**DUE DILIGENCE CRITERIA & DATA COLLECTION TOOLS**

GUIDANCE: To minimize ongoing administrative efforts and to reduce the process points for applicants and awardees, consider reducing the number of data collection points and only request items that are necessary to operate a responsive and financially responsible fund. An applicant can attest to meeting criteria or needs through checkboxes or by initialing fields within the application itself and should not be required to submit extra proof. Post-event data collection and reporting is important and will contribute important data and analysis to the sector in an effort to improve support and consider appropriate interventions moving forward.

|  |  |  |
| --- | --- | --- |
|  **Fund Goals/Eligible Expenses** | **Application/Intake** | **Final Reporting** |
| Universal | Childcare license EIN/501c(3)Attestation | \*Status (open/closed/mandated closure) and maintenance of operations \*Tax returns, year prior to COVID-19 and year of [and post] COVID-19\*Narrative: How did you spend the money?\*Narrative: What other supports could you use? [Ask this question as an alternative to collecting individual receipts as listed below.] |
| Banking information (if needed) | ACH W-9  | N/A |
| Housing support (rent/mortgage) | Deed and/or leaseMost recent mortgage payment | Copy of mortgage/rent payment(s) for covered period |
| Utilities | Attestation within application | Copies of receipts (if necessary) |
| Paid sick leave for self or staff | Attestation within application | Copies of receipts (if necessary) |
| Pay for substitutes | Attestation within application | Copies of receipts (if necessary) |
| Lost revenue  | Contracted slot payment or attendance record (most recent from point of full operation) | Copies of receipts (if necessary) |
| Cleaning and sanitation | Attestation within application | Copies of receipts (if necessary) |
| Food | Attestation within application | Copies of receipts (if necessary)  |
| Professional service needs - legal, HR, etc. | Attestation within application | Copies of receipts (if necessary)  |
| Reopening costs | Attestation within application | Copies of receipts (if necessary) |
| Other (please explain) |  | Copies of receipts (if necessary) |