



February 27, 2024

Attention Jennifer Penoncello  
Commerce City  
7887 E. 60<sup>th</sup> Avenue  
City Council, CO 80022

**Subject: RAQC Public Entity Lawn and Garden Grant Program, Award of Funding**

Congratulations! This letter serves as formal notification of the Regional Air Quality Council's (RAQC) award of **\$98,229.92** to **Commerce City** for activities related to the purchase of new zero-emission commercial lawn, and garden equipment. The specific approved funding breakout is provided in your purchasing order. The enclosed purchase orders serve as a notice to proceed with these activities. Costs may not be incurred prior to the date of this letter.

Reimbursement may be submitted upon payment and delivery of equipment and shall be for all equipment covered under the Purchase Order. Any adjustment to type, quantity, price, brand, or model of awarded equipment must be approved by both parties prior to purchase. The final award will be based on invoices provided at the time of reimbursement with the total funding amount not to the amount provided on the Purchase Order. Please submit proof of payment and proof of recycling with your reimbursement. For reimbursements, **please visit [www.MowDownPollution.org/help](http://www.MowDownPollution.org/help)** there you can upload relevant documents for reimbursements.

Receipts must be submitted within 120 days of receipt of the award. An end-of-season questionnaire is also requested, following delivery of grant funded equipment. We ask you please have one of your equipment operators or administrators fill out the survey and provide your feedback on the equipment for potential future funding opportunities.

We look forward to working with **Commerce City** on this project and appreciate your effort in leading by example to help improve air quality and public health. Please feel free to contact me at [jlabure@RAQC.org](mailto:jlabure@RAQC.org) or 303.629.5450 x230 with any questions on this grant.

Sincerely,

Jacob LaBure  
Program Coordinator