**Supporting Documentation Checklist**

**Please return the following:**

**Statement of need related to economic injury due to COVID-19**

**Worksheet of eligible expenses from March 1, 2020 to present\*\***

**Proof of address**

**Copy of receipts where applicable**

**Written statement for the following:**

* decrease in the number full-time direct care staff due to COVID-19 in all of applicant’s sites from March 1, 2020 to present; **or**
* decrease in number of children enrolled due to COVID-19 from March 1, 2020 to present
* Meet or exceed the City of Austin Mayor’s recommended COVID-19 safety guidelines (or demonstrate appointment with Austin Public Health to implement guidelines)

**\*\***Providers may only use the Stabilization Grant award for purposes related to COVID-19 as listed below. **“Eligible Expenditures”** means necessary expenditures incurred on or after March 1, 2020 and on or before December 30, 2020 due to the declared disaster caused by public health emergency caused by the coronavirus pandemic that meet the following criteria:

* Rent, lease, or mortgage payment for real property used for the Provider’s business purposes, like office and childcare sites
* Utility payments for the Provider’s business properties;
* General liability insurance and property insurance for the facility;
* Rent, lease, or purchase payment for the Provider’s business property (e.g., delivery vehicle; food truck; kitchen equipment; technology, payment, and communications systems and equipment);
* Payments to suppliers and vendors, including sales taxes due for merchandise or service purchased. Examples include COVID-related marketing, security systems, lawn maintenance, pest management;
* Payment for tools and technology applications to the Provider to allow them to conduct business virtually, such as Wi-Fi services, contactless payments, virtual tours for prospective parents, and virtual staff trainings;
* Personal Protective Equipment (PPE), COVID-related signage, sanitation supplies, and equipment for the Provider, testing for the Provider’s employees;
* The Provider’s eligible taxes and fees (specifics to be identified in the invoicing materials); and
* The Provider’s payroll expenses.
* **None of Provider’s expenses can be covered by another grant or federal funding program.**

***Please note that if the provider is approved and accepts the grant, the provider will be responsible for any applicable taxes.***