



STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) FUNDING APPLICATION

If you have questions or need assistance, please contact Budget Administrator Becky Butler at 360-740-1198 or becky.butler@lewiscountywa.gov or County Manager Erik Martin at 360-740-2679 or erik.martin@lewiscountywa.gov.



Application – State and Local Fiscal Recovery Funds

The ARP Act provides that payments from the Fund may only be used to cover the following:

1. Respond to the COVID-19 public health emergency or its negative economic impacts;
2. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.

Evaluation

The questions in the application are designed to obtain critical information in the below listed core areas.

Applications will be evaluated on how the proposed program addresses the following criteria:

- Statement of the Problem/Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting the Data required for reporting
- Budget
- Program Continuity

Other Review Criteria may include geographic diversity, strategic priorities, available funding, past performance, and explanation of project costs that are reasonable, necessary, and otherwise allowable under the American Rescue Plan Act Section 9901.

Lewis County, State and Local Fiscal Recovery Fund Application Technical Guidelines, Recommendations, and Checklist

When ARPA applications are received by the County, they undergo a preliminary technical screening to ensure that all required application documents are included and filled out correctly.

This review is not a policy or approval review. Applications that pass this initial screening are forwarded to the Board of County Commissioner (BOCC) for funding evaluation.

Applications that do not pass this initial technical screening are immediately notified by via return email, along with a list of what needs to be corrected or included. To help ensure that your application passes the initial screening and is expedited to the BOCC, please use the following checklist as a guideline:

- ☐ Are all questions on your application form completed? If additional space is needed, please feel free to add more pages to your application. The more descriptive and detailed you can be in supporting your request, the better.
- ☐ Is the application responsive to the scope included in the Request for Proposal?
- ☐ Is your application form signed by your agency authorized representative?
- ☐ Have you completed the [Excel] eligible categories funding worksheet?
- ☐ Does your worksheet total equal the total amount requested on your application form?
- ☐ For projected / estimated / future costs, have you included copies of bids, quotes, contracts, or other written estimates? Do they total to the same amounts as displayed on your Grid?
- ☐ Have you included sales (or other) taxes, cost of permits, staffing and employer benefits, cost of engineering, costs for installation, costs for electrical, or other costs as appropriate?
- ☐ If your application includes technology or facility acquisition / redesign costs full documentation of requested technology or facility acquisition / redesign costs must be included along with eligibility justification as outlined in the U.S. Treasury Final Rule. <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Section One: Applicant Information

Name and Title of Applicant: Bryan Morris Public Works Director

Organization: City of Napavine

Amount Requested: \$470,000.00

Has your organization received CARES or other COVID relief funding?

☐ No ☒ Yes Amount \$562,636.00

Brief justification statement, including priority of costs for potential reimbursement. [Attach

Additional Pages As Needed]

Covid impact on the Mayme Shaddock Park kitchen has increased by \$452,623.00 due to time and inflation during Covid.

Request Categories [Check All That Apply]

For additional definitions related to the categories below see U.S. Treasury Interim Final Rule pages 3-21.

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

1: Public Health		3: Services to Disproportionately Impacted Communities		5: Infrastructure Continued	
1.1 COVID-19 Vaccination ^	☐	3.1 Education Assistance: Early Learning* ^	☐	5.8 Clean Water: Water Conservation	
1.2 COVID-19 Testing ^	☐	3.2 Education Assistance: Aid to High-Poverty Districts ^	☐	5.9 Clean Water: Nonpoint Source	☐
1.3 COVID-19 Contact Tracing	☐	3.3 Education Assistance: Academic Services* ^	☐	5.10 Drinking water: Treatment	☐
1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*	☐	3.4 Education Assistance: Social, Emotional, and Mental Health Services* ^	☐	5.11 Drinking water: Transmission & Distribution	☐
1.5 Personal Protective Equipment	☐	3.5 Education Assistance: Other* ^	☐	5.12 Drinking water: Transmission & Distribution: Lead Remediation	☐
1.6 Medical Expenses (including Alternative Care Facilities)	☐	3.6 Healthy Childhood Environments: Child Care* ^	☐	5.13 Drinking water: Source	☐
1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	☐	3.7 Healthy Childhood Environments: Home Visiting* ^	☐	5.14 Drinking water: Storage	☐
1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	☐	3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^	☐	5.15 Drinking water: Other water infrastructure	
1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19	☐	3.9 Healthy Childhood Environments: Other* ^	☐	5.16 Broadband: "Last Mile" projects	☐
1.10 Mental Health Services*	☐	3.10 Housing Support: Affordable Housing* ^	☐	5.17 Broadband: Other projects	
1.11 Substance Use Services*	☐	3.11 Housing Support: Services for Unhoused Persons* ^	☐	6: Revenue Replacement	
1.12 Other Public Health Services	☐	3.12 Housing Support: Other Housing Assistance* ^	☐	6.1 Provision of Government Services	☐
2: Negative Economic Impacts		3.13 Social Determinants of Health: Other* ^	☐	7: Administrative	

