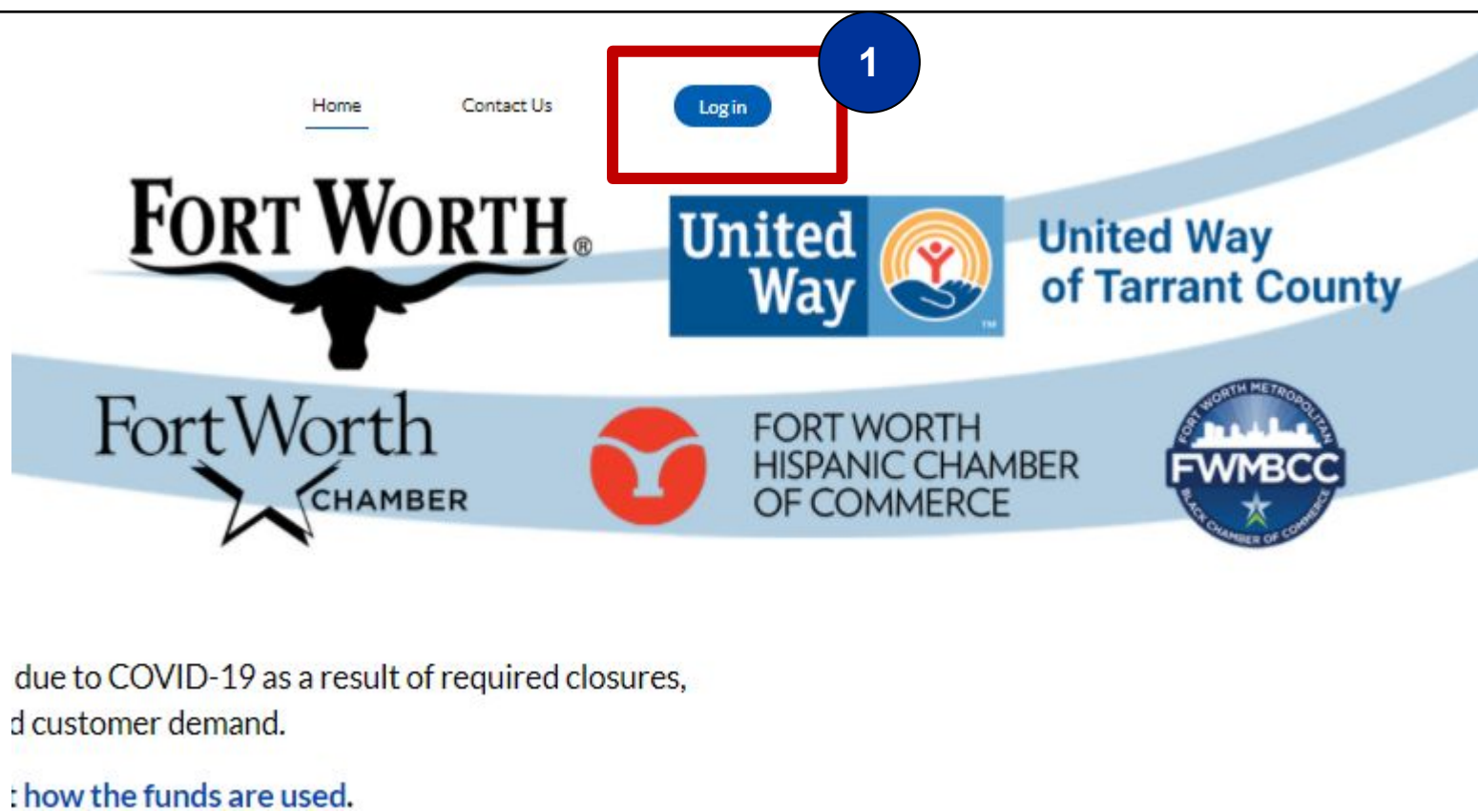


Creating and Submitting a Compliance Report

1. Navigate to the Preserve the Fort - Small Business Grants Website.

Click Login at the top right of the page

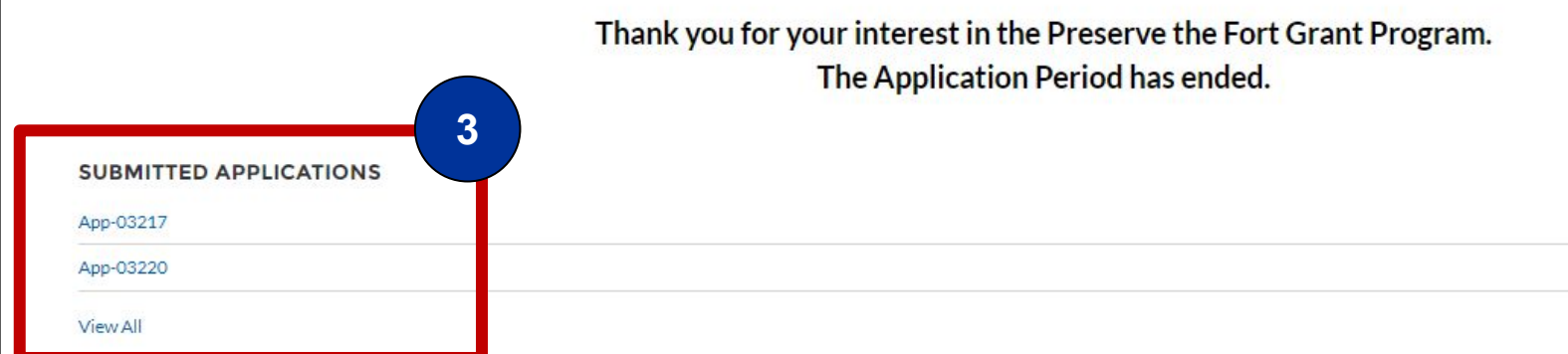
<https://fortworthtexas.force.com/s/>



2. Once you have logged in, click on My Applications at the top right of the screen.



3. Once you have entered the My Applications screen, you should see a section called Submitted Applications. You may have more than one Application. For this exercise you only have to choose one of your Submitted Applications if you have more than one. Click on the Application link. It should begin with "App-XXXXX"



4. Once you click on your application, you will be taken to the first screen of the Preserve the Fort Compliance Report. Please fill out all fields and check all certification checkboxes along the way. At the end of each section, there will be a blue Next button to move you to the next page. The first page is for Certifications.

