

IDAHO GEM GRANT APPLICATION
HANDBOOK

IDAHO
DEPARTMENT OF COMMERCE

DIVISION OF ECONOMIC
DEVELOPMENT

P. O. BOX 83720

BOISE, ID 83720-0093

208-334-2650 EXT 2143

www.community.idaho.gov

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C.L. "BUTCH" OTTER

Governor

Jim Ellick

Director



IDAHO GEM GRANT HANDBOOK

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Idaho Gem Grant Handbook

Introduction

Idaho Gem Grants (IGG) are an extension of the Idaho's Rural Initiative. Created by the Idaho legislature 2001 the Rural Initiative provides funding for economic development grants and locally based rural economic development professionals. Formerly known as the Idaho Gem Community Implementation Grant Program, rule changes approved by the Idaho Legislature in 2005 dropped the requirement that applicants to this program have a "Gem Community Designation" and maintain active "Gem Community Status". Thus, the program is now open to any rural community meeting the eligibility criteria. In 2005 the Idaho Legislature appropriated \$400,000 for the IGG program.

The purpose of this handbook is to help rural communities apply for and administer Idaho Gem Grants. The complete text of the Idaho Gem Grant Rules may be accessed via <http://community.idaho.gov>, through the Idaho Department of Administration website <http://adm.idaho.gov/> or by contacting Mr. Jerry Miller PCED of the Idaho Department of Commerce by email jerry.miller@commerce.idaho.gov or by calling 334-2650 ext 2143. Upon request a copy of the rules may be provided in an accessible alternative format.

Job creation and retention are the primary objectives of the IGG program. Grants up to \$50,000 may be awarded to eligible communities for the purpose of developing job creating assets. Some examples of successful IGG projects include water and sewer infrastructure for new a business, remediation of slum and blight conditions blocking business development, and matching funds for the creation of assets with a high certainty of aiding future economic development efforts. The range of eligible projects is broad. In years past, all of the funded projects started with phone conversations to the Idaho Department of Commerce. **Before writing your IGG application, call and discuss the fundability of your project with the Idaho Department of Commerce Economic Development Division.**

Definitions and Explanations

Eligible Applicants

Any Rural Idaho Community with a population under 10,000 may apply for an Idaho Gem Grant. Waivers may be granted for rural communities whose populations exceed 10,000 due to the presence of temporary residents (students, armed service personnel etc). In 2005 the Idaho Legislature dropped the requirement that limited participation in the program to certified Idaho Gem Communities. Only cities and counties can submit applications but may do so on behalf of governing districts and non profit organizations. Through a formal resolution, city and county governments may designate a governing district or a non-profit organization to administer its IGG grant.

County governments may apply for grants on behalf of unincorporated communities.



There may be other types of projects that meet IGG goals but were not mentioned in the examples. To ensure that no viable project falls by the wayside, all potential applicants are encouraged to contact The Idaho Department of Commerce - Economic Development Team to discuss funding possibilities before investing the effort in preparing a IGG application.

Eligible Activities

Idaho Gem Projects must be geared towards an economic development objective. Generally speaking this means:

- ◆ **Job creation and/or retention** - Typically, these types of projects involve small infrastructure improvements or the elimination of slum and blight conditions that result in the creation of or expansion of an existing business, which results in the net creation of new jobs in the community. These types of projects require committed business partners who are willing to work with both the community and the Idaho Department of Commerce in the project development process.
- ◆ **Economic diversification** - This type of project involves the development of a public asset that will assist a community in diversifying its local economy. The development of an industrial park or publicly owned manufacturing facility best meets these criteria.

Though not required, it is strongly recommended that projects seeking Idaho Gem Grant assistance be tied to a Gem or other type of strategic community plan.

Eligible Costs

Idaho Gem Grant funds are limited to the hard implementation costs of economic development projects. To be eligible for reimbursement all purchases of goods and services must be in accordance with Idaho Code. It is important to consider government requirements e.g. contractor licensing, insurance, and appraisal requirements, to name a few when preparing an IGG project budget. **Anything purchased with IGG dollars is subject to the procurement requirements stipulated in Idaho Code.** This means competitive bidding for materials and construction services and an advertised request for proposal or request for qualifications for professional services. Thus, it is important to inform your potential vendors of these requirements before obtaining costs estimates. Eligible costs for the use of IGG funds are limited to:

- ◆ Construction Materials
- ◆ New and rehabilitative construction contracts
- ◆ Architect and engineering services; legal and professional services required for project implementation.
- ◆ Equipment
- ◆ Equipment installation
- ◆ Advertising/Printing as necessary to satisfy procurement and legal requirements.
- ◆ Acquisition of real estate for business development
- ◆ Matching funds for other state, federal and foundation economic development grants provided that the matching funds are for a project that meets IGG goals and objectives.

