



ARKANSAS

Economic Development Commission

RURAL SERVICES

APPLICATION PACKET

FISCAL YEAR 2017

GIF-2 GRANT PROGRAM

DEADLINE: JULY 14, 2016

**ARKANSAS ECONOMIC DEVELOPMENT COMMISSION, DIVISION OF RURAL SERVICES
ARKANSAS RURAL DEVELOPMENT COMMISSION**

For Questions Contact:
GIF-2 Grants Analyst
900 West Capitol, Suite 400
Little Rock, AR 72201
(501) 682.6011 | 1-888-RURAL-AR
Email: RuralServices@ArkansasEDC.com
www.RuralServices.Arkansas.gov

Arkansas Economic Development Commission, Division of Rural Services and the Arkansas Rural Development Commission

The Arkansas Economic Development Commission (AEDC), Division of Rural Services (DRS), is charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, and merged with the Arkansas Economic Development Commission under Act 8 of the 2015 First Extraordinary Session, DRS assists local agencies in rural areas with information and technical assistance. Currently, more than 80% of Arkansans live in rural areas.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from rural Arkansas responsible for overseeing the programs of DRS. Seven of its members are appointed by the Governor, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve multiple-year terms and meet throughout the year to discuss rural issues that affect Arkansans.

The mission of these two groups is to *"Enhance the quality of life in rural Arkansas."*

One focus of the Division of Rural Services is to be a source of information for rural citizens and provide support services to rural communities. DRS publishes a quarterly newsletter that covers rural policies and topics. The Division also hosts an annual conference and local forums around the state throughout the course of the year.

In 2007 the Arkansas Legislature changed the way projects were funded with the state's surplus money. Instead of funding lawmakers' individual projects, the Legislature appropriated money to existing agencies to be distributed throughout the state. This year, the Division of Rural Services received approximately \$ 1,790,000.00 to put toward grant programs benefiting rural Arkansas. DRS divided the money into three different grant appropriations according to the legislation.

General Information and Eligibility

Through the GIF-2 Fire Protection Grant, the Arkansas Rural Development Commission and the Division of Rural Services strive to enhance the quality of life in the state by providing incentive grants. The GIF-2 Fire Protection Grant will assist rural communities with the development and improvement of local fire facilities and equipment.

Incorporated cities and towns and unincorporated communities in rural areas of less than 20,000 in population (verifiable by current U.S. Census information) are eligible to apply for assistance through the GIF-2 Fire Protection Grant. In keeping with our enabling legislation, a rural area is defined, for the purpose of this program, as "All the territory of the State of Arkansas that is not within the outer boundary of any city or town having a population of 20,000 or more according to the latest federal census or within such a city's or town's neighboring urbanized areas."

Funding Availability

Applicants with an eligible project may apply for up to \$50,000 in state funds toward a single project. Please be advised that lesser project requests may have a greater chance of being funded as The Division of Rural Services strives to fund as many projects as possible.

What Type of Projects are Eligible

Projects eligible for funding consideration under the GIF Fire Protection Grant include, but are not limited to:

- Renovations, new construction, or additions to fire facilities.
- Purchase of fire protection equipment, communication equipment and vehicles.
- Rehabilitation or retrofitting of newly acquired equipment and vehicles.
- The purchase and installation of fire hydrants.
- Maintenance and operating expenses such as office supplies and training program fees.
- The purchase of real estate.

Other Eligibility Information

When applying for a GIF-2 (Fire Protection) Grant, a county may also apply for a GIF-3 (County Fair) Grant during the same cycle, if applicable. However, a county or community may never apply for a GIF-1 (Community Protection) Grant and a GIF-2 Grant during the same cycle.

If a county or community is awarded GIF funding during a specific cycle, the entity may also apply for future GIF cycles if necessary. Also, private and non-profit associations may apply for GIF funding, but only if they apply through their individual city or county.

What Type of Projects are Ineligible

Projects not eligible for funding consideration under the GIF Fire Protection Grant include, but again are not limited to:

- Utility bills or costs that cannot be measured prior to application.
- Debt financing of any type, new or existing. (Debt financing is defined for the purpose of this program as reimbursement of new or existing loans, loan payments, or reimbursement for equipment, facilities, labor, or property already purchased or constructed.)
- Any and all training, travel, or other personnel related expenses.

Note: If you are not positive that your project is eligible, please call and speak to a Grants Analyst at 1-888-RURALAR

Application Process

The deadline for GIF-2, for Fiscal Year 2017, is **July 14, 2016**. We will begin accepting applications on **May 1, 2016**. All applications must be received or postmarked by 4:30 p.m. on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

If you are incorporated, you must apply through your mayor. Unincorporated areas must apply through the county judge. This process includes completion of the application form and presentation of it to the local council if applying through the city, or quorum court if applying through the county. The local governing official (county judge or mayor) must affix his signature to the following documents for the application to be considered complete:

- Certification letter
- Resolution
- Application

Applicants must submit an original application with original signatures. GIF applications from previous fiscal years may not be resubmitted.

Application Review and Awards Presentation

Applications are numbered and inspected for completeness and eligibility in the order received by the Division of Rural Services. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well before the deadline to allow DRS staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received postmarked after the deadline date will not be eligible for consideration.

After staff review for completeness and eligibility, applications undergo a three step review process. Following final review and approval, grants will be awarded by mail.

Note: A community cannot begin on any part of the project until they have received their grant funds.

Reporting Requirements and Responsibilities

In compliance with Act 1009, project funds will be expended through a fund established on the books of the city or county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the mayor or county judge and remain on file in the office of the mayor or county judge for three years or until audited, whichever is later.

