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**Documents Needed for NM Child Care Stabilization and Recovery Grant**

**Program Information**

* Federal Tax ID #
* State Tax ID #
* Vendor #
* Subsidy rate if applicable
* Total Staff Full Time & Part Time January 2020
* Total Staff Full Time & Part Time April 2020
* Capacity of Children on your license
* Capacity of Playground on your license
* Total Capacities & Enrollment all classrooms January 2020
* Total Capacities & Enrollment all classrooms April 2020

**Total Business Income**

* Total income for 2019
* As of Jan. 2020
* As of April 2020
* Total Income 2019
* Total Expenses 2019
* Income and Expenses for January 2020
* Income and Expenses for April 2020
* Net Income 2019
* Net Expenses 2019
* Net Profit 2019
* 4th Quarter DWS Report for Total Payroll Reported & Total Employees Reported
* Copy of W-9 on a flash drive to upload

**Expenses**

* Cleaning and sanitizing receipts
* Inspections or additional staffing hires (including training costs necessary to address public health emergencies like grief, stress, anxiety, trauma and recovery)
* Lost income resulting from closure due to public health emergency