

OFFICE OF STATE LANDS AND INVESTMENTS

Coronavirus Relief Grant Program

Application Instructions

This Application Form is to be completed when applying for funding from the Coronavirus Relief Grant (CRG) Program.

The Office of State Lands and Investments (Office) will provide the completed Application to the State Loan and Investment Board as the applicant's summary of the request for funding.

Applicants should view this form as your opportunity to inform the Board of the need for the proposed Coronavirus Disease 2019 (COVID-19) expenses and the reason the State should help with the expenses. There is no limit on the length of the Application, please attach additional pages if needed. However, the Office suggests a bulleted format and please bear in mind the time constraints of the State Loan and Investment Board.

GENERAL INSTRUCTIONS

- 1 Submit application and all supporting documentation on legal size paper (8 1/2 x 14).
- 2 Ensure the application is complete. All applicants are required to fully complete and submit the Resolution, Certification Statement and Tab 1 through Tab 3.

Incomplete applications will not be presented to the State Loans and Investment Board for consideration.

- 3 If you are not sure what the application is asking for, call the office and ask. Please see Contact list below.

CHECKLIST

- * The checklist should be utilized to ensure all required documents are submitted with your application.
- * The checklist provides a list of additional documents necessary for special districts, joint powers boards applying for CRG funding.

CERTIFICATION STATEMENT

- * A properly executed and signed certification statement must be submitted with all applications.

RESOLUTION

- * A properly executed and signed resolution must be submitted with all applications.
- * You can utilize the resolution included in this Application or you can create your own.
- * The resolution included in this application has the name of the entity linked through the document. Therefore, you only need to enter your entity's name once at the beginning of the document. To complete the resolution you will need to put the necessary information in the colored boxes.

Tab 1 - General Information

- * All applicants are required to complete this page.
- * The "Applicant Name" and "CRG Request Type" will carry through to the rest of the application pages.
- * In the table for other funding, **do not** include the funding being requested with this application.
- * The following fields will auto calculate - "Balance of Request Unfunded", "Funding Percentage", "Estimated Reimbursement Rate" and "Total Other Funding".
- * **Ensure the signature on the application is in BLUE ink.**

Tab 2 - Questions

* All applicants are required to complete this page.

Tab 3 - Narrative

* All applicants are required to complete this page

OSLI Contact List

Beth Blackwell, Grants & Loans Program Manager
Tel: 307-777-6373, email: elizabeth.blackwell@wyo.gov

Shawn King, Senior Grants & Loans Analyst
Tel: 307-777-6646, email: shawn.king1@wyo.gov

Shauna Perkins, Grants & Loan Officer
Tel: 307-777-7453, email: shauna.perkins1@wyo.gov

Brian Ferrari, Senior Accounting Analyst
Tel: 307-777-6645, email: brian.ferrari1@wyo.gov

Rebecca Webb, Community Loan Officer
Tel: 307-777-6046, email: rebecca.webb@wyo.gov

Ensure you have entered something in every box this color.
All questions must be answered in order for the application to be considered
complete.

Submit one (1) original and one (1) copy of the Application, Resolution and Certification Statement, signed in BLUE, and Supporting Documentation

**OFFICE OF STATE LANDS AND INVESTMENTS
ATTN: GRANTS AND LOANS DIVISION
122 WEST 25th STREET
HERSCHLER BUILDING 1st FLOOR WEST
CHEYENNE, WYOMING 82002**

Coronavirus Relief Grant Program Check List

Required Information for All Applications

- Application (At a minimum, first 3 "Tabs" of this application form plus this checklist must be completed and submitted).
- Standard resolution executed by the Governing Body authorizing the filing of the application. The resolution should include the amount of the grant being requested, name of project of CRG Request Type.
- Certification Statement
- Copy of current approved and signed budget.
- Entities that are not on the States WOLFS Accounting System must provide a completed Federal IRS W-9 form.

