

Apalachicola CRA Meeting

Agenda

March 20, 2018

1. Brief update of grant activities
2. Approval for USDA Rural Business Development Grant application for sidewalks and lighting on Water Street and Avenue G.

Apalachicola CRA Meeting

Director's Update

March 20, 2018

Grants

There are now three USDA applications in progress:

- 1. Water & Waste Disposal Loan & Grant Program.** This will be ready to submit pending completion of the bid advertisement period. Approval has been previously granted to submit.
- 2. Pre-application for Community Facilities Grant for police truck and bullet-proof vests.** The paperwork is in progress and should be ready to be submitted within 2-3 weeks. Approval has been previously granted to submit.
- 3. Rural Business Development Grant application for sidewalks and streetlights (due April 30).** Approval to submit is requested. Sidewalks and streetlights fall under this category because they increase pedestrian traffic and can help spur new development and business growth while also increasing the success of existing businesses. Port St. Joe funded a similar project in the North Port St. Joe neighborhood under this program a few years ago. There is no match requirement, making this a particularly attractive program.

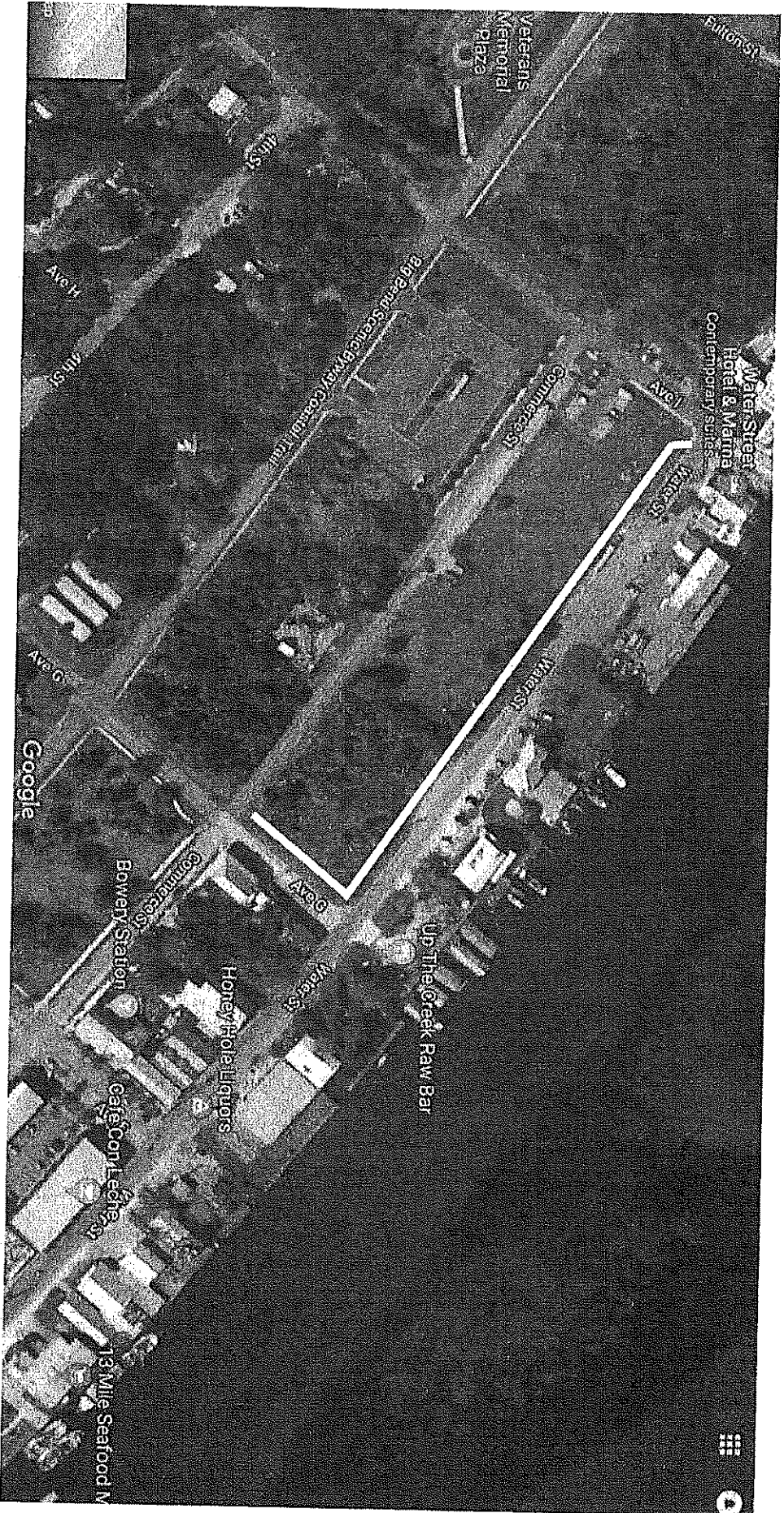
Cost estimates are still pending, but my preliminary concept is as follows:

- Begin at the existing sidewalk at Water Street hotel on the corner of Water Street and Ave. I.
- Bring the sidewalk down the western side of Water Street to the intersection of Avenue G.
- Turn the corner, extending the sidewalk down the north side of Avenue G to the intersection with Commerce Street (across the street from Bowery Inn).
- Add decorative lighting along the way identical to the "acorn" style lights that have been installed in other parts of town. The up-front costs will be lower when installed in conjunction with new sidewalks because they won't have to dig anything up to run the underground lines. Allow space for parking along the entire route.