Ineligible Activities/Costs

Idaho Gem Grants may not be used for ongoing overhead, operating costs, or staff costs. IGG funds shall not be used for the construction, rehabilitation, or operation of active churches, schools, general government facilities or jails, or state facilities; nor shall they be used for political activities.

Expenses related to administering Idaho Gem Grants are not eligible for reimbursement. Administrative expenses may be used as match for the grant. Grants containing multiple projects or objectives are generally not eligible.

Selection

Idaho Gem Grant proposals may be submitted at any time depending upon the availability of funds. All IGG proposals are thoroughly examined by review team consisting of Idaho Department of Commerce staff. Consultations with other state and federal agencies and outside technical experts may take place as well. The IGG review team will then make a recommendation to the Idaho Department of Commerce director for final review and approval. Upon the director's approval, the Department of Commerce will contract with the city or county sponsor of the grant.



Matching Funds

All IGG grantees must provide no less than 20% match. For example, a community receiving a \$50,000 grant must supply at least \$10,000 in match. Both cash and in-kind contributions may be counted as project match. A value equal to 5% of the Idaho Gem Grant award may be counted as "in-kind" for grant administration. Cash match may originate from private, local, state, federal, and foundation sources. All match, both cash and in-kind, must be committed and documented in writing with the submission of the Idaho Gem Grant application. Prior to project completion and the final payment of IGG funds, the expenditure of all match must be documented by receipt, invoice, time cards, or by other written document signed by the donor. In many circumstances IGG funds may be used to match other state, federal, and foundation grants. Consult with your other funding agencies to determine whether or not IGG funds may be counted as match.

Note: Once the donation is actually made, written statements of contribution or other documents signed by the donor are required for reimbursement.

See example of Statement of Contribution form on page 14.

Grant Administration

Typically, the grantee (the city or county applying for the Idaho Gem Grant) will be the administrator for the grant. A grantee may, through the adoption of a formal resolution, designate a governing district (highway district, water district etc.) an economic development district, a certified community development corporation, or an Internal Revenue Service recognized non-profit organization as its administrative agent. In all cases the payment of IGG funds will flow through the grantee which then may sub-grant the funds to its designated administrative agent.

Grant Payment

Grantees will receive payment of funds on a reimbursement basis. Each request for reimbursement must be accompanied by an Idaho Department of Commerce - Idaho Gem Grant Request For Reimbursement form. Grant payment procedures will be established in the IGG grant contract.

Reporting

Reports are required to be submitted with each request for grant payment. A final report is also required. For construction projects digital "before" and "after" pictures are required. The timing of the reports will be established in the grant contract between the city or county and the Idaho Department of Commerce. Complete and timely reports are important for the success of the Idaho Gem Grant program.





Bid Process

In accordance with State Law grantees are required to contact a minimum of three (3) vendors for the purchase of goods or services valued at less than \$25,000. The contacts must be documented in writing (list vendors contacted and their response) and submitted at the time reimbursement is requested. Include those contacted whether or not a response was received. You must also list the reasoning for selecting the vendor chosen.

For purchases over \$25,000, formal bids must be used.

Project Amendments

Grantees must submit a written request to Idaho Department of Commerce and receive written approval prior to modifying the budget or scope-of-work of a project.

Proposal Format

Idaho Gem Grant applications shall be submitted on 8 1/2" x 11" white paper. The text shall be typed, with pages numbered. The types of headings and numbering systems are optional to the applicant.

The proposal should contain the following information and sections:

- ◆ Table of Contents
- ◆ Community Description
- ◆ Project Need
- ◆ Project Scope
- ◆ Project Planning
- ◆ Economic Impact
- ◆ Sustainability
- ◆ Project Administration
- ◆ Project Budget
- ◆ Recognition
- ◆ Work Plan
- ◆ Required Attachments