Additional Information for Special District Applying for CRG Funding

- Copy of County Commissioners resolution that shows formation of special district
- Copy of certification from the County Commissioners that the special district currently exists

Additional Information for Joint Powers Boards Applying for CRG Funding

- Copy of certificate of organization filed with the Secretary of State
- Copy of executed joint powers agreement approved by the Attorney General

Ensure you have entered something in every box this color.
All questions must be answered in order for the application to be considered complete.

Submit one (1) original Application, Resolution and Certification Statement, signed in BLUE, and Supporting Documentation to the following address:

**OFFICE OF STATE LANDS AND INVESTMENTS
ATTN: GRANTS AND LOANS DIVISION
HERSCHLER BUILDING 1st FLOOR WEST
122 WEST 25th STREET
CHEYENNE, WYOMING 82002**

RESOLUTION _____

ENTITLED: “A RESOLUTION CERTIFYING THAT THE GOVERNING BODY OF LARAMIE COUNTY HAS AGREED TO SUBMIT A CORONAVIRUS RELIEF GRANT APPLICATION TO THE STATE LOAN AND INVESTMENTS BOARD IN THE AMOUNT OF \$75,000.00.”

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO COVER COSTS THAT ARE NECESSARY EXPENDITURES INCURRED BY LARAMIE COUNTY DUE TO THE PUBLIC HEALTH EMERGENCY.

Whereas, the Governing Body of Laramie County desires to participate in the State Loan and Investment Board’s Chapter 39 Coronavirus Relief Grant program; and

Whereas, the Governing Body of Laramie County recognizes the need for the request; and

Whereas, the Coronavirus Relief Grant program requires that certain criteria be met, as described in the State Loan and Investment Board’s Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

Whereas, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING

That Laramie County will make application to the State Loan and Investment Board for Coronavirus Relief Grant funds in the amount of \$75,000.00 for consideration at the next board meeting after application processing to assist in funding Laramie County Coronavirus response efforts; and

To direct Sandra Newland, or her successor in the position of Laramie County Grants Manager, as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications which may be necessary for this grant application.

PRESENTED, READ AND ADOPTED THIS 7th DAY OF JULY 2020.

Gunnar Malm, Chairman

ATTEST:

Debra Lee, Laramie County Clerk

Date

Received And Approved As To Form Only By:

Mark Voss
County Attorney

Date 7/29/20

**OFFICE OF STATE LANDS AND INVESTMENTS
Coronavirus Relief Grant Program
Certification Statement**

WHEREAS, the Governing Body for the

Laramie County Wyoming

Hereby Certifies that the funding being applied for under the WYOMING CORONAVIRUS RELIEF FUND GRANT program meets the requirements set forth under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). It is further certified that the funding being applied for meets the requirements of 2020 Spec. Session 1, SEA No. 001.

The CARES Act provides that payments from the Grant Fund may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

If any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

BE IT FURTHER RESOLVED, that

Gunnar Malm, Chairman

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the Certification Statement to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

7th

(Date)

day of

July

(Month)

2020

(Year)

(Signature)

Gunnar Malm, Chairman

(Name and Title)

Attest:

(Signature)

Debra Lee, County Clerk

(Name and Title)

State of Wyoming State Loan and Investment Board Coronavirus Relief Grant Program

APPLICANT INFORMATION

Applicant Category Government Entity: Medical Entity: Tribal Council:

Applicant: Laramie County, Wyoming

Mailing Address: 310 W. 19th Street, Suite 300

City: Cheyenne State: WY Zip: 82001

E-Mail Address: commissioners@laramiecounty.com Phone #: 307-633-4260

Tax ID #: 83-6000111

Contact Person (Name and Title): Sandra Newland, Grants Manager

Phone #: 307-633-4201 E-Mail Address: snewland@laramiecounty.com

WYOMING CORONAVIRUS RELIEF FUND INFORMATION

CRG Funding Name: Laramie County COVID Response

Amount of Funding Requested: \$75,000 NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
					0.00%
					0.00%
					0.00%
					0.00%
Total Other Funding	\$0			\$0	

*Documentation to support the status must be attached to the Application Packet.