All project expenditures must be completed within 18 months after the date of the award. A final report, including cancelled checks and receipts of all funds expended, along with the state's portion of any unspent funds, must be submitted by the mayor or county judge to DRS and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the 18 month period of the grant award, whichever comes first.

GIF Fire Protection Grant Application

Fire Department Name _____ City/County _____

Physical Address _____

Population _____ (must have estimate if unincorporated area)

State Senator _____ Senate District Number _____

State Representative _____ House District Number _____

Incorporated area? Yes No If yes, mayor's name _____

If no, county judge's name _____

If unincorporated area, name closest city or town and distance _____

Amount for which you are applying \$ _____

Amount to be provided by the community \$ _____

Total project cost \$ _____

What is the project for which you are applying? (Briefly describe)

Why is the project needed? Please include discussion of any emergencies or urgent needs.

Who was involved in the development of this proposal? (List individuals, local organizations, community groups, etc.)

Who will be the beneficiaries of this project and how will they benefit? List organizations and groups to use project and purpose.

What funding and other resources will be used to maintain and operate the project in the future?

Name the closest comparable facility and distance from this project.

Have you collaborated with any other funding sources to help pay for this project? Yes No
If so, please list the names and the collaboration efforts.

Please list all department equipment. Include all vehicles with make, model, and year; protective equipment with brand, year purchased, and number of; communication devices including personal radios, vehicle mounted, and stationary devices; and any other important department items.
(Attach additional sheet if necessary)

What is your current ISO rating? How will this project directly lower your current ISO Rating?

What planning efforts does your fire department have in place to lower the ISO Rating? Please discuss any timelines for projects, goals achieved to date, and collaborations with county-wide fire departments.

What is the fire department located closest to this fire department?

How far away is the closest mutual-aid fire department?

How many mutual-aid departments are located in your service area?

How many households does the fire department currently cover?

How does your department collect dues? Specifically, are they collected by the county tax collector?

How many households covered actually pay the membership fee?

Provide the information below with persons who are knowledgeable about the application. The third contact is for the local governing official (mayor or county judge, depending on incorporation status.)

Contact One:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone 2: _____

Phone: _____

E-mail: _____

Signature: _____

Contact Two:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone 2: _____

Phone: _____

E-mail: _____

Signature: _____

Contact Three: (Judge or Mayor)

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone 2: _____

Phone: _____

E-mail: _____

Signature: _____

With my signature above, I do hereby certify that I have read, understand, and support the above application for grant funds through the Arkansas General Improvement Grant Program. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.

Additional Information needed should this application be chosen for funding:

Local Newspapers: (1) _____ (2) _____

Address: (1) _____ (2) _____

City / State / Zip: (1) _____ (2) _____

NOTE: The individual listed in column one will receive all correspondence regarding application status in addition to the county judge or mayor. Individuals in column two will only be contacted if DRS staff are unable to contact the individual in column one.

Certification Letter

Date _____

GIF-2 Fire Protection Grant
c/o Arkansas Economic Development Commission, Division of Rural Services
900 West Capitol, Suite 400
Little Rock, AR 72201

Dear Members of the Arkansas Rural Development Commission:

On behalf of the city/community of _____, I am writing to request your assistance in securing a state grant under the GIF Fire Protection Grant. Proceeds from the \$ _____ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

I designate myself, Mayor/County Judge of _____ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of the city/county of _____, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) _____ at (phone number) _____.

Thank you for your consideration.

Sincerely,

Mayor _____

County Judge _____

City _____

County _____

Phone Number _____

Phone Number _____

Resolution Passed by City Council/Quorum Court

Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit.

RESOLUTION # _____

Be it resolved by the City Council/Quorum Court of _____, State of Arkansas a resolution entitled: _____
_____.

A Resolution authorizing the Mayor of _____ Town or the County Judge of _____ County to apply for a grant of behalf of the _____ Community.

Whereas, the _____ City Council/Quorum Court has determined that the _____ Community meets eligibility requirements necessary to apply for a grant under the GIF Fire Protection Grant; and

Whereas, the _____ Community has presented plans to (description of project) _____
_____ ; and

Whereas, the City Council/Quorum Court of _____ recognizes the need for the project, concurs its importance, and supports the _____ Community in its efforts to proceed with the same; and

Therefore, be it resolved, that the Mayor/County Judge of _____ is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purposes of securing state grant funds in the amount of \$ _____ to aid and assist the _____ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of _____ is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION _____
Date

APPROVED: _____
Signature of Mayor or County Judge

Typed name of Mayor or County Judge

ATTEST: _____

Checklist for a Complete GIF Fire Protection Grant Application

In addition to the grant application, communities must include the following in order for the application to be complete. Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration. Please use this sheet to double check that all required information is submitted such as:

- A signed Certification Letter enclosed with application from the local governing official (mayor for incorporated areas, county judge for unincorporated areas) complete with correct date and calendar year.
- A dated and numbered resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) and signed by the mayor/county judge and the city/county clerk.
- A deed, title, or other instrument showing proof of public ownership. This may include an intent to donate letter from a private individual or a lease that extends for more than 10 years. Public ownership is defined as owned or leased for more than 10 years with the non-profit, city, municipality, or county. This requirement does not apply to equipment purchases.
- Letters of support from the community's local governing State Senator and State Representative.
- Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and labor being donated. Only one bid is required for each item.
- A detailed list of applicable fire equipment used by the department.
- Documentation of applicant's ISO rating.
- The original grant is mailed PLUS one copy.