Application
For an
Idaho Gem Community Implementation Grant
by the Community of
(cities or counties)

for

Signatures/Titles (city

Date

Designated Grant Administrator

Contact Person

Phone Number

Application Format

- A. **Table of Contents** - (one page)
- B. **Community Description** - Take a paragraph or two to describe your community. Tell us how to get there by car; don't just say, "Our community is located in southern Idaho". Describe your local economy and history.
- C. **Project Need**- Tell us why your community needs this project. What will happen if your project isn't funded or the project is delayed?
- D. **Project Scope**- Tell us what you are doing. Where are you doing it (attach maps)? How much are you doing? How are you doing it (contractors, city crews, volunteers etc.)?
- E. **Project Planning**- Tell us what organizations are participating in the development and implementation of this project. Also, discuss the activities that have been completed to date.
- F. **Economic Impact**- Describe the specific documentable economic development outcomes (jobs, payroll, tax base etc.) that will be achieved with this project.
- G. **Sustainability**- Tell us how the project will be financially supported, marketed, and maintained after the grant project is completed.
- H. **Project Administration**- The applicant shall include a description of the proposed administration of the project, and how the accounting will be performed. If the lead Community economic development organization or one city or county in a multi-city/county community is to be named grant administrator, a formally adopted resolution designating the administrator shall be included in the proposal.
- I. **Project Budget**-

Budget item	IGG Funds	Local Cash	Local In-Kind	Other	Other	Total
Item #1						
Item #2						
Item #3						
Total						

Also include a narrative explaining donations used for match, and how they will contribute to the completion of the project. **Make sure to check your math!**

J. **Recognition-** Describe the manner in which the Gem Community Program will be acknowledged. The form of recognition will vary depending upon the type of project. Some examples:

- ◆ A plaque noting the Gem Program’s contribution to the project
- ◆ An acknowledgement in the study, plans, and/or printed materials
- ◆ A project sign with the Gem Logo

K. **Work Plan-**

- ◆ Provide the name (s), affiliation, and tasks of those responsible for project activities.

Name	Organization	Tasks

- ◆ **Project Schedule -** Provide a month-by-month project timetable listing all of the steps necessary to implement and complete the project. This project shall last no more than twelve months from start to finish.

Activity	Responsible Person or Entity	Start Date (Month/Year)	Completion Date (Month Year)

L. Required Attachments

- ◆ **Project Maps** - Provide maps, photographs, and site plans demonstrating the location of the project
- ◆ **Match Documentation**- Letters of documentation from the providers of cash matching funds. Each letter must specify the amount of cash or amount and value of material donation pledged or contributed and when the dollars or material will be available.
- ◆ **Volunteer Commitments** - Written commitments specifying the activity and amount of time volunteered for.
- ◆ **Studies** - Copies of any studies (architecture, engineering, feasibility etc.) supporting or justifying the project.



- ◆ **Business Viability** - For projects involving business assistance the grantee should submit financial information documenting the viability of the business venture. This information may be in the form of written correspondence from the financial institutions underwriting the project. Proprietary business information may be submitted under separate cover and upon request, segregated from the public project file.
- ◆ **Digital Imagery** - For construction project the grantee shall submit to the Idaho Department of Commerce digital "before" pictures. "After" pictures shall be submitted upon project completion.

"Business...is...a continual dealing with the future; it is a continual calculation, an instinctive exercise in foresight" - Henry R Luce

**IDAHO GEM GRANT
REQUEST FOR REIMBURSEMENT**

Pay Request # _____

_____	_____
Grantee	Grant number
\$ _____	\$ _____
IGG Grant Amount	Payments to date
\$ _____	\$ _____
Match Amount to date	Amount of Request

_____	_____
Approved by Chief Elected Official	Date
<p>Project Status (In a paragraph state the project activities that have been completed to date and describe those activities that are anticipated to be completed by the next request for reimbursement):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

**IDAHO GEM GRANT
APPLICATION RESOLUTION**

WHEREAS, the City Council/County Commission _____ is interested in the economic health of the community and its citizens; and

WHEREAS, the City Council/County Commission _____ wishes to support and encourage appropriate efforts within the community that promote economic development of the community and the economic well-being of its citizenry; and

WHEREAS, the Idaho Department of Commerce is offering a program specifically designed to help rural Idaho communities implement economic development strategies/projects and,

WHEREAS, this program is entitled the Idaho Gem Grant Program

NOW, THEREFORE, BE IT RESOLVED, that the City Council/County Commission _____ hereby supports and endorses an Idaho Gem Grant application for the _____ project;

BE IT FUTHER RESOLVED, that the City Council/County Commission _____ designates the _____ as its administrative agent for this grant.

This Resolution is in full effect upon its adoption this _____ day of _____, 200 _____

(Name of Official)

(Attest)

(Title)

(Title)

SEAL

IDAHO GEM GRANT PROGRAM
STATEMENT OF CONTRIBUTION

Community: _____

Contributor name (& title): _____

Agency/Business: _____

DESCRIPTION OF DONATION:

Date: _____

Total Amount Contributed to Project \$ _____

I hereby certify that the above listed contributions have been made in the amount (s) shown.

Contributor Signature

Date