



EXPENSE AND DISBURSEMENT DOCUMENTS AND INSTRUCTIONS

Applicant Payroll Records

Submit VEC-FC-21/20 quarterly report for the periods ended 12/31/2019 or 3/30/2020; **or** three 3rd party payroll processor records, or other supporting documentation, such as IRS Form 1040-ES for sole proprietors and independent contractors, for any three months during the 12 month period of August 2019 – July 2020, to confirm qualifying salary or payroll amounts - payroll support includes salaries, paid leave, costs associated with group health care benefits, and any other applicable benefit(s) costs.

Applicant Mortgage Loan Statement

Submit your last three Applicant mortgage statements to confirm monthly mortgage payments (refinancing, pre-paying or paying off existing debt is ineligible); documents need to be dated within 120 days of application.

Applicant Loan Statement(s)

Submit three loan billing statement(s) for any three (3) months during the 12 month period of August 2019 – July 2020, to verify monthly loan payments for any business loans that you incurred prior to or during the COVID-19 emergency (refinancing, pre-paying or paying off existing debt is ineligible).

Applicant Rent or Lease Statement(s)

Submit the Rent or Lease Agreement and all amendments that is currently in effect for your business

Applicant Utility Statement(s)

Submit three billing statements for any three (3) months during the 12 month period of August 2019 – July 2020, to confirm the following eligible business utility expenses: electric, water-sewer, gas, telephone and internet service

Other Related Documents

Submit any other pertinent documentation to substantiate Rebuild VA Grant Fund Applicant Eligibility or Disbursement and Expense Eligibility (COVID-19 disbursements and expenses in particular) not already listed, identified or requested