

# CITY OF AZTEC BUSINESS CONTINUITY GRANT

## REIMBURSEMENT PROCESS

### HOW TO SUBMIT FOR REIMBURSEMENT

Complete the spreadsheet with required information. Each recipient has received a pre-filled (name, award number and amount) spreadsheet for reimbursement submittal. If you are unable to locate the email, the spreadsheet is also available: <http://www.aztecnm.gov/BCG.html> under the Reimbursement Section.

Your first request should be completed on the tab named Request 1, 2<sup>nd</sup> request on tab name Request 2, etc.; there are 10 tabs in the spreadsheet for a total of 10 reimbursement requests.

For each reimbursement request, all eligible expenses claimed must include a detailed receipt, invoice, check stub, payroll journal, etc. AND proof of payment (cancelled check, credit card statement or bank statement).

You may submit one or more reimbursement requests. Final requests must be submitted to the City of Aztec by January 12, 2021, 5:00 PM.

For each reimbursement request, email the spreadsheet and receipts to: [acctspayable@aztecnm.gov](mailto:acctspayable@aztecnm.gov)

### ELIGIBLE EXPENSES

#### MUST BE INCURRED BETWEEN MARCH 1, 2020 TO DECEMBER 30, 2020 AND PAID PRIOR TO SUBMITTING FOR REIMBURSEMENT

**Business Continuity** grant funding may reimburse expenses related to:

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
  
- Insurance
- Utilities
- Marketing
- Other fixed expenses related to the operation of the business (upon review)

**Business Redesign** grant funding may reimburse expenses related to :

- Reconfiguring physical spaces to meet COVID-19 guidelines
- Installing Plexiglas barriers
- Purchasing web conferencing or other technology to facilitate work at home
- Personal protection equipment (PPE) for employees
- Temporary structures to mitigate the spread of Covid-19

*\*Please note, any expenses already reimbursed by the Paycheck Protection Program or incurred using the Economic Injury Disaster Loan may not be submitted for reimbursement through this program.*

## REIMBURSEMENT PROCESSING

Each reimbursement request and expense documents will be reviewed for completeness and eligibility. If we have any questions, we will contact you. If we are missing information, we will not process your reimbursement request until all items are received and reviewed.

All reimbursements will be processed as an ACH payment. Payments will be processed every Tuesday and are typically available in your account on the following Thursday. Notice of payment will be sent to your email address.

Questions? Please contact either Kris Farmer, [kfarmer@aztecnm.gov](mailto:kfarmer@aztecnm.gov), 505-334-7651 or Amanda Williams, [awilliams@aztecnm.gov](mailto:awilliams@aztecnm.gov), 505-334-7650.