

## CORONAVIRUS RELIEF FUND (CVRF) REIMBURSEMENT REQUEST

Please only enter information on this sheet in the yellow highlight areas.

Revised: 7/28/2020

1. Grantee Organization:		CITY OF CRAIG		5. Service Dates:	
2. Contract Number:		CM-100		Start Date	End Date
3. Reimbursement Request #:		1		3/1/2020	8/21/2020
4. Final Request? Enter Yes or No		No			
Totals in Rows 7 and 10 on <u>this</u> Sheet will autofill from the 10 Transfer/Expense tabs. DO NOT enter financial information in cells E7 and E10.					
6a. TOTAL CVRF FUNDS CURRENTLY BEING REQUESTED				\$266,107.96	
6b. TOTAL CONTRACT AMOUNT				\$446,688.00	
6c. CONTRACT BALANCE BEFORE THIS REQUEST				\$43,186.24	
6d. CONTRACT BALANCE AFTER THIS REQUEST				\$137,393.80	
Eligible transfers or expenses incurred due to the public health emergency					Cells below will autofill from the 10 expense sheets.
7a - Funds Transferred to Other Governments				\$0.00	
7b - Payroll Expenses for Public Health and Safety Employees				\$0.00	
7c - Expenses for Budgeted Personnel and Services Diverted to a Substantially Different Use				\$0.00	
7d - Expenses to Improve Telework Capabilities of Public Employees				\$39,185.24	
7e - Medical Expenses				\$0.00	
7f - Public Health Expenses				\$19,651.37	
7g - Expenses to Facilitate Distance Learning				\$0.00	
7h - Expenses Providing Economic Support				\$203,471.35	
7i - Expenses Associated with Issuance of Tax Anticipation Notes				\$0.00	
7j - Other COVID-19 related expenses reasonably necessary to governments function				\$3,800.00	
8. Compliance with CARES Act: This request includes only necessary expenditures: a.) incurred due to the public health emergency with respect to the Coronavirus Disease 2019, b.) were not accounted for in the budget most recently approved as of March 27, 2020, and c.) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.					Check "Yes" or "No" in the 3 cells below.
					Yes      No
					X
9. Please confirm that your organization is retaining <u>all</u> supporting documentation for this request and any audits.					Yes      No
					x
10. Please confirm that your organization is not using other Federal funds for the reimbursements in this request.					Yes      No
					x
<b>11. Federal Funding Compliance Certification</b> By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false <u>claims</u> or otherwise. ( <u>U.S. Code Title 18, Section 1001</u> and Title 31, Sections 3729-3730 and 3801-3812).				12. SIGNATURE OF AUTHORIZED INDIVIDUAL below:	
				PRINT NAME, TITLE, and DATE below:	
<b>Submittal Note:</b> When complete, print or save all tabs in this spreadsheet (11 sheets total) as a PDF. Then submit as a single PDF in your Portal acct.					

## 7d Expenses on Improving Telework Capabilities of Public Employees due to the COVID-19 public health emergency

**Eligible expenses include:** Telework expenditures must be limited to those that are necessary due to the public health emergency. See Federal Guidance.

**Ineligible expenses include:** Expenses that have or will be reimbursed by another federal program, reimbursement to donors, workforce bonuses other than hazard pay, severance pay and legal settlements. See Federal Guidance.

**Notes:** Please retain all backup and supporting documentation including but not limited to email communications, contracts, receipts, invoices, budget records and ledgers for possible monitoring and audit for 5 years after final payment is made. Do not provide any of that backup documentation with this request. Totals on this sheet will autofill to the Request Form. Add as many rows below as needed.

