



Town of Pagosa Springs Pagosa Springs Coronavirus Relief Fund (CVRF) Program

PROGRAM OVERVIEW

The Town of Pagosa Springs has received CARES Act funds to help local businesses and non-profit organizations that have experienced business disruption due to COVID-19. Each business or organization can request reimbursement of COVID-19 related expenses **up to \$7,500**. Funds will not be advanced, but may be reimbursed for expenses incurred by applicants that are related to COVID-19 response and recovery.

ELIGIBILITY CRITERIA

The Town of Pagosa Springs will consider proposals from for-profit and non-profit businesses including 501c6 and 501c3 organizations, sole proprietorships, and home-based businesses that meet the following eligibility criteria:

1. Businesses/organizations need not be located within the Town of Pagosa Springs town limits, but must be physically located within Archuleta County, Colorado.
2. Businesses located within town limits must have a current Town of Pagosa Springs business license when applying.
3. The business/organization is still in business and working to reopen or stay open.
4. All requests will be accompanied by receipts and/or proof of purchase documentation and detailed information to demonstrate need.

ELIGIBLE REIMBURSEMENTS

The following is intended as guidelines for eligible reimbursements based on information provided in the Act.

- Reimbursement of any COVID-19 related expenses that have already occurred or will occur between March 2020 and November 30, 2020, including masks/face coverings, sanitizer, plexiglass, signage, personal protective equipment, remote technology needs, signage, tents, outdoor seating and equipment, heaters to utilize outdoor space, disposable menus or other costs incurred to accommodate social distancing and public health requirements. Receipts or other proof of purchase are required.
- Funds may be used for costs of business interruption caused by required closures (this may include rent, utilities, and personnel).
- Funds may be used for costs expended for any events that were cancelled (posters, t-shirts, etc.). Funds may not be used for lost revenue due to the event not occurring.

- Requests must not duplicate funding already received for this purpose from other COVID-19 related grants or relief programs including, but not limited to, PPP and EIDL loans.
- Funds may not be used for staffing and other budgeted expenditures that were already budgeted and not directly related to responding to the pandemic (ie. funds may not be reimbursed for staff, supplies or other expenses that would have been paid anyway).
- All funding is subject to review, audit, and final determination by the Department of Treasury. Any funds spent that are not in compliance with their requirements must be returned to the Town of Pagosa Springs. For additional information to clarify eligible expenditures, please visit <https://cdola.colorado.gov/cvrf>

REVIEW PROCESS

Staff strongly encourages applicants to bundle all requests for reimbursement within one application per business/organization. Town staff will review the request and associated documentation. Staff will be requesting funds from the State of Colorado approximately once per month; however, the timing of this may vary depending on the amount of requests. Funds will be provided to applicants on a reimbursement basis once approved by the state. All applications will be evaluated based on the above criteria and availability of funds.

APPLICATION DEADLINE

All CVRF requests must be made by **November 30, 2020**. If approved, funds will be distributed by **December 31, 2020**. Applications shall be dropped off or mailed to Town Hall (PO Box 1859, 551 Hot Springs Blvd. Pagosa Springs, CO 81147), Attention: **Pagosa Springs CVRF Program**, or sent via email to April Hessman, Town Clerk/Finance at ahessman@pagosasprings.co.gov.

OTHER CONDITIONS

Any items purchased through the CVRF program must remain with the applicant for a minimum of one year. Any items purchased through the program that are sold or returned within one year of reimbursement shall return the funds to the Town of Pagosa Springs.

Applicant understands that *the Town does not provide pre-approvals for the use of funds*. There is no guarantee of reimbursement and funds are based on the applicability of the expense to the CVRF CARES Act federal and state guidelines. The Applicant may not be reimbursed for expenditures and in this case, the applicant understands that they shall be solely responsible for the item(s) cost.

**Town of Pagosa Springs
Coronavirus Relief Fund Program
Application**

Application Deadline is 5:00 p.m. on November 30, 2020. Please submit completed original form to:

Town of Pagosa Springs
Attn: **Pagosa Springs CVRF Program**
P.O. Box 1859
551 Hot Springs Blvd.
Pagosa Springs, CO 81147

Contact: April Hessman, Town Clerk/Finance Director
or email: ahessman@pagosasprings.co.gov

Requested Amount: \$_____ (max up to \$7,500)

A. Applicant Information

Name of Business/Organization: _____

Business/Organization Physical Address: _____

Business/Organization Mailing Address (if different than above):

Contact Person/Owner: _____

Phone: _____ E-Mail Address: _____

Tax ID number: _____

Pagosa Springs Business License number*: _____

*(*required for for-profit businesses doing business within Pagosa Springs town limits)*

Is your business in good standing with the Colorado Secretary of State?

Yes _____ No _____

Please attach Certificate of Good Standing
<https://www.sos.state.co.us/>

How many years has your business/organization been in existence/operation? _____

Number of employees: full-time _____ part-time (less than 30 hours/wk) _____

B. COVID-19 Impacts Information

1) Is your business/organization currently closed? Yes _____ No _____

Explain your answer.

2) Explain the financial impact of the COVID-19 pandemic on your business or organization and the steps you have taken to respond to the pandemic to encourage social distancing, compliance with public health orders, etc.

3) Your business may be eligible for reimbursement for business interruption and COVID-19 related expenses to meet the Governor’s Executive Orders, Health Department requirements or social distancing recommendations. **Please attach receipts for any COVID-19 based expenses you are requesting be reimbursed and use the space below to list each item and amount.**

4) How will this funding help you remain open and a viable Pagosa Springs/Archuleta County business and/or to meet the objectives of social distancing and the requirements of public health orders and best practices?

Attestation

I hereby acknowledge that I have completed this application truthfully and accurately to the best of my knowledge. I understand all conditions of this funding. I understand if not approved by the State, I will not receive reimbursement through this Pagosa Springs Coronavirus Relief Fund Program. I agree I have not received reimbursement from any other COVID-19 related grants or relief programs using these same receipts and if funded by CVRF agree not to use them for other related grants or relief programs.

Signature _____

Date _____

*Before returning this completed form, please make sure **receipts and related information** are attached as applicable.*