

# Health Care Provider Stabilization Grant Program<sup>1</sup>

## Application Readiness & Documentation Upload Guide

**Before you start the application, prepare the following information:**

1. Your Vermont employer identification number (7-digit number used for Vermont Department of Labor filings). (Providing this number is not required, but it helps populate some of the application’s required fields.)
2. Your Federal Employer Identification Number (FEIN).
3. The contact information for any individual(s) who should receive application notifications.
4. The following documents (those marked with “\*” are required; all others are optional):

<b>Tax Returns</b>	<ul style="list-style-type: none"> <li>• 2019 Federal (or most recent)*</li> <li>• 2019 State (or most recent) or Form 990/990-EZ*</li> </ul>								
<b>Revenue (see additional guidance <a href="#">here</a>)</b>	<ul style="list-style-type: none"> <li>• 2019 Billable Services Summaries, including billed and paid totals (and for applicants who were not open in 2019, Jan/Feb 2020 Billable Services)*</li> <li>• 2020 Billable Services Summaries, including billed and paid totals *</li> </ul>								
<b>Gross Staff Wages</b>	<ul style="list-style-type: none"> <li>• 2019 Gross Staff Wages (and for applicants who were not open in 2019, Jan/Feb 2020 Gross Staff Wages)*</li> <li>• 2020 Gross Staff Wages*</li> </ul>								
<b>COVID-19-specific Expenses (see additional guidance <a href="#">here</a>)</b>	<ul style="list-style-type: none"> <li>• General Ledger* (must include a summary page and only COVID-19-specific expenses)</li> <li>• Invoices and Receipts (required for applicants with \$131,100 or greater in COVID-19-specific expenses for the period of March 1, 2020 – September 15, 2020 and must include a summary page)</li> </ul> <p><i>Note: AHS has developed standards for determining the minimum upload requirements for expenses. AHS reserves the right to request additional information if the uploads cannot be used to sufficiently validate the application inputs. Failure to substantiate expenses may result in the reduction of your grant award amount to those expenses validated by your documentation.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th style="width: 35%;">If your Total Expenses Requested are:</th> <th>Your Minimum Upload Requirements are:</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9e1f2;"><b>\$0 – \$24,999</b></td> <td style="background-color: #d9e1f2;"> <ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• No invoices and receipts for COVID-19-specific expenses required for upload. Entity will be required to produce supporting documentation (such as bank statements, credit card receipts, etc.) if requested by the State for the purposes of an audit.</li> </ul> </td> </tr> <tr> <td style="background-color: #d9e1f2;"><b>\$25,000 - \$131,099</b></td> <td style="background-color: #d9e1f2;"> <ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• No invoices and receipts for COVID-19-specific expenses required for upload. Entity will be required to produce all invoices and receipts if requested by the State for the purposes of an audit.</li> </ul> </td> </tr> <tr> <td style="background-color: #d9e1f2;"><b>\$131,100 or greater</b></td> <td style="background-color: #d9e1f2;"> <ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• All invoices and receipts for COVID-19-specific expenses required with application submission.</li> </ul> </td> </tr> </tbody> </table> <p>This grant is funded with Federal dollars and is subject to the requirements of Single Audit found at 2 CFR § 200 Subpart F.</p>	If your Total Expenses Requested are:	Your Minimum Upload Requirements are:	<b>\$0 – \$24,999</b>	<ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• No invoices and receipts for COVID-19-specific expenses required for upload. Entity will be required to produce supporting documentation (such as bank statements, credit card receipts, etc.) if requested by the State for the purposes of an audit.</li> </ul>	<b>\$25,000 - \$131,099</b>	<ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• No invoices and receipts for COVID-19-specific expenses required for upload. Entity will be required to produce all invoices and receipts if requested by the State for the purposes of an audit.</li> </ul>	<b>\$131,100 or greater</b>	<ul style="list-style-type: none"> <li>• General ledger for COVID-19-specific expenses.</li> <li>• All invoices and receipts for COVID-19-specific expenses required with application submission.</li> </ul>
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<b>Other</b>	<ul style="list-style-type: none"> <li>• There are ten (10) slots available. You can upload any other materials you feel support your application here.</li> </ul>								

**\*\*\* Remember - All files must be under 10MB and in PDF format.<sup>2</sup> \*\*\***

<sup>1</sup> Round Two, Version One. October 12, 2020.

<sup>2</sup> If your document is larger than 10MB, you may need to split it into multiple documents and add into the open slots.