I met with Danny Collins last week and we toured the area. He will work up cost estimates and a photometric evaluation to determine how many lights are needed. I also coordinated with Cindy Clark to ensure that the proposed new sidewalk doesn't interfere with her plans for parking and stormwater improvements on Avenue G. I am meeting with Jason White to get a cost estimate for the sidewalk. The main part of the application is attached for informational purposes. Work will not commence on the application until approval has been received.

In addition to the above applications, I am collaborating with Dr. McCartney on the **City's Triumph application entitled "Port of Apalachicola: Commercial and Recreational/Sports Watercraft Facilities Improvement, Expansion, and Management Program."** We anticipate completion by April 1.

Path of Proposed New Sidewalk on Water Street and Avenue G



USDA RURAL DEVELOPMENT RURAL BUSINESS DEVELOPMENT GRANT

Rural Business Development Grant

APPLICATION TOOLKIT

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CHECKLIST

Before you submit your application, please be sure you have addressed all of the following elements.

Required forms

- Form SF-424, "Application for Federal Assistance"
- Form SF-424A, "Budget Information-Non-Construction Programs"
- Form SF-424B, "Assurances - Non-Construction Programs"
- Form SF-424C, "Budget Information -Construction Programs"
- Form SF-424D, "Assurances - Construction Programs"
- Form RD 400-1, "Equal Opportunity Agreement"
- Form RD 400-4, "Assurance Agreement"
- Form AD 1047, "Certification Regarding Debarment"
- Form AD 1049, "Certification Regarding Drug Free Workplace"
- RD Inst. 1940-Q, Exh A-1, "Certification for Contracts, Grants, & Loans"
- Form AD-3030, "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants"

Section 1. Summary Information

- Legal name of applicant
- Requested Grant Amount
- DUNS #
- SAM Registration Cage Code and Expiration Date
- NAICS Code

Section 2. Applicant Eligibility

- Applicant Type

Section 3. Project Eligibility

- Business Opportunity Project
 - Demonstration of Need
 - Economic Development Result
 - Local and Area Strategic Plans
 - Suggested Performance Criteria
- Business Enterprise Project
 - Demonstration of Need
 - Development or Financing of Small & Emerging Business
 - Suggested Performance Criteria

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Section 4. Written Narrative

- Project Need
- Project Benefits
- Eligible Grant Purpose
- Area to be Served
- Coordination with Area Economic Development
- Goals to be Accomplished
- Jobs Created/Saved
- Applicants Expertise
- Method and Rationale to Select Service Recipients
- Work Plan and Budget

Appendices

- Appendix A – Organizational Documents
- Appendix B – Proposed Scope of Work
- Appendix C – Latest 3 Years Financial Information
- Appendix D – Supplemental Funds Verification
- Appendix E – Documentation of Experience
- Appendix F – Letters of Support

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APPLICATION TEMPLATE

SECTION 1: SUMMARY INFORMATION

Legal Name of Applicant: _____

Requested Grant Amount: \$ _____

DUNS # _____ NAICS Code _____ Industry _____

SAM/CCR Registration Cage Code: _____ Expiration Date: _____

SECTION 2: APPLICANT ELIGIBILITY

Applicant Type-- Please Check One:

- Public Body/Government Entity
- Nonprofit Entity
- Indian Tribe

SECTION 3: PROJECT ELIGIBILITY

Application Type – Please Check One:

- Enterprise Grant
- Opportunity Grant

All Applicants:

- **Demonstration of Need:**

[Insert Explanation as to why the proposed project is needed]

- **Suggested Performance Criteria:**

Suggest one or more relevant criterion to be used to evaluate the performance of the grant project during its operational phase post-award, as benchmarks to assess whether or not the primary goals and objectives proposed in the scope of work are accomplished during the project period. These criteria should relate to the overall project goal of financing and/or assisting small and emerging businesses or conducting business opportunity projects, with a resulting creation or saving of jobs.

[Insert Performance Evaluation Criteria]

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Enterprise Grant Applicants Only:

- **Development or Financing of Small & Emerging Private Businesses**

[Describe how grant funds will be used to finance and/or develop Small and Emerging Businesses in Rural Areas; provide certifications from the Small and Emerging Businesses that will be served]

Opportunity Grant Applicants Only:

- **Economic Development Result**

[Describe the economic development that will occur as a result of the proposed project. Include demonstration of project sustainability]

- **Local and Area Strategic Plans**

[Describe how the project coincides with local or regional strategic plans]

SECTION 4: WRITTEN NARRATIVE

4.1 Project Need

[Insert explanation of why the project is needed]

4.2 Project Benefits

[Explain the benefits of the proposed project]

4.3 Eligible Grant Purpose

[Explain how the proposed project meets an eligible grant purpose]

4.4 Area to be Served

[Describe the area to be served, identifying each governmental unit (i.e. town, county, etc.) to be affected by the project]

4.5 Coordination with Area Economic Development Activities

[Description of how the project will coordinate Economic Development activities with other Economic Development Activities within the project area.]

