

**COMMUNITY CHARITABLE RELIEF PROGRAM
REQUEST FOR PROPOSAL**

A. INTRODUCTION

The State of Wyoming and Governor Mark Gordon have made CARES Act funding available to Wyoming Non-Profits through the Community Charitable Relief Program. Decisions on awards are made pursuant to rules promulgated by the Office of the Governor by the Natrona County Board of County Commissioners.

The State has allocated \$1,605,917.25 of CARES Act funding to Natrona County. There is no maximum request amount, however the decision to award funds to eligible entities is vested within the full discretion of the County Commissioners. All decisions are final and non-appealable.

This document is provided for guidance in applying for funding. In the event that there is a discrepancy between this document and the Community Charitable Relief Program Rules (“hereinafter referred to as “Rules”), the Rules shall take precedence.

B. EXPENSES ELIGIBLE FOR REIMBURSEMENT

Proposals are being accepted from Charitable Organizations which, pursuant to Section 4(d) of the Rules, “provide COVID-19 related relief to the public, either through the provision of goods, services or direct payments *and/or* suffered a reduction in donation, grant or other income due to the COVID-19 crisis.”

Expenses eligible for reimbursement must have been incurred within Natrona County between March 19, 2020 and December 30, 2020, and were incurred to provide direct payments to individuals or families to cover costs incurred due to COVID-19, or to provide goods and services to persons impacted by COVID-19, including but not limited to those items outlined within Section 7 of the Rules.

C. REIMBURSEMENT FOR LOST REVENUE

Awards for lost donations or other revenue are governed by Section 8 of the Rules. Charitable Organizations may seek reimbursement for lost donations or other revenue under the following circumstances:

- (i) Charitable Organization is headquartered or had its principal operations within Natrona County;
- (ii) The Charitable Organization is privately or publicly owned and is not a government entity;
- (iii) More than 50% of the Charitable Organizations work is located in Wyoming;
- (iv) At least 60% of the Charitable Organization’s employees are employed in Wyoming;
- (v) The Charitable Organization generated less revenue between March 19, 2020 and December 30, 2020 than it did for the same time period in 2019.
- (vi) The loss of revenue was due to COVID-19, including but not limited to:

- (A) An ordinarily scheduled fundraiser was cancelled due to COVID-19 or health restrictions;
- (B) The fundraiser was held but was smaller due to COVID-19 or public health restrictions and less revenue was generated as opposed to 2019;
- (C) Grant funding normally received was not available due to COVID-19; or
- (D) Fewer donations were received in 2020 as opposed to 2019 due to COVID-19 and its impact on donors.

Charitable Organizations must calculate lost revenue using the following method:

- (i) Qualifying gross loss to donation revenue; minus
- (ii) Any state or federal loans, grants, business interruption stipend program funds, relief program funds, or mitigation program funds issued as relief relating to COVID-19.

Documentation sufficient to support this calculation should be submitted with the request.

Funding for lost revenue or donations may be used by all Charitable Organizations, except by churches, to cover administrative and operational expenses. Pursuant to Section 8(b)(vii), a church may only use an award to cover costs of directly providing COVID-19 related goods or services to the community.

D. ELIGIBLE ORGANIZATIONS

Organizations must be a private or public non-profit entity, including churches, which qualifies as tax-exempt under either Section 501(c)(3) or Section 501(c)(19) of the Internal Revenue Code. For reimbursement of expenses, the organization must have provided goods, services, or payments to the public which were related to the COVID-19 health emergency.

Organizations seeking payment for lost donations or revenue must also satisfy the requirements within Section 8 of the Rules outlined above.

E. CLOSING DATE

The closing date for receipt of proposals, unless otherwise advised, is January 15, 2021 at 5:00 p.m. Any proposals not received by this date and time.

F. REVIEW PROCESS

Natrona County staff will review proposals for completeness and compliance with program rules and regulations. Applicants may be requested to provide additional information and/or to clarify points and answer questions about their proposals by submitting additional written materials. At the discretion of the County, Charitable Organizations may be requested to make a fifteen (15) minute presentation to staff. You will be notified as soon as possible if a meeting is requested.

All applications meeting program criteria will be forwarded to the County Commissioners for consideration and the potential allocation of funding. The County Commissioners have final authority on the approval or disapproval of awards and funding levels.

It is the intent of the County to make determinations on awards by February 2, 2020. Any Charitable Organization awarded funds will be required to execute a funding agreement with the County.

G. **TECHNICAL ASSISTANCE**

Questions regarding this RFP may be directed to Eric K. Nelson, Natrona County Attorney, at 235-9460 or at enelson@natronacounty-wy.gov.