

Document Checklist: What You Need When Applying for Construction Site Safety Grant

You will need the following documents to receive the minimum reimbursement:

- [Signed and notarized form](#) to verify business size
- **Scanned copies of Site Safety Cards** from all trained employees
- **Training invoices** from authorized training providers
- **Canceled check or credit card statement** showing payment to the authorized provider.
- **Signed federal tax form 1120 or signed copy of lease agreement, or 3 months of operational bills*** billed to your business address. Operational bills can include: internet, phone, health insurance, or product delivery bills. This is only required for business that are not M/WBE certified.
- **Copy of void check or bank statement or bank letter** for EFT authorization

If you would like to receive a full reimbursement for the cost of training you will need the following documents:

- **Copies of payroll records** for each employee for each week of training
- **Proof of attendance** from training provider for each week of training. This can include a signed and notarized [training attendance form](#) or sign in sheets from the approved training provider. Sign in sheets must be signed by both the trainee and training provider.