				Total Request	\$ -
Date of Payment	Invoice or Billing Number	Check No.	Description of Telework Expenses	Amount	
1 4/15/2020	11W6-NF41-17OP	64562	Amazon - Laser Printer for work-at-home	\$198.90	
2 5/13/2020	IC 114810	64977	Vantage Point Corp. - Laptop Computer for working at home (Admin-1)	\$1,178.88	
3 5/22/2020	4302020	65012	Dell Computer - Laptop Computers for working at home (Fin-1, Jud-1)	\$2,798.00	
4 5/22/2020	4302020	65012	Printer for working at home	\$199.81	
5 4/21/2020	ADD048479484	CC	Adobe Photoshop - Application for Laptop	\$99.99	
6 5/13/2020	IC114948	64729	Vantage Point Corp. - Webcam	\$66.12	
7 5/13/2020	13T7-T1CL-9KFX	64896	Amazon - Laptop Sleeve Bag for work-at-home	\$14.99	
8 5/13/2020	1913-GPM7-TQ1N	64896	Amazon - Laptop Sleeve Bag for work-at-home	\$17.99	
9					
10			Laptops for various Departments	\$34,610.56	
11					
12					
13					
14 TOTAL				\$39,185.24	

## 7f Public Health Expenses incurred due to the COVID-19 public health emergency

**Eligible expenses include:** communication and enforcement, acquisition and distribution of medical and protective equipment, disinfection, public safety measures and quarantine expenses. See Federal Guidance.

**Ineligible expenses include:** Expenses that have or will be reimbursed by another federal program, reimbursement to donors, workforce bonuses other than hazard pay, severance pay and legal settlements. See Federal Guidance.

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Totals on this sheet will autofill to the Request Form. Add as many rows below as needed.

				Total Request \$	-
Date of Payment	Invoice or Billing Number	Check No.	Description of Public Health Expenses	Amount	
1	4/15/2020	168898	64739	Boyko Supply - disinfectant	\$131.66
2	4/15/2020	168299	64739	Boyko Supply - disinfectant	\$66.28
3	4/15/2020	17028	64756	Frontier Station Inc. - masks	\$33.98
4	4/15/2020	17032	64756	Frontier Station Inc. - masks	\$16.99
5	4/15/2020	294812	64778	MJK Sales & Feed Inc. - cleaning supplies	\$22.99
6	4/15/2020	294807	64778	MJK Sales & Feed Inc. - cleaning supplies	\$97.86
7	5/13/2020	15104	64892	Advanced Infosystems - Fly on Trash pickup because of COVID-19	\$943.80
8	4/15/2020	540678	64727	All Natural of Yampa Valley Inc. - Sanitizing of City Hall and Center of Craig Bldg.	\$406.25
9	5/13/2020	540699	64895	All Natural of Yampa Valley Inc. - Sanitizing of City Hall	\$450.00
10	6/10/2020	540723	65084	All Natural of Yampa Valley Inc. - Sanitizing of City Hall	\$717.75
11	7/16/2020	740678	65288	All Natural of Yampa Valley Inc. - Sanitizing of City Hall and Center of Craig Bldg.	\$762.50
12	7/16/2020	1FHX-VVX7-70	65289	Amazon - Outdoor Chalkboard Easel Set	\$68.99
13	8/12/2020	1G3M-JH6-KDQF	65492	Amazon - Ring Chime	\$27.69
14	6/10/2020	1HPN-CYF7-3RTR	65085	Amazon - Ethernet patch internet cables -4	\$45.96
15	7/16/2020	1J91-CYHT-PKL3	65289	Amazon - Ultraloq Keyless Door Lock	\$137.59
16	6/10/2020	1LWD-79QR-7VMC	65085	Amazon - Face Masks	\$25.98
17	5/13/2020	1RAA-HUD7-9XMP	64896	Amazon - Microphone Stands for distancing	\$27.98
18	6/10/2020	1WPG-CFN3-1WVN	65085	Amazon - Large Package Drop Box for Entry	\$214.99
19	6/10/2020	1WPG-CFN3-1WVN	65085	Amazon - Large Package Drop Box for Entry	\$214.99
20	8/12/2020	1YRP-4639-G3FT	65492	Amazon - Fire Tablets - 2 for intercoms	\$94.98
21	5/13/2020	16GT-HQMF-4TYT	64896	Amazon - Ultraloq Keyless Door Lock	\$137.59
22	4/15/2020	LFRA2355889	64732	American Linen - cleaning of rugs	\$103.96
23	5/29/2020	LGRA2359453	65037	American Linen - cleaning of rugs	\$103.96
24	5/29/2020	LGRA2362620	65037	American Linen - cleaning of rugs	\$103.96
25	6/10/2020	LGRA2366247	65086	American Linen - cleaning of rugs	\$103.96
26	6/10/2020	LGRA2370049	65086	American Linen - cleaning of rugs	\$103.96
27	6/10/2020	7018909307	65088	Applied Indust. Tech. - Hand sanitizer	\$66.16
28	5/1/2020	1045	64851	Arola Solutions, Inc. - Tech Services for wiring for social distancing	\$210.00
29	5/13/2020	168640	64902	Boyco Supply Co. - Gloves	\$15.60
30	4/15/2020	168655	64739	Boyco Supply Co. - Gloves and cleaning supplies	\$152.58
31	6/10/2020	170183	65093	Boyco Supply Co. - Gloves and cleaning supplies	\$84.26
32	8/14/2020	172770	65607	Boyco Supply Co. - Gloves and cleaning supplies	\$33.70
33	8/21/2020	COSTE2375	65650	Fastenal Company - Face Masks	\$82.50
34	8/12/2020	153201	65555	Murdock's - Face Masks	\$39.99
35	3/31/2020	03312020	CC	City Market - Cleaning Supplies	\$16.30

