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COLORADO
Department of Local Affairs
Division of Local Government

June 29, 2022

Benjamin Huseman, Mayor
City of Commerce City
13905 E. 112th Ave.
Commerce City, CO 80022

RE: PSI-22-022 – City of Commerce City - Pools Special Initiative 2022 - Grant Award and Next Steps Agreement

Dear Mayor Huseman:

The Colorado Department of Local Affairs (DOLA) has reviewed your application for the Pools Special Initiative 2022 (PSI) program, a State funded initiative. As DOLA's Executive Director, I am pleased to inform you of your award of \$12,500.00. Your submitted application and this award 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 PSI grantee are agreeing to spend the funds on recruitment and retention efforts for public swimming pool employees within your jurisdiction and are agreeing to the attached Terms & Conditions.

You must make two separate advance requests using DOLA's online grants portal system to obtain your grant funding:

- 1st half - upon receipt of this agreement, and
- 2nd half - upon fully expending and reporting on the 1st half.

The first advance request should be submitted as soon as possible after the Effective Date of this signed award letter. The advance request form, as well as the report form, are included along with this grant award letter agreement.

Thank you for your interest in the Pools Special Initiative 2022 program. Please contact your regional manager with any questions.

Sincerely,

Rick M. Garcia
Executive Director

cc: Corey Erwin, Responsible Administrator
Chris La May, 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:

Beulah Messick - DOLA

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By: Beulah Messick, Controller Delegate

Effective Date: 6/30/2022 | 6:26 PM MDT

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Pools Special Initiative 2022 - Grant Award Terms & Conditions

- 1. Statutory Authority.** C.R.S. 24-32-106(1)(c)
- 2. Funding Period:** July 1, 2022 through September 30, 2022
- 3. Use of Funds**
 - a. Grant funds will only be spent on costs associated with the recruitment and retention of public swimming pool employees. Eligible expenses include but are not limited to:
 - any expenses related to recruitment of public swimming pool employees such as marketing and advertising, job board fees, referral bonuses;
 - any expenses related to retention of public swimming pool employees such as to pay increases, signing bonuses, fringe benefits, team building opportunities, employee appreciation expenses.
 - b. Grantee counties, municipalities, and special districts understand that any grant funds expended outside of the intent of this program must be returned to the Department of Local Affairs within 30 days of the ruling by DOLA of improper fund use.
 - c. Grant funds expire September 30, 2022. Grantee counties, municipalities, and special districts must not incur any expenses after September 30, 2022.
 - d. Ineligible expenses include but are not limited to: any expenses not related to recruitment and retention of public swimming pool employees such as utilities, pool supplies, pool equipment and furniture, maintenance expenses, recruitment and retention expenses for non-swimming pool employees, training*, any expenses already accounted for in your current budget. **for assistance with training costs, contact your local workforce center.*
- 4. Documentation.** Recipient shall retain documentation on all uses of the funds, including invoices, receipts, data and financial records, and any other documentation that establishes compliance for up to three (3) years after the final report is approved using PSI 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 grantee at its sole discretion.
 - b. The review shall provide assurance that the information self-reported by Grantee is accurate and complete, and identify unallowable or questionable expenditures for follow-up. When concerns are noted during the review process, the Grantee shall provide documentation of the expenditures or accounting practices to DOLA for verification.
 - c. Funds spent outside of the stated program intent must be returned to DOLA within 30 days of identification by DOLA of improper use.
- 6. Financial Reporting.**
 - a. Recipient counties, municipalities, and special districts must provide DOLA with itemized reports upon the complete expense of both (2) advance payments detailing how grant funds were spent. Invoices and proof of payment must be provided to support the expenditures.
 - b. Recipient counties, municipalities, and special districts must submit a final report upon the completion of the project.
 - c. Any unspent funds must be returned to DOLA no later than October 31, 2022 and prior to submitting the final report. Unspent funds will be deobligated by DOLA.
- 7.** In the event of a conflict between the terms and conditions of the Grantee's Application and the terms and conditions of this award agreement letter, the terms and conditions of this award agreement letter shall prevail.