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4.6 Businesses to be Assisted and Economic Development to be Accomplished

[Describe Businesses to be Assisted (if appropriate) and Economic Development to be accomplished.]

4.7 Jobs Created/Saved

[Describe how the proposed project will create jobs or save existing jobs in the service area and provide an estimated number of jobs created and jobs saved. This is evidenced by letters from rural businesses that will be directly assisted in Appendix F.]

Number of jobs expected to be created _____ or saved _____

4.8 Applicant Expertise

[Insert Description of Applicant's capability and expertise in doing the work proposed. If consulting with others on tasks, include their applicable experience. Attach resumes and other supporting documentation of experience in Appendix E]

4.9 Method and Rationale to Select Service Recipients

[Describe how the service area was selected and the businesses that will receive assistance. If the businesses haven't been selected, describe how they will be selected.]

4.10 Work Plan Narrative

[Insert work plan narrative]

a. Project Budget Summary

Summarize the total project budget by task. Insert additional rows as needed.

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
	TOTAL PROJECT			\$	\$	\$

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b. Task Budget Format

Provide a budget table for **each task** that will be completed for **each main activity** listed above.
 Add additional task tables as needed.

Task #1 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel			
Fringe Benefits			
Travel			
Supplies			
Contractual			
Total	\$	\$	\$

Provide explanation/clarification of the basis for the above budget figures:

[Insert task budget explanation]

Task #2 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel			
Fringe Benefits			
Travel			
Supplies			
Contractual			
Total	\$	\$	\$

Provide explanation/clarification of the basis for the above budget figures:

[Insert task budget explanation]

APPENDICES

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APPENDIX A: Organizational Documents

Please attach evidence of Legal Authority and Good-standing.

Tip: The following describes the organization documents that must be presented regarding the RBDG applicant in the application. The organization document must show 1) the legal existence and 2) authority to perform the activities proposed in the application.

- **Public bodies/Governmental entities** (defined as Public Bodies include States, counties, cities, townships, and incorporated towns and villages, boroughs, authorities, districts, and education institutions organized under State and Federal laws, and Indian Tribes).
 - Evidence of legal organization (for the state and Indian Tribes, provide the relevant statute that created the entity)
 - Current certified list of governing body with terms of office
 - Board Resolution
- **Indian Tribes and other Federally-recognized tribal groups**
 - Evidence that it is a Federally-recognized tribal group (provide relevant statute that created the entity)
 - List of council members with terms of office
 - Board Resolution
- **Non-profit entities**
 - Articles of incorporation, including any amendments
 - Bylaws, including any amendments
 - Certificate of Good Standing with the Secretary of State. This may be a print out of a search at [https://sos.iowa.gov/search/business/\(S\(21qywmxywpcn0aya4xalo45\)\)/search.aspx](https://sos.iowa.gov/search/business/(S(21qywmxywpcn0aya4xalo45))/search.aspx), which shows good standing.
 - Board Resolution

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APPENDIX B Proposed Scope of Work

Please attach Proposed Scope of Work. There is a separate template to fill in for Scope of Work.

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APPENDIX C Supporting Financial Documentation

Please attach latest Three (3) years financial statements. This is required to show financial capacity to carry out the proposed work.

[Only for applicants less than 3 years old: If the applicant is less than 3 years old, at a minimum, the information should include all balance sheets(s), income statement(s) and cash flow statements(s).]

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APPENDIX D Supplemental Funds Verification

Documentation verifying eligible supplemental funds are available and have been committed to the project must be included in your application to qualify for consideration under applicable scoring criterion.

If there is not a firm commitment in writing of the other (supplemental) funding, it may not be considered for leveraging and scoring purposes. Where there is not sufficient documentation, the project must be feasible without those funds.

Examples of acceptable documentation include: a signed letter from the source of funds stating the amount of funds, when the funds will be provided, and what the funds can be used for, an executed grant agreement, and a signed resolution from your governing board authorizing the use of a specified amount of funds for the project (if funds will be contributed by the applicant organization).

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APPENDIX E Documentation of Experience

Please attach documentation of experience with proposed project activities.

Please provide a description of the grantee (applicant) experience and also provide resumes of those who will be completing the work of the grant.

If the person who will complete the work, in whole or in part, is a contractor, include the contractor's resume AND either 1) a fully-executed contract showing the commitment to complete the contractor's responsibilities on the grant with a term sufficient to complete the work OR 2) a writing from the contractor committing to the work and sufficient time to complete it.

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APPENDIX F Letters of Support

Please attach letters of support for proposed project activities.