



2021 CITY OF MONROE ARPA FUNDS APPLICATION

The City of Monroe is accepting applications for American Rescue Plan Act (ARPA) Funding. Funding is intended to assist small businesses, households, and industries hard-hit by the COVID-19 public health emergency.

To be considered for funding, the applicant organization's (hereafter "organization) project must align with one of these categories that the City of Monroe has set forth as criteria for these funds. **(Check which category your project aligns with):**

_____ **Supporting Recovery** – The City of Monroe is committed to helping our community recover from the pandemic. People are hurting, and it is important to ensure that health and welfare insecurities that have been created or intensified by the pandemic are addressed.

_____ **Reconnecting Community** – COVID-19 has forced us into social distancing, isolation and quarantine. These conditions may foster widespread anxiety and loneliness in our community. However, they've also made the need for socially connected, vibrant public spaces, such as city parks, and community events obvious to everyone. It's important to remedy negative emotional climates with strategies to reconnect our community.

_____ **Building Resiliency** – Monroe's business community has been impacted significantly by the pandemic. Businesses need capital to reopen doors, and assistance with rent, lease/mortgage payments, utilities and capital infrastructure projects.

Checklist

This checklist is provided as a tool to assist you in the completion of your application. Remember, late and/ or incomplete applications will not be accepted. **If you have questions regarding your application, please contact Rich Huebner at (360) 722-1684 or RHuebner@MonroeWA.gov.** **(Initial each statement after reading)**

_____ Did you sign the certification page and initial all the certification statements?

_____ Does the proposed project meet one of the categories detailed above?

_____ If mailing your application, did you leave enough time for the post office to deliver it? Remember, postmarks will not be accepted, and late application will be disqualified.

_____ I have reviewed and will abide by [Chapter 2, Part 200 of the Code of Federal Regulation \(CFR\)](#) and [Title 6 of the Civil Rights Act of 1964](#).

_____ I understand a project wrap-up report is required upon completion of project.



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Certification

By signing this application, I understand and affirm that: **(initial each statement after reading)**

_____ The City of Monroe ARPA funds is a reimbursable grant. The City of Monroe will only reimburse those costs actually incurred by my organization and only after the expense is incurred, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of the invoices and payment documents.

_____ The applicant organization or identified partner must have a Monroe Business License or a documented 501(c)3 designation. Such status is required to be eligible for receipt of ARPA funds from the City of Monroe.

_____ If awarded, requested funds will be used only for purposes described in this application. I understand the use of funds are subject to audit by the Washington State Auditor.

_____ If awarded, my organization intends to enter into a municipal services contract with the City of Monroe, provide liability insurance as may be required for the duration of the contract naming the City of Monroe as an additional insured and in an amount determined by the City. In addition, my organization will provide proof of or obtain a City of Monroe business license, if required.

_____ I have attended or watched the recording of the application workshop, and if awarded funds, will attend the receipt workshop.

_____ I have reviewed, and if awarded funds, will abide by all federal, state, and local procurement policies.

_____ Grants awards will be determined by the City of Monroe in its sole discretion. Applications may be awarded for the full or a partial amount of the grant requested, or declined.

_____ I certify that I have the legal authority of the organization represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that the City of Monroe will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

Print Name

Title

Signature

Date



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SUBMISSION DEADLINE:
Tuesday, September 21, 2021
4:30 p.m.

Applications must be mailed or delivered to:

City of Monroe
Monroe City Hall
Attn: Rich Huebner
806 W. Main Street
Monroe, WA 98272

Completed applications must be received by the date and time specified. Postmarks will not be accepted. If mailing, be sure to allow enough time for delivery.



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Organization Information

Legal Name of the Organization: * _____

Doing Business As (DBA) Name (if applicable): _____

Unified Business Identifier (UBI) Number: * _____

Organization Street Address: * _____

City: _____ State: _____ Zip Code: _____

Organization Mailing Address: _____
(if different from street address)

City: _____ State: _____ Zip Code: _____

Organization Website: * _____
(Please enter "N/A" if none)

Applicant Name: * _____

Applicant Title: * _____

Applicant Mailing Address: _____
(if different from organization mailing address)

City: _____ State: _____ Zip Code: _____

Applicant Phone: * (_____) _____ Applicant E-mail: * _____

Project Contact: _____
(if different from applicant)

Project Contact Phone: (_____) _____ Project Contact E-mail: _____

* Response required for application to be considered complete



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Questions

Briefly describe the organization and its products/services:

Maximum 500 characters:

Describe the project the organization will use grant funds for, if awarded:

Maximum 500 characters:

How will this project impact the Monroe community?

Maximum 500 characters:

Briefly describe the organization's capacity to produce this project:

Maximum 500 characters:



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How does this project support ARPA requirements?

- <https://www.gfoa.org/american-rescue-plan-spending-guiding-principles>

Maximum 500 characters:

How does this project support the City of Monroe's ARPA funds criteria: Supporting Recovery, Reconnecting Community, or Building Resiliency?

Maximum 500 characters:

Is this project included in an adopted City/County plan or another documented community need?

- Monroe Comprehensive Plan: <http://monroewa.gov/831>
- Monroe Homelessness Policy Advisory Committee recommendations: <http://monroewa.gov/DocumentCenter/View/8479/HPAC-Final-Recommendations>
- Monroe Downtown Master Plan: <https://monroewa.gov/DocumentCenter/View/5687/Downtown-Master-Plan>
- Monroe Parks Master Plan: <http://www.monroewa.gov/DocumentCenter/View/5593>
- Snohomish County Housing Affordability Regional Taskforce (HART) Plan: <https://www.snohomishcountywa.gov/DocumentCenter/View/71290>

Maximum 500 characters:



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Has the organization secured partnerships within the Monroe community to achieve the project?
Briefly describe such partnerships and list community and/or business partners.
Maximum 500 characters:

Briefly describe non-City funding sources that will provide financial support to this project, if any:
Maximum 500 characters:

Has the organization applied for other Federal, State or local funding? If so, describe the source(s)
and amount(s) applied for, and any awards received:
Maximum 500 characters:



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List any other funding sources (e.g. fees, donations, grants) the organization has received or is pursuing to support the project:

Maximum 500 characters:

Will the project be complete with requested funds? How will the organization support the project after ARPA funds are no longer available?

Maximum 500 characters:

Any additional comments or information the Applicant would like to provide:

Maximum 500 characters:



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Budget Narrative

In the space below, please include any information which you feel may provide useful background on your proposed **January 2022 – June 2022** budget, such as source and rate at which matching labor costs are calculated, etc.