36	3/31/2020	04072020	CC	City Market - Cleaning Supplies	\$6.85
37	3/31/2020	05012020	CC	City Market - Cleaning Supplies	\$11.40
38	7/31/2020	15967	65456	Covenant Security Equipment - Large Drop Box for parking lot	\$2,141.00
39	6/22/2020	106438174	65199	Creative Market - Virus infdections icons set	\$9.00
40	6/22/2020	107308208	65199	Creative Market - Virus infdections icons set	\$9.00
41	3/31/2020	054660	CC	Dollare Tree - Cleaning supplies	\$13.07
42	6/10/2020	51144	65112	Enerspect Medical Solutions - 2 Infrared Thermometer	\$377.25
43	7/31/2020	GYQ8ZT68K2	65456	Facebook - Posting for COVOD-19 Relief Grants	\$40.00
44	8/21/2020	COSTE52376	65650	Fastenal Company - Face Masks	\$55.00
45	5/13/2020	7936225	64925	Fischer Scientific - Digital Thermometer	\$300.56
46	4/15/2020	12614	64767	Identity Graphics llc - Banners	\$135.00
47	6/10/2020	12724	65125	Identity Graphics llc - Floor decals	\$24.00
48	6/10/2020	12762	65125	Identity Graphics llc - Floor decals	\$220.00
49	7/16/2020	12861	65349	Identity Graphics llc - Various decals	\$202.00
50	7/31/2020	4434289	65456	Kum & Go - Masks	\$39.99
51	5/13/2020	27358	64941	Mary's Sewing & Alterations - 49 masks	\$245.00
52	5/13/2020	296016	64946	MJK Sales & Feed Inc. - cleaning supplies	\$18.97
53	5/13/2020	296599	64946	MJK Sales & Feed Inc. - supplies for restricting areas	\$51.96
54	5/13/2020	296689	64946	MJK Sales & Feed Inc. - supplies for restricting areas	\$31.99
55	5/13/2020	296775	64946	MJK Sales & Feed Inc. - supplies for restricting areas	\$59.16
56	5/13/2020	297992	65137	MJK Sales & Feed Inc. - cleaning supplies	\$13.98
57	7/16/2020	31149	65368	MJK Sales & Feed Inc. - cleaning supplies	\$20.97
58	7/16/2020	301463	65368	MJK Sales & Feed Inc. - Hand sanitizer	\$83.98
59	7/16/2020	302266	65368	MJK Sales & Feed Inc. - Sanitizer wipes	\$18.36
60	4/15/2020	152618	64782	Murdock's - Face Masks	\$63.92
61	4/15/2020	152645	64782	Murdock's - Cleaning Wipes	\$97.86
62	4/15/2020	152653	64782	Murdock's - Cleaning Supplies	\$15.96
63	4/18/2020	152664	64782	Murdock's - Cleaning Wipes	\$24.90
64	5/13/2020	152699	64948	Murdock's - Cleaning Wipes	\$13.98
65	4/23/2020	31362515	CC	Radwell International - 100 masks	\$199.00
66	7/31/2020	134481	65456	Samuelsons True Value - Cleaning supplies	\$22.99
67	4/15/2020	176530	64782	Samuelsons True Value - Cleaning wipes	\$97.86
68	6/10/2020	177439	65151	Samuelsons True Value - Cleaning wipes	\$33.48
69	6/10/2020	177831	65151	Samuelsons True Value - supplies to restrict areas	\$24.98
70	7/16/2020	182451	65391	Samuelsons True Value - Door closer	\$82.99
71	7/16/2020	182491	65391	Samuelsons True Value - supplies to restrict areas	\$10.99
72	6/12/2020	37505945	65195	Uline - Gloves	\$182.84
73	5/13/2020	118615891	64972	Uline - Shoe Coverings	\$154.99
74	4/22/2020	551974	CC	UNIKCCTV - Window Intercom	\$199.81
75	4/28/2020	602327	CC	Union Wireless - Utility cellphone	\$188.00
76	3/31/2020	03312020	CC	Walgreens - Hand sanitizer	\$30.22
77	8/21/2020	1042000314	65650	Walmart - Face Coverings	\$107.87
78	8/21/2020	01270023919	65650	Walmart - Face Coverings & cleaning supplies	\$250.47
79	8/21/2020	009900170389	65650	Walmart - Cleaning supplies	\$29.88

