

City of Commerce City
C3 Community Assistance Program (C3 CAP)
Coronavirus Aid, Relief, and Economic Security (CARES) Act - Sub Recipient Monitoring Report
 Submission Deadline: Monday, December 14, 2020

Is your entity a Business or Nonprofit?	
Entity Name:	
Address:	
City, State, ZIP:	
Contact Name:	
Email:	
Phone Number:	
Total Amount of Grant Award(s)	\$

For Businesses Only			
Current Number of Employees	Full Time:	Part Time:	Contract:
Current Business Status (Closed, Open with Limited Hours, or in Full Operation?)			
Please indicate other funding sources received.	EIDL <input type="checkbox"/> PPP <input type="checkbox"/> CEF Microloan <input type="checkbox"/> SBA Loan <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>		
Would you like to be contacted by the Commerce City Economic Development Department for additional assistance?	Yes, please <input type="checkbox"/> No, thank you <input type="checkbox"/>		

Expenditure Item	Benefit to Entity's Operation/Community Served	Amount	Date of Expenditure	Documentation Attached Showing Proof of Expenditure
<i>Ex: April Payroll Expenditures</i>	<i>Enabled small business to stay in operation during required closures.</i>	<i>\$ 1,800.00</i>	<i>04/24/20</i>	<i>Bank statement</i>
<i>Ex: Food Products</i>	<i>Enabled food bank to provide food stuffs to City residents.</i>	<i>\$ 4,800.00</i>	<i>05/22/20</i>	<i>Vendor receipts</i>
<i>Ex: Health Care Supplies</i>	<i>Enabled non-profit to provide critical health services to City residents.</i>	<i>\$ 2,400.00</i>	<i>06/19/20</i>	<i>Vendor receipts</i>

Total \$ -

Notes:

- **Small Businesses** - Grant funds must be used for legitimate expenses in connection with the COVID-19 public health emergency related to Entity's business activities, including: rent/mortgage, payroll, insurance, or other monthly business expenses that comply with all federal, state, and local laws.
- **Nonprofits** - Grant funds must be used for legitimate expenses related to distributing assistance related to the COVID-19 public health emergency.
- Completed Sub Recipient Monitoring Report and associated expenditure documentation must be returned to the City by **Monday, December 14, 2020**.
- Expenditure documentation must demonstrate proof of expenditure paid by the Entity. Documentation may include vendor receipts, bank statements, copies of checks, general ledger reports, etc.
- Unused funds or funds not used for legitimate expenses must be returned to the City by **Monday, December 14, 2020**. **If you have questions about unused or legitimate expenses, please contact Theresa Wilson at twilson@c3gov.com.**

- Submit completed Sub Recipient Monitoring Reports, and expenditure documentation, **online at c3gov.com/covid-19-grants or by mail to:**

C3 Community Assistance Program (C3 CAP) Report

ATT: Glenys Trost

7887 E 60th Ave.

Commerce City, CO 80022

Businesses may contact Michelle Claymore with questions at (303) 289.3747 or redefiningcommerce@c3gov.com.

Nonprofits may contact John Bourjaily with questions at (303) 227-8789 or jboujaily@c3gov.com.

Certification: I certify that the expenses above are correct and eligible under this program and that no funding received pursuant to this program was expended for ineligible purposes under the CARES Act or this program.

Signature:

Printed Name:

Date: