



## Cook County Library District Application for Coronavirus Relief Funds

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to [SuburbanCovidFundingQuestions@cookcountyil.gov](mailto:SuburbanCovidFundingQuestions@cookcountyil.gov).

Completed applications must be submitted via email to:  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Request Description and Background Information		
<p>Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):</p> <p style="color: green;">Example language: These expenditures will be used to cover the costs of installing clear barriers in all library district facilities where our staff interact regularly with the public. This group of projects will include the costs of both materials and the cost of labor to build and install these guards. We will be purchasing large sheets of plexiglass to create transparent shields and office partitions that will allow our staff to interact safely with our citizens. We will also be utilizing one of our regular contract carpenters to complete the installation.</p>		

Indicate the total amount requested (project specific and date specific to the extent possible):

\$5,000

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

Example Language: These guards will allow us to protect our employees and reduce the spread of germs and bacteria with clear plastic barriers, sneeze guards, protective face shields. Coronavirus has rapidly forced us to change the way we do business and how we interact with citizens. Our employees will feel more comfortable returning to work, reopening, and serving the public when they feel they are safe.

We have two facilities where the general public enters the library's indoor office spaces regularly. Each of these spaces includes walk-up windows and service desks. Each library location serves approximately 75 patrons per day.

Are any requested funds expected to be expended after December 30, 2020?

No

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

Because of delays in the availability of materials, the anticipated timeline for acquiring the materials, and then constructing all partitions and guards is September 29<sup>th</sup> to October 10<sup>th</sup>.

*Cook County Reimbursement Information:* Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The <a href="#">Coronavirus Relief Fund</a> is used to cover costs that:</p> <ul style="list-style-type: none"> <li>• Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>• Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and</li> <li>• Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</li> <li><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.</li> </ul>
Department of the Treasury <a href="#">Coronavirus Relief Fund Frequently Asked Questions</a>	

**Required Attachments**

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

<b>Signatures and Certification</b>
<ol style="list-style-type: none"> <li>1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.</li>   <li>2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.</li>   <li>3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.</li>   <li>4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:               <ol style="list-style-type: none"> <li>a. Are <i>necessary expenditures</i> incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>b. Were not accounted for in the budget most recently approved as of March 27, 2020; and</li> <li>c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ol> </li>   <li>5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We</li> </ol>

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

\_\_\_\_\_  
**Library District Head (signature)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Library District Head (printed)**

*Effective: [\_\_NA\_\_]*