

SBR



**COLORADO**  
Department of Local Affairs  
Division of Local Government

January 14, 2021

Michael Hancock, Mayor  
City and County of Denver  
201 W. Colfax Avenue  
Denver, CO 80210

**RE: SBR-21024 – City and County of Denver - Small Business Relief 2021 - Allocation and Next Steps Agreement**

Dear Mayor Hancock:

The Colorado Department of Local Affairs (DOLA) has reviewed your application for the Small Business Relief Program (SBR), a State initiative funded by Senate Bill 20B-001. As DOLA's Executive Director, I am pleased to inform you of your allocation of \$4,501,043.00. Your submitted application and this allocation letter serve as your agreement with the State. Recipients of these funds do **not** require any additional contracts.

By accepting the funding, you as the SBR recipient are agreeing to spend the funds to provide relief payments to small businesses operating within the geographical boundaries of your organization and are agreeing to the attached Terms & Conditions.

You must make a single payment request for your full allocation amount ("One-Check" payments) using DOLA's online portal system. Payment requests must be submitted within 15 days after the Effective Date of this signed allocation letter. Use this [link](https://cdola.colorado.gov/small-business-relief) to access SBR payment forms and instructions: <https://cdola.colorado.gov/small-business-relief>.

Thank you for your interest in the Small Business Relief Program. Please contact Alyson Anderson at (720) 387-0267 or [alyson.anderson@state.co.us](mailto:alyson.anderson@state.co.us) with any questions.

Sincerely,

Rick M. Garcia  
Executive Director

cc: Deborah Cameron, Responsible Administrator  
Clay Brown, DOLA Regional Manager



In accordance with §24-30-202 C.R.S., this Agreement is not valid until signed and dated below by the State Controller or an authorized delegate.

STATE CONTROLLER  
Robert Jaros, CPA, MBA, JD

DocuSigned by:



DFA94368247F476...

By: Yingtse Cha, Controller Delegate

Effective Date: 1/15/2021 | 2:58 PM MST

CMS# 166957 VCUST# 14143 ADDR F3130 WARR DLG# F21SBR21024

**THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK**



## **Small Business Relief Fund - Allocation Terms & Conditions**

- 1. Statutory Authority.** Colorado Senate Bill 20B-001, Sections 1 through 3.
- 2. Funding Period:** January 15, 2021 through June 30, 2021
- 3. Use of Funds**
  - a. Recipient may expend up to 5% of the allocation amount on their own administrative costs to administer the distribution of relief payments.
  - b. Recipient shall establish a process that allows not less than 21 days for eligible small businesses to apply for and demonstrate eligibility for relief payments.
  - c. Recipient shall communicate information about the relief program in a manner that informs small businesses located within the Recipient's geographical boundaries about the relief program, including how and when to apply.
  - d. Recipient shall inform eligible small businesses that by receiving SBR program funds, they are ineligible to receive relief payments from the Arts Relief Program created in Section 24-48.5-316 of Senate Bill 20B-001.
  - e. Recipient shall inform eligible small businesses that they are required to return any relief payment received if they are found to be out of compliance with any eligibility criteria identified in Section 2, Subsection (1)(i) of Senate Bill 20B-001.
  - f. Recipient shall not distribute relief payments based on the order in which applications are submitted or received.
  - g. Recipient shall collect sufficient information from small business applicants to enable issuance of an Internal Revenue Service Form 1099.
  - h. Recipient shall provide an Internal Revenue Service Form 1099 to each eligible small business that receives a relief payment from the Recipient.
  - i. Recipient shall distribute relief payments to eligible small businesses as soon as practicable and no later than **February 12, 2021**.
- 4. Documentation.** Recipient shall retain documentation on all uses of the funds, including invoices, sales receipts, time and effort reporting, data and financial records, and any other documentation that establishes compliance for up to five (5) years after final payment is made using SBR funds. Such documentation shall be provided to DOLA or its duly authorized representatives upon request.
- 5. Monitoring.**
  - a. DOLA or the State of Colorado reserves the right to initiate detailed monitoring or auditing of any recipient at its sole discretion.
  - b. The review shall provide assurance that the information self-reported by Recipient is accurate and complete, and identify unallowable or questionable expenditures for follow-up. When concerns are noted during the review process, the Recipient shall provide documentation of the expenditures or accounting practices to DOLA for verification.
  - c. Funds spent outside of the statutory intent must be returned to DOLA within 30 days of identification of improper use.
- 6. Financial Reporting.**
  - a. Recipient shall provide DOLA with a final report describing how its allocated funds were distributed to eligible small businesses and how much of the allocation the Recipient used for administrative costs, detailing how the funds for administrative costs was spent. Use this [link](https://cdola.colorado.gov/small-business-relief) for access to the SBR reporting forms: <https://cdola.colorado.gov/small-business-relief>.

- b.** All final reporting and any required documentation shall be completed by your organization and returned to DOLA by **April 30, 2021**. DOLA will deobligate any remaining balances.
- 7.** In the event of a conflict between the terms and conditions of the Recipient's Application and the terms and conditions of this allocation letter, the terms and conditions of this allocation letter shall prevail.

**THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK**