [business.wa.gov/site/alias\\_business/876/small-business-guide--start.aspx](https://business.wa.gov/site/alias_business/876/small-business-guide--start.aspx)
- Licensing a business in the State of Washington: [dor.wa.gov/open-business/business-licensing-and-renewals-faqs#BLA](https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#BLA)
- Department of Revenue SAW sign in: [dor.wa.gov/open-business](https://dor.wa.gov/open-business)
- WA DOR guidance for landscaping horticultural services: [dor.wa.gov/education/industry-guides/landscaping-and-horticultural-services](https://dor.wa.gov/education/industry-guides/landscaping-and-horticultural-services)
- Cómo declarar los Impuestos sobre Servicios de Jardinería y Horticultura: [dor.wa.gov/sites/default/files/2022-02/LandscapingTaxGuideSpanish.pdf](https://dor.wa.gov/sites/default/files/2022-02/LandscapingTaxGuideSpanish.pdf)
- WA DOR reseller permit renewal: [dor.wa.gov/manage-business/my-dor-help/reseller-permit](https://dor.wa.gov/manage-business/my-dor-help/reseller-permit)
- WA LNI Verify Contractor Tool: <https://secure.lni.wa.gov/verify/>
- WA LNI Contractor renewal instructions: [lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/](https://lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/)
- WA SOS annual report tutorial: [sos.wa.gov/corps/onlinerenewal.aspx](https://sos.wa.gov/corps/onlinerenewal.aspx)
- IRS Small Business Tax Workshop: [irsvideos.gov/Business/SmallBusinessWeek/virtualworkshop](https://irsvideos.gov/Business/SmallBusinessWeek/virtualworkshop)
- IRS Tax forms: [irs.gov/forms-instructions](https://irs.gov/forms-instructions)
- Seattle 2020 Application for Business License Tax Certificate: [seattle.gov/license-and-tax-administration/business-license-tax](https://seattle.gov/license-and-tax-administration/business-license-tax)
- Seattle FileLocal online tool: [filelocal-wa.gov/Default File Local.aspx](https://filelocal-wa.gov/Default/FileLocal.aspx)
- Seattle Department of Transportation homepage: [seattle.gov/transportation](https://seattle.gov/transportation)
- Seattle Department of Construction and Inspections: [seattle.gov/sdci](https://seattle.gov/sdci)

### **Module #4: Hiring People for your Business**

#### Homework:

- Watch this Contractor Overview webinar: [apps-public.lni.wa.gov/training/contractor-overview](https://apps-public.lni.wa.gov/training/contractor-overview)
- Review: Hiring People in WA: [business.wa.gov/site/alias\\_business/876/small-business-guide---start.aspx - HireEmployees](https://business.wa.gov/site/alias_business/876/small-business-guide---start.aspx - HireEmployees)

#### References:

- US DOL. “Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act” [dol.gov/agencies/whd/fact-sheets/71-flsa-internships](https://dol.gov/agencies/whd/fact-sheets/71-flsa-internships), published January 2018, accessed March 2022.
- Day Laborer info for WA State: <https://www.dol.gov/agencies/whd/workers/day-laborers>
- Apply for a WA Business License: includes information for General Contractors registering their business [lni.wa.gov/agency/small-business](https://lni.wa.gov/agency/small-business)

## Module #5: Estimating and Invoicing

### Homework:

- Review the RainWise invoicing process for cisterns purchased through Seattle Conservation Corps:  
[700milliongallons.org/wp-content/uploads/2022/03/RainWise-Cistern-Invoice-Process-Final.pdf](https://700milliongallons.org/wp-content/uploads/2022/03/RainWise-Cistern-Invoice-Process-Final.pdf)
- Learn about how to calculate your overhead costs:  
[quickbooks.intuit.com/r/expenses/how-to-calculate-and-track-overhead-costs/](https://quickbooks.intuit.com/r/expenses/how-to-calculate-and-track-overhead-costs/)

### Resources:

- Learn more about the five main types of contracts:  
[levelset.com/blog/construction-contracts-5-main-types/](https://levelset.com/blog/construction-contracts-5-main-types/)
- Contract templates with different construction focuses:  
[levelset.com/contract/construction-contract-template/](https://levelset.com/contract/construction-contract-template/)
- Invoice templates: [smartsheet.com/free-invoice-templates-blank](https://smartsheet.com/free-invoice-templates-blank)
- Plumbing vendors in Seattle: [700milliongallons.org/wp-content/uploads/2022/04/RainWise\\_Plumbing-Supply-Vendors.pdf](https://700milliongallons.org/wp-content/uploads/2022/04/RainWise_Plumbing-Supply-Vendors.pdf)
- How to calculate yardage measurements for soil and mulch:  
[dirtexchange.us/blogs/dirt-exchange/yardage-measurements-and-automobiles](https://dirtexchange.us/blogs/dirt-exchange/yardage-measurements-and-automobiles)
- Small Business Loans are available through your bank, or with Craft3, Contact Craft3 directly: [craft3.org](https://craft3.org)
- Scope Of Work: discussed in less than three minutes: [youtu.be/TzZS7T6Uzkc](https://youtu.be/TzZS7T6Uzkc)
- Document retention: [levelset.com/blog/construction-document-retention/](https://levelset.com/blog/construction-document-retention/)