



# **General Improvement Fund Grant**

## 2015-2017 Application

P.O. Box 1403 | Jonesboro AR, 72403 | 870.932.3957 | [eapdd.com](http://eapdd.com)

---

# General Improvement Fund Grant Application

---

## **Purpose:**

The purpose of this General Improvement Fund (GIF) Grant Application is to invite the submission of projects for funding provided by the State of Arkansas through the East Arkansas Planning & Development District. Projects should complement Arkansas's Economic and Community Development Goals and Objectives and meet one of the 7 priority strategies identified in East Arkansas Planning & Development District's Regional Plan for Sustainable Development, viewable at [www.eapdd.com](http://www.eapdd.com).

## **Funding Availability.**

Applicants with an eligible project may apply for a minimum of \$1,000.00 in GIF Program Funds.

## **Eligible Applicants**

Incorporated cities and towns and unincorporated communities, 501c3 certified organizations, public school districts, and institutions of higher education are eligible to apply for assistance through the EAPDD GIF Program. Police/Fire/Public Service Departments serving in incorporated