Estimated Total Funding Request: \$75,000

Balance of Request Unfunded: 75,000
Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Funding Percentage: 100% (Final Funding Percentage is Determined by Board Approved Amount)
% is auto calculated
(Amount Requested/Estimated Project Costs)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved.

To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

I further certify by signing and submitting this application that all program eligibility criteria have been reviewed and this application reflects the criteria.

I understand that if grant funds spent are later found to be ineligible, the applicant will be requested to pay back the ineligible funds within 15 days to the Office of State Lands and Investments.

Signature: _____ Date: _____

Gunnar Malm, Chairman

Name and Title (typed)

Applicant: Laramie County, Wyoming

CRG Request Type Laramie County COVID Response

1. Are the funds being applied for to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Yes	No
X	

2. Are the funds being applied for used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020?

Yes	No
X	

3. Are the funds being applied for used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020?

Yes	No
X	

4. Will the funds be fully expended (not just encumbered) by December 30, 2020?

Yes	No
X	

5. Will there be reporting requirements (in addition to SLIB's) related to the use of the funds, if any? If yes, please explain below.

Yes	No
	X

There are no additional reporting requirements associated with our request, however we are happy to comply with whatever is needed.

6. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity is eligible for.

We are in receipt of some funding through the CARES Act and the Secretary of State for election security response. All funding streams will be tracked separately and we will not duplicate any funding stream for COVID-19 related expenditures made by the county.

7. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has applied for.

We have applied for FEMA Public Assistance funds in the amount of \$4,170.98 to cover Emergency Center Operation Costs and we have not received approval or reimbursement for this request.

8. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has received.

Laramie County has received a direct grant from the Department of Justice in the amount of \$40,275 for Sheriff Department COVID response operations that specifically allows for the purchase of PPE, Overtime and Tele-networking supplies. We are in receipt of some funding through the CARES Act and the Secretary of State for elections. There is no set dollar amount for these funds as long as they are used for cleaning of polling locations, correspondence to voters notifying them of changes, printing of additional absentee ballots, postage to mail these, absentee ballot drop box and polling payroll costs.

Applicant: Laramie County, Wyoming

CRG Request Type Laramie County COVID Response

1. Briefly describe the reason for which you are requesting funding. (Please attach extra pages if needed.)

Laramie County, like other counties across the state had not anticipated a pandemic and incurred costs associated with response efforts that were not budgeted nor anticipated. These additional costs have had a financial impact on our county. We have been proactive in looking for and applying for other funding streams that we are eligible for and we will not duplicate any funding stream. We will track all funds separately and will not request reimbursement for anything already paid for through CARES Act funding or that is already budgeted. We appreciate the state providing this opportunity to local governments and we will be good stewards of the funding.

2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

Laramie County is requesting funds for necessary costs related to expenditures that were made for COVID-19 response efforts. All expenditures made by the county were deemed necessary to protect public health, were not accounted for in the budget and were incurred after March 1, 2020. These expenditures are in the following categories: 1. Technical assistance for public services (electronic meetings, software and hardware). 2. Personal Protective Equipment such as gloves and masks. 3. Public health barrier shields for high traffic offices such as license plates, titles, clerk, assessor and commissioners. 4. Expenses for disinfection of public areas in response to COVID. 5. Payroll expenses for public safety response substantially dedicated to mitigating and responding to the public health emergency. All expenditures requested will be eligible and we have or will have invoices and proof of payment for documentation.

3. Describe how the funds being applied for were used or are to be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

Laramie County operates on a fiscal year starting July 1 and running through June 30th. Our FY2020 budget did not include any pandemic funds and no amendments were made after the pandemic began. Laramie County started to respond to the Coronavirus in March 2020, when the State of Wyoming began to see the virus. The county courthouse never shut down and offered modified services and schedules to protect the public and employees. With these modifications, several public health safety measures were needed to run county operations, while protecting the public and staff. All expenditures were/are incurred as a result of the public health emergency. Requested reimbursement of funds were used for eligible items to protect and respond to the public health pandemic.