Preserve the Fort Compliance Report

Certifications (all must be completed)

By checking the box below, I hereby swear that I am legally authorized to submit this compliance report and the required documentation on behalf of the grant recipient and the information and statements that I have provided are true and accurate. I understand the information and documentation submitted in this compliance report is being provided to a governmental agency and is subject to the guidelines of a federal program and the Preserve the Fort Grant Program and, by submitting this compliance report, I agree to comply with such guidelines and I understand that any funds awarded under the Preserve the Fort Grant Program are subject to audit and, if not expended as defined under the Eligible Uses of the Preserve the Fort Grant Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to the City of Fort Worth, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.

By checking the box below, I hereby swear that the grant recipient did not use any funds provided from a SBA Payroll Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) or other grant from a governmental entity to pay for the same expenditures that the grant recipient utilized funds from the Preserve the Fort Grant Program.

I acknowledge that the City of Fort Worth is a governmental body subject to the Texas Public Information Act and that information submitted to the City of Fort Worth in this compliance report may be subject to the Act and, therefore, subject to public release.

Name

Title

Next

5. The second page is for Employment information. Please fill out all fields, and hit the blue Next button.

Preserve the Fort Compliance Report

Employment Information

Are you a sole proprietor or independent contractor? (If yes, click Next to skip to the Use of Grant Funds section)

How many employees did you have on January 1, 2021?

How many were Part-Time?

How many were full-time?

Next

6. The third page is for the Use of Grant Funds. On this page, you will enter the amounts used from your grant disbursement in the different categories. At the bottom, there are two lines if some of your expenditures do not fit into one of the categories listed. If you have "Other Expenditures," Please list in the "Other:Describe Use field with the Amount. Please manually total the Amounts and place that Amount in the "Total Amount for Other Uses" field. For this page, you don't have to fill out every line, only those that pertain to your expenditures. Once completed, click the blue Next button.

Preserve the Fort Compliance Report

Use of Grant Funds

Please identify how you have utilized the Preserve the Fort Grant funding by entering appropriate amounts in the following categories. Please be prepared to upload a written summary description for each expenditure at the close of the submission process.

Grand Expenditures:

Working Capital

Machinery & equipment

Payroll/health care benefits

Contract labor

Supplier payments

Rent, lease or mortgage payments (business property only)

Rent, lease or purchase payment for business personal property

Utility payments for business properties (excluding personal residence)

Cost of critical business operations

Personal Protective Equipment (PPE)

Sanitation supplies and equipment

Other: Describe Use

Total Amount for Other Uses

Next

7. The fourth screen will show your Total Expenditures that you typed in on the previous screen, compared to the Total Awarded Grant Amount. If you have multiple award amounts, the Awarded Grant field is a calculation of those added together. There is a field on this screen to be filled out if the Difference between the two amounts (Total Expenditures and Awarded Grant) is greater than zero. Once this is done, click the blue Next button.

Preserve the Fort Compliance Report

Total Expenditures: \$0.00

Awarded Grant: \$25,000.00

Difference (If Any): \$25,000.00

If the Difference between Preserve the Fort Grant Funding and Total is greater than zero, provide an explanation why:

NOTE: If the City of Fort Worth determines there is not a viable explanation as to why all of the Preserve the Fort Grant funding was not spent on Eligible Uses, the grant recipient may be obligated to pay the Difference between Preserve the Fort Grant Funding and Total, above, to the City of Fort Worth.

Next

8. The fifth page is for Supporting Documentation. Please click the Upload Files button, or Drop your files from your PC in the "Or drop files" area, and hit the blue Next button. At least one file has to be attached to be able to move to the next screen.

Preserve the Fort Compliance Report

Supporting Documentation

Please upload a file that includes documentation supporting the grant recipient's use of Preserve the Fort Grant funds. All files should be in the latest version of the following files formats:

.csv .doc .docx .gif .jpeg .pdf .png .ppt .pptx .txt .xls .xlsx

While multiple files may be uploaded, please combine items whenever possible. For example, combine multiple receipts into a single file. Files may be viewed and additional files may be added after the Compliance Report has been submitted by clicking on the Compliance Report link from your application page and using the upload function.

Examples of documents to include in the uploaded file include, but are not limited to the following. A combination of supporting documents may be needed to substantiate expenditures of Preserve the Fort Grant funds:

- Cash Register Tape Receipts;
- Invoices;
- Canceled Checks or other documents reflecting proof of payment/electronic funds transferred;
- Payroll Registers;
- Bank Statements (please identify specific items); and
- Credit card receipts and statements (please identify specific items if the entire statement does not apply).

Upload Documents

Upload Files Or drop files

Previous Next

9. The sixth, and last screen should let you know you've completed your Compliance Report. Please click the blue Finish button on the right side.

Preserve the Fort Compliance Report

Thanks for completing your Compliance Report. Click "Finish" to return to your application.

Finish