2.1 Household Assistance: Food Programs* ^	☐	3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators* ^	☐	7.1 Administrative Expenses	☐
2.2 Household Assistance: Rent, Mortgage, and Utility Aid* ^	☐	3.15 Social Determinants of Health: Lead Remediation ^	☐	7.2 Evaluation and Data Analysis	
2.3 Household Assistance: Cash Transfers* ^	☐	3.16 Social Determinants of Health: Community Violence Interventions* ^	☐	7.3 Transfers to Other Units of Government	
2.4 Household Assistance: Internet Access Programs* ^	☐	4: Premium Pay		7.4 Transfers to Non-entitlement Units (States and territories only)	
2.5 Household Assistance: Eviction Prevention* ^	☐	4.1 Public Sector Employees	☐		
2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers*	☐	4.2 Private Sector: Grants to Other Employers	☐		
2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^	☐	5: Infrastructure			
2.8 Contributions to UI Trust Funds	☐	5.1 Clean Water: Centralized Wastewater Treatment	☐		
2.9 Small Business Economic Assistance (General)* ^	☐	5.2 Clean Water: Centralized Wastewater Collection and Conveyance	☐		
2.10 Aid to Nonprofit Organizations*	☐	5.3 Clean Water: Decentralized Wastewater	☐		
2.11 Aid to Tourism, Travel, or Hospitality	☒	5.4 Clean Water: Combined Sewer Overflows	☐		
2.12 Aid to Other Impacted Industries	☐	5.5 Clean Water: Other Sewer Infrastructure	☐		
2.13 Other Economic Support* ^	☐	5.6 Clean Water: Stormwater	☐		
2.14 Rehiring Public Sector Staff	☐	5.7 Clean Water: Energy Conservation	☐		

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions.

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities.

Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-staterevolving-fund-national-information-management-system-reports>.

Section Two: Organization information

Please provide your organization mission statement.

Our mission is to provide and maintain essential services that meet the collective fundamental needs of the citizens of Napavine and to identify and seize opportunities that will allow all residents to realize an improved quality of life.

Tell us about the history of your organization.

The town of Napavine was first incorporated in 1913. A few years later, financial difficulties forced the town To discontinue its’ Incorporation, at which time the town reverted to the Lewis County Commission until 1921 when Napavine was re-incorporated.

Tell us about your current programs and activities.

The city currently has the Amphitheater, an outdoor location to hold concerts, auction, or host an array of events. Community Park is available for public use and the Mayme Shaddock Park Kitchen

Please describe a few top accomplishments of your organization within the last three years.

Well 6 treatment plant, Woodard Rd reconstruction, 4th Ave Reconstruction

Please provide your IRS EIN number.

91-1104580

Please list your Board of Directors and include short bios.

City Council: Mayor, Shawn O’Neill – Councilor #1, Brian Watson – Councilor #2, Larry Stafford – Councilor #3, Don Webster – Councilor #4, Heather Stewart – Councilor #5, Duane Crouse

Please list key staff involved with this project and upload/attach their resumes.

