



APPLICATION FOR CHEHALIS CARES COVID-19 COMMUNITY RESPONSE PROGRAM

General Guidelines

The City of Chehalis is accepting proposals from local non-profit organizations for services which are provided in response to the public health emergency with respect to the Coronavirus Disease (COVID-19). Following the proposal deadline, the Chehalis City Council will make all decisions regarding award of proposals for the use of CARES Act funds. Please read carefully and include all requested information, if applicable. Feel free to use extra pages for additional information. If handwritten, it must be legible.

Applications must be received at the Chehalis City Clerk's Office by 9:00 AM on Friday, October 2, 2020

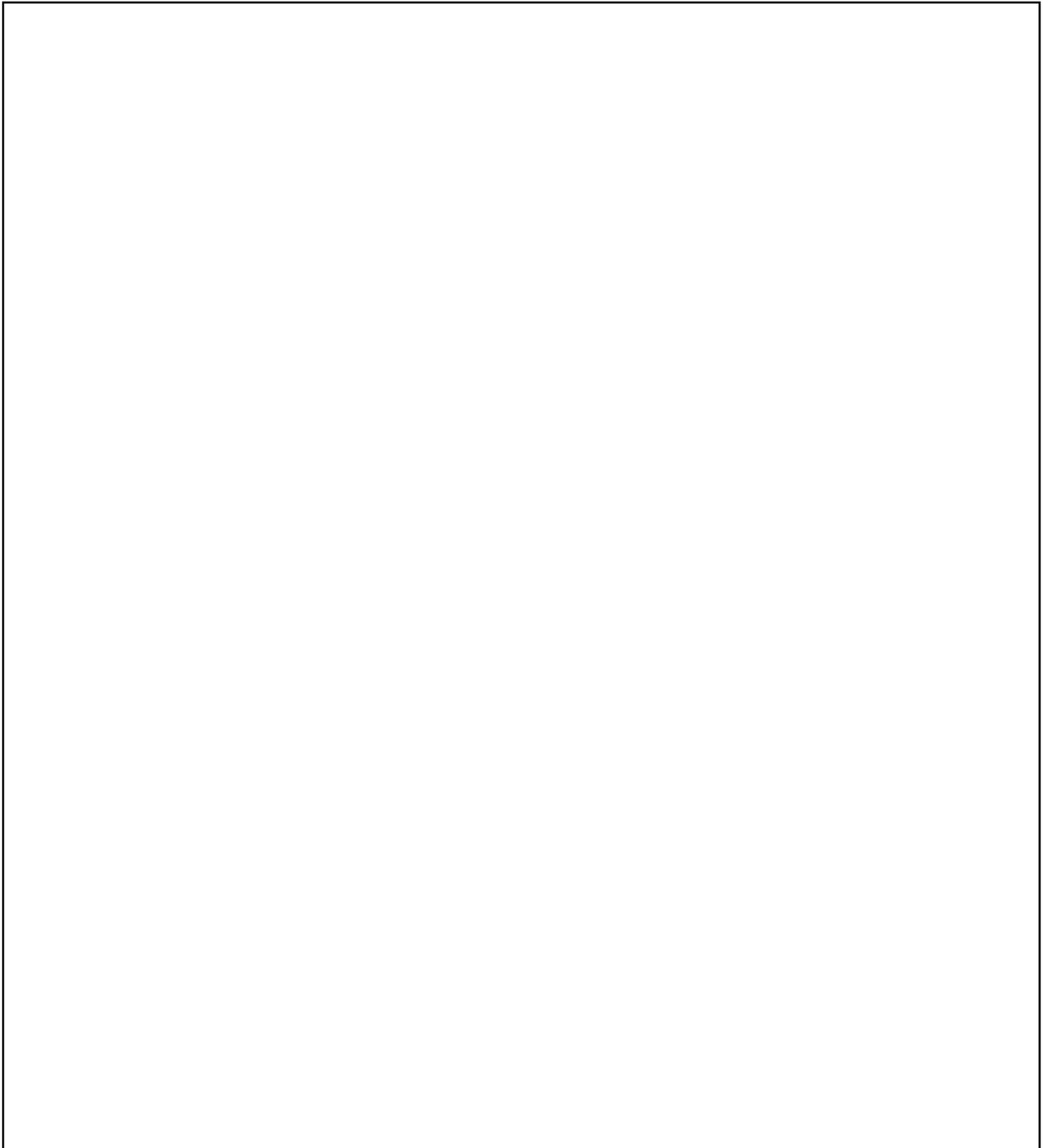
(350 N. Market Blvd., Chehalis, WA 98532)

- Proposals are to be for activities which are provided in response to the public health emergency from the Coronavirus Disease
- City of Chehalis considers proposals only from non-profit organizations
- The City Council will only consider proposals of **\$25,000** or more
- Proposals must comply with Federal, State of Washington, and City of Chehalis laws and requirements. **NOTE:** The City of Chehalis may not use public funds in any way that can be construed as a gift to an individual or organization
- Documents submitted to the City of Chehalis are public records and eligible for release to the public
- City staff will verify incorporation status of the non-profit agencies that submit service proposals by checking the Washington Secretary of State's on-line corporation records
- Indirect costs, if any are included in the proposal, will be limited to the federal de minimis indirect cost rate of 10% of modified total costs (MTDC)
- To be considered, one fully completed and signed original application **PLUS SEVEN (7) complete copies with supporting documents** must be received by the Chehalis City Clerk at Chehalis City Hall, 350 N. Market Boulevard, Chehalis, WA 98532 **by 9:00 am on Friday, October 2, 2020**

NOTE: Incomplete or late proposals will not be considered.

Section 2: Proposal Information (use as much room as needed)

Please provide detailed description of the proposal. Be sure to clearly identify how the proposal will directly respond to the public health emergency by facilitating compliance with COVID-19 public health measures or provide economic support in connection with the COVID-19 public health emergency.



Section 3: Reporting Requirements

- 1. Total amount anticipated to be spent: \$**
- 2. Detailed invoicing as required by the Municipal Services Contract Agreement with the City.**
- 3. Provide to the city any required audit information needed to comply with federal audit requirements.**
- 4. Report to the City Council the outcomes of the proposal efforts on the community.**

Section 4: Budget

Please list approximate amount and status of funding for all sources from which you anticipate receiving funding, or are requesting funding, for the activity or event(s) proposed. If any indirect or administrative costs are included in the proposal, please specify separately and ensure they are no greater than the allowed de minimis indirect cost allowed. Add extra lines if necessary.

INCOME

AMOUNT	SOURCE	CONFIRMED (Yes or No)
Total		

EXPENSES

ACTIVITY	CHEHALIS CARES FUNDING	OTHER FUNDS (should match above)	TOTAL
TOTAL Expenses			

Section 5: Additional Information

Please provide any additional information/items that will assist the City Council in evaluating this request and its benefit to Chehalis residents and businesses in response to the COVID-19 public health emergency.

Section 6: Certification

The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental, or sensory disability and further certifies and affirms that he/she will abide by all applicable Federal, State of Washington, and City of Chehalis laws and regulations.

The applicant is also aware of the reporting requirements to the City (See Section 3) after the event/activity/project has occurred.

Signature: _____

(Print or Type)

Name: _____

Title: _____

Date: _____

The City of Chehalis reserves the right to appropriate some or all of the CARES ACT Allocation or reserve it for City projects that fall within the allowable uses of the funds.