80	5/13/2020	011900828258	64981	Walmart - supplies for restricting areas	\$27.71
81	5/13/2020	012000444116	64981	Walmart - supplies for restricting areas	\$7.76
82	5/6/2020	012700269090	CC	Walmart - hand sanitizer & Towels	\$40.72
83	8/21/2020	020300647071	65650	Walmart - Face coverings for staff	\$299.58
84	8/21/2020	0089400559933	65650	Walmart - Cleaning supplies	\$23.44
85	3/18/2020	11952910	CC	Zoom Video Communications Inc. - March subscription	\$16.32
86	3/27/2020	13223514		Zoom Video Communications Inc. - March subscription	\$30.92
87	4/18/2020	16184859		Zoom Video Communications Inc. - April subscription	\$59.88
88	5/11/2020	20079166		Zoom Video Communications Inc. - May subscription	\$16.32
89	5/18/2020	21121892		Zoom Video Communications Inc. - May subscription	\$59.88
90	6/18/2020	26462844		Zoom Video Communications Inc. - June subscription	\$59.88
91	7/18/2020	31578954		Zoom Video Communications Inc. - July subscription	\$59.88
92	7/30/2020	33830702		Zoom Video Communications Inc. - July subscription	\$16.32
93	5/1/2020	933253		Zoro - Office Utility poles for social distancing	\$349.58
				Samuelsons True Value - cleaning supplies	\$93.98
				Vantage Point Corporation	\$3,010.00
				Bank of Colorado	\$2,263.87
				Amazon Capital Services	\$273.53
				Fastenal Company	\$110.00
				MJK Sales & Feed Inc	\$102.34
				Murdoch's Ranch & Home Supply	\$39.99
				Boyco Supply	\$33.70
				Bank of Colorado	\$816.62
				White, Liz	\$9.98
94					
95					
96	TOTAL				\$19,651.37

**7h Economic Support Expenses incurred due to the COVID-19 public health emergency**

**Eligible expenses include:** cost of provision of grants to small businesses, state, local or tribal payroll support, and unemployment insurance costs related to the COVID -19 health emergency. See Federal Guidance.

