

# IDAHO GEM GRANT APPLICATION HANDBOOK

Business Retention and Expansion Team

700 West State Street

BOISE, ID 83702

208-334-2470

Brad Little

Governor

Tom Kealey

Director



# IDAHO GEM GRANT HANDBOOK

## TABLE OF CONTENTS

Introduction .....	1
Eligible Applicants .....	2
Eligible Activities .....	2
Eligible Costs .....	2
Ineligible Activities/Costs.....	3
Selection .....	3
Matching Funds.....	4
Grant Administration.....	4
Grant Payment .....	4
Reporting.....	4
Procurement.....	5
Project Amendments .....	5
How to submit an Idaho Gem Grant Application .....	5

## **Introduction**

Created by the Idaho Legislature in 2001 under the auspices of the Rural Initiative the Idaho Gem Grant Program (IGG) aids rural communities for the planning and implementation of economic development projects. The program is open to any rural community with a population of 10,000 people or less. Projects in rural communities larger than 10,000 may be considered at the discretion of the Idaho Department of Commerce Director.

Business attraction and expansion are the primary objectives of the IGG program. Grants up to \$50,000 may be awarded to eligible communities for the purpose of developing assets directly connected to private sector job creation. Some examples of possible IGG projects include Waterline upgrades to accommodate a food processor expansion. A deceleration and turn lane for new industrial facility. An engineering plan for a new industrial park etc.

The range of eligible projects is broad. In years past, all funded projects started with phone call or email exchange with Idaho Commerce

**Before preparing your IGG application, call and discuss the competitiveness of your project with the Idaho Department of Commerce Rural Support Team. Questions may be directed to...**

**Jerry Miller, [jerry.miller@commerce.idaho.gov](mailto:jerry.miller@commerce.idaho.gov) , 208-287-0780**

**Technical questions regarding the grants portal, logins and passwords should be submitted to [grants@commerce.idaho.gov](mailto:grants@commerce.idaho.gov)**

## **Eligible Applicants**

Rural Idaho Communities with populations under 10,000 are eligible to apply for a maximum of \$50,000 per project. Other rural communities may apply at the discretion of the Idaho Department of Commerce Director. While only local and tribal governments are eligible applicants for Idaho Gem Grants, cities, counties and tribes may apply for grants on behalf of governing districts and non-profit organizations. Through a formal resolution, city, county, and tribal governments may designate a third party to help administer its Idaho Gem Grant. County governments may apply for grants on behalf of unincorporated communities.

## **Eligible Activities**

Idaho Gem Grant projects must be geared towards an economic development objective. The most competitive projects will be those generating immediate, permanent job

creation and capital investment. Generally, this means:

- Public infrastructure construction tied to a direct business expansion or attraction.
- Public infrastructure engineering tied to a direct business expansion or attraction.
- Public infrastructure construction intended to make the community more attractive for future businesses, tourism, or workforce attraction.
- Public infrastructure engineering tied to making the community more attractive for future business, tourism, or workforce attraction.
- Studies to develop, grow or rehabilitate community owned assets.

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 Idaho Department of Commerce Business Development Team to discuss funding possibilities.

### **Eligible Costs**

Idaho Gem Grants 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. 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.
- Fixed 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 contingency, 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, jails or state and federal property; nor shall they be used for political activities. We typically do not fund portable items e.g. vehicles, computers, mobile generators, software etc.

Expenses related to administering Idaho Gem Grants are not eligible for reimbursement. Administrative expenses not to exceed 5% of the grant award may be used as a match for the grant.

### **Selection**

Pursuant to Idaho Administrative Code 28.02.04.017 Idaho Gem Grant applications will be accepted and reviewed on a quarterly basis or at any time that the director of the Idaho Department of Commerce determines it necessary to take advantage of special opportunities. The deadline for submitting IGG applications for the State of Idaho Fiscal Year 2025 are as follows...

- June 17, 2024.
- September 16, 2024.
- December 16, 2024.
- March 17, 2025.

### **Matching Funds**

All IGG grantees must provide match equal to or exceeding 20% of the IGG request. 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 matches 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 a match. The value of in-kind match must be documented using market rate data. Commerce reserves the right to decline or reduce the value of in-kind matches proposed in an application. Please consult with Idaho Commerce when determining in-kind match values.

**Note:** Match documentation may be in the form of a letter on the donor’s stationery or using the Statement of Contribution form found on the Commerce web page.

<http://commerce.idaho.gov/communities/community-grants/grant-resources>.

## **Grant Administration**

Typically, the grantee (the city, county or tribe applying for the Idaho Gem Grant) will be the administrator of the grant. A grantee may, through the adoption of a formal resolution, designate a third party to serve as its grant administrator. In all cases the payment of IGG funds will flow through the grantee. **Idaho Gem Grant funds may not be used to pay for grant administration.**

## **Grant Payments**

Grantees will receive payment of funds on a reimbursement basis. Each request for reimbursement must be submitted through the Idaho Department of Commerce [grant portal](#). All request for funds must contain the following:

- Invoice - An invoice must be submitted, signed by the mayor, commission chair, tribal chair or other elected official stipulating the amount to be reimbursed. The invoice may be in the form of a letter prepared on the grantee's stationary or a signed the [Idaho Gem Grant Request for Reimbursement](#) form.
- Proof of Payment – The grantee must include copies of bills equal to or exceeding the amount of the grant payment.

Grantees with questions pertaining to the uploading of documents and submitting a request for funds are encouraged to contact [grants@commerce.idaho.gov](mailto:grants@commerce.idaho.gov)

## **Reporting**

Grantees are encouraged to submit a progress narrative with each request for funds. For construction projects before, during and after photos are appreciated.

## **Procurement**

The procurement of goods and services purchased with Idaho Gem Grant funds must conform to Idaho Code.

- [Idaho Code Title 67, Chapter 28](#) – purchasing by political subdivisions.
- [Idaho Code Title 54, Chapter 19](#) – Public Works Contractors
- [Idaho Code Title 67, Chapter 2320](#) – design professional qualification-based selection.

These laws apply to any contractor, consultant or vendor to be paid with Idaho Gem Grant funds. Idaho Gem Grant funds may not be used to reimburse private or nonprofit entities who fail follow the above referenced procedures.

## **Project Amendments**

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

## **How to Submit an Idaho Gem Grant**

All applications must be submitted through the [Commerce Grants Portal](#). Access to the portal is limited to one login and password per city, county or tribe. An applicant may share their login and password with a third party for the purpose of writing an IGG. Once the grant is submitted the applicant should change the account password. Applicants seeking to access the grant portal for the first time or need help recovering previously issued logins and passwords should submit their request to [grants@commerce.idaho.gov](mailto:grants@commerce.idaho.gov). Applicants will need to upload with their application the following documents:

- Sign and Submit Resolution – An applicant may craft their own sign and submit resolution or use the Application Resolution found on the grant landing page and the [Commerce website](#).
- [Idaho Gem Grant Budget](#)
- Documentation of Matching Funds – This maybe in the form of a signed letter prepared on the contributor’s letterhead or the Statement of Contribution found on the grant landing page or the [Commerce website](#).
- Supplemental Materials – Grantees may upload maps, reports, photos or other documents in support of their application. Written documents should be in a PDF format; photos in a .jpg format. The size of each upload should not exceed 1MB in size.