Bryan Morris, PW/Community Development Director

Please upload/attach the following financial documents:

☐ Cash flow statement

- ☐ Audited financial statements
- ☐ Current operating budget

Section Three: Proposal details

Please describe the problem or need which you seek to solve.

The Mayme Shaddock Park is a staple piece of history in the city of Napavine. Pre-Covid the city received an RCO Grant to allow the kitchen area to be updated but due to covid the project could not be completed. Now we are dealing with the increased cost in materials etc. and currently don't have enough funds to move forward with the project.

Please describe the purpose and objectives of your proposal.

To build a new kitchen area to include ADA compliant restrooms in the Mayme Shaddock Park for the citizens of Napavine to congregate in an open-air area before and after school to include weekends with families.

Please provide details regarding the design and strategy of your proposal.

See attached

Please provide an overview of your proposed timeline.

Kitchen will be completed by November 2023

Please provide your proposed budget.

See attached

Please list any partners in this proposal, and the partner's role and your relationship with them.

RCO Grant monies in the amount of \$258,900.00

Please identify the anticipated leadership of the proposal and upload/attach their resume(s).

Public Works Director-Bryan Morris

Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted.

This project will be maintained and serviced by the Public Works Dept in the city of Napavine

Section Four: Evaluation information

Please describe the desired measurable outcomes and their anticipated timeline.

The construction will ne complete by November 2023.

Please describe how you intend to measure and report on the effectiveness of the proposal.

The city of Napavine will conduct all inspections along with consistent visual checks of the area.

Section Five: Supplementary information

Please enter a third-party reference.

Devin Jackson with Jackson Civil Engineering

Please upload/attach ARPA eligible categories funding worksheet.

Please include any supplementary documents which you feel will be essential for review.

See attachments

Are any of the costs associated with collaboration between other agencies or organizations?

☐ No ☒ Yes [Explain] The city was granted the RCO Grant for \$258,900.00 pre-covid and the city contributions are \$86,503.00. The estimated total project cost from July 11, 2022, has increased to \$798,026.00.

Section Six: Contact information

Name.

Bryan Morris

Email address.

bmorris@cityofnapavine.com

Website.

Cityofnapavine.com

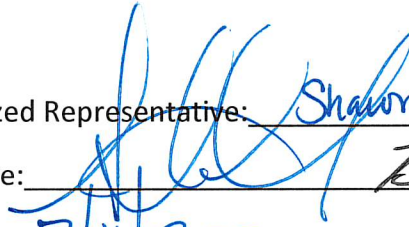
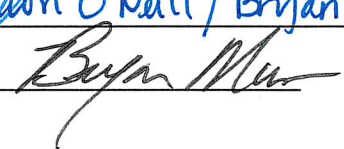
Phone number.

360-880-6137

Address.

407 Birch Ave SW / PO Box 810 Napavine WA, 98565

Authorized Representative: Sharon O'Neill / Bryan Morris

Signature:  

Date: 7/11/2022

Applications will be reviewed and monies distributed as they are received.

Section Seven: Risk Assessment

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, Lewis County will also review information related to the degree of risk posed by the applicant.

INSTRUCTIONS: Please enter the name of your organization and your Lewis County contract number above.

Answer all the questions below. Mark an "X" in the orange box that corresponds to your organization's answer to the question.

Agency's experience administering federal funds. Please mark only one answer.

0 - 1 year	
1 - 2 years	
3+ years	X

Do you have an accounting system that is capable of recording revenues and expenditures for each funding source/award by required budget categories? Please mark only one answer.

Yes	X
No	

Do you have written accounting policies and procedures? Please mark only one answer.

Yes	X
No	

Have you received a single audit finding in the last 3 years? Please mark only one answer.

The city is audited every 2 years and is scheduled for 2020/2021 this year by
Washington State Auditors office

Yes	
No	X

Have you had a complete financial audit in the last two years? Please mark only one answer.

Yes	
No	X

What amount of federal funds has your organization been awarded in the current fiscal year? Please mark only one answer.

> \$1,000,000	X
\$1,000,001 - \$2,000,000	
\$2,000,001 - \$5,000,000	
\$5,000,001 - \$10,000,000	
\$10,000,001 +	