

**Arkansas Business Interruption Grant**  
**Maintenance of Records**

The Business Interruption Grant Team recommends the following related to keeping documentation related to your grant award.

- Create and maintain documentation showing that the grant funds were used as reimbursement for eligible expenses within the grant program. For your reference, eligible expense types are listed on page two of this document.
- Keep copies of the email communications regarding that application process, including notification of the grant award.
- Keep documents that were submitted in the application portal including invoices, receipts, W-9, good standing documentation, etc.
- Keep a record of payment received from the grant program such as a bank statement showing the EFT payment or a copy of the check if payment was received via check when payments are made.
- Keep all documentation for seven years in case awardee is subject to audit.
- All documentation can be maintained in electronic or hard copy format.

**Arkansas Business Interruption Grant**  
**Eligible Expense Types**

1. Business insurance (e.g., business general liability insurance, business auto insurance)
2. Expenses associated with COVID-19 mitigation by workforce realignment (e.g., staggered shifts or staggered office days, etc.)
3. Franchise fees
4. Interest on any business debts that were incurred from March 1, 2020 to September 30, 2020
5. Maintenance and sanitation expenses
6. Operating and professional licenses
7. Other expenses reasonably necessary to keep the Eligible Business operational (e.g. Exterminator, Pest Control, Landscaping, Linens, Inventory Write-down for Spoilage)
8. Other expenses reasonably necessary to safely meet local, state, and federal COVID-19 mitigation requirements (e.g., Plexiglass Screens, Hand Sanitizer Dispensers, Staff Training for telework, Outdoor seating arrangements for restaurants)
9. Payroll costs and expenses
10. Personal Protective Equipment
11. Professional services procured (e.g., design & construction) of work environments necessary to mitigate the threat of COVID-19 (e.g., installation of HVAC filtration systems, partition installation, redesign of workspaces, etc.)
12. Remarketing the resumption of activities and steps taken to ensure a safe experience
13. Rent or mortgage interest payments incurred between March 1, 2020 and September 30, 2020
14. Technology costs necessary to shift to virtual operations (e.g., virtual meetings, e-commerce sales, etc.)
15. Telephone and internet service
16. Transportation costs
17. Utility expenses (e.g., water, sewer, gas, electricity)