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Office of the Mayor
Amy Ockerlander

Emergency COVID-19 Human Resources Grant Program

TO: All 501C3 Non-Profit Entities Serving the City Limits of Duvall, WA

FROM: Amy Ockerlander, Mayor

DATE: April 9, 2020

DUE DATE: April 17, 2020

BACKGROUND: On Tuesday, April 7, 2020, at the Mayor's request, the Duvall City Council approved allocation and distribution of up to \$30,000 for the purposes of assisting members of our community in need through non-profit organizations that serve our community.

The application period will be open, beginning Friday, April 10, 2020 with a closing date of April 17, 2020. Distribution of funds will occur upon approval of the Mayor and contract execution.

PROGRAM OVERVIEW:

Special COVID-19 Human Services Grant Program has been authorized by the Duvall City Council to address community impacts caused by the coronavirus pandemic for the following services:

- Meals/groceries, transportation services to travel to medical, mental health or other essential appointments, and/or housing assistance for persons who reside within Duvall city limits who are either (a) low-income or (b) are ill or have greater health risks, including people over age 60, people with compromised immune systems, and pregnant people.
- Non-Profits will need to verify services funded with this funding is used to serve residents within Duvall City Limits and provide a written report to the City within 30 days of expending funds received under this Grant Program.

TOTAL FUNDING AVAILABLE:

The Duvall City Council authorized up to \$30,000 for a first round of grant funding. The potential for future grant rounds will be determined based up community need, the length of the COVID-19 pandemic and upon additional review of the City's financial situation.

PROCEDURES:

The following procedures shall apply to the Special COVID-19_Human Services Grant Program:

- Internal Revenue Service registered IRC 501c3 non-profit agencies or entities registered with the State of Washington as a non-profit organization for Washington business license purposes, regardless of religious or fraternal affiliation that provide the services listed in the Program Overview above may submit a letter of interest demonstrating how funds would be used and the mechanism used to ensure Duvall residents are the recipient of said services. The letter of interest shall also include, at a minimum, the following information:
 - Name and address of the organization
 - Contact information.
 - Amount of funding requested.
 - Proof of non-profit status, either IRS letter of determination or State of Washington registration.
- The ad-hoc committee that reviewed the 2020 round of Human Services Grants will convene electronically to review the applications, have the option to interview applicants and make recommendations to the Mayor.
- The Mayor shall review the recommendations of the ad-hoc committee and select the recipients.
- Upon selection by the Mayor, successful agencies must enter into contracts with the City prior to the distribution of funds. Any agency which receives funding under this program shall provide a mandatory report to the City containing information on the manner the funds were spent and the number of City of Duvall residents served by category. Such report shall be provided to the City within thirty (30) days of expending the funds.



Amy Ockerlander
Mayor