**Ineligible expenses include:** Expenses that have or will be reimbursed by another federal program, reimbursement to donors, workforce bonuses other than hazard pay, severance pay and legal settlements. See Federal Guidance.

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				Total Request	\$ -
Date of Payment	Invoice or Billing Number	Check No.	Description of Economic Support Expenses	Amount	
1	6/25/2020	6252020	65211	Chaos Ink - Small Business Grant	\$2,142.85
2	6/25/2020	6252020	65216	Elkhead Supply Inc - Small Business Grant	\$2,142.85
3	6/25/2020	6252020	65221	Health Works - Small Business Grant	\$2,142.85
4	6/25/2020	6252020	65223	Just Dance - Small Business Grant	\$2,142.85
5	6/25/2020	6252020	65217	Embroidery Shoppe - Small Business Grant	\$2,142.85
6	6/25/2020	6252020	65230	Popular Bar Inc - Small Business Grant	\$2,142.85
7	6/25/2020	6252020	65222	Hearing Aid Office Inc - Small Business Grant	\$2,142.85
8	7/2/2020	07022020	65244	Craig California Nails - Small Business Grant	\$2,142.85
9	7/2/2020	07022020	65247	DC Enterprises - Small Business Grant	\$2,142.85
10	7/2/2020	07022020	65245	Craig Elks Lodge #1577 - Small Business Grant	\$2,142.85
11	7/2/2020	06252020	65260	West Portal Industries LT - Small Business Grant	\$2,142.85
12	7/10/2020	07092020	65276	Trapper Fitness Center - Small Business Grant	\$2,142.85
13					
14				Moutain Meat Packing	\$10,000.00
15				West Twin Cinema	\$10,000.00
16				The Find	\$10,000.00
17				518 Wine Bar	\$10,000.00
18				Craig Hospitality (Quality Inn)	\$10,000.00
19				Prodigal Sons Coffee House	\$10,000.00
20				The Embroidery Shoppe	\$7,600.00
21				WHC CrossFit	\$7,800.00
22				Trav-O-Tel	\$10,000.00
23				West Portal Industries	\$7,857.15
24				The Seasoned Brisket	\$10,000.00
25				Arts Council / Articulture	\$10,000.00
26				Chapman's Automotive	\$10,000.00
27				Barrel Cathedral Brewery	\$4,500.00
28				Craig Chamber of Commerce	\$10,000.00
29				Craig Hotel	\$10,000.00
30				Good Vibes River Gear	\$10,000.00
31				Boys & Girls Club	\$10,000.00
32				Popluar Bar	\$10,000.00
33					

34				
35				
36	<b>TOTAL</b>			<b>\$203,471.35</b>

## 7j Other Related Expenses Incurred due to the COVID-19 public health emergency

**Eligible expenses include:** expenses for items not listed in the other categories on the combined reimbursement form. See Federal Guidance.

**Ineligible expenses include:** Expenses that have or will be reimbursed by another federal program, reimbursement to donors, workforce bonuses other than hazard pay, severance pay and legal settlements. See Federal Guidance.

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				Total Request \$	-
	Date of Payment	Invoice or Billing Number	Check No.	Description of Other Related Expenses	Amount
1	4/3/2020	4032020	64680	Moffat United Way (Individual financial assistance)	\$2,000.00
2	5/1/2020	4302020	64860	Moffat United Way (Individual financial assistance)	\$1,800.00
3					
4					
5					
6					
7					
8					
9					
10	<b>TOTAL</b>				<b>\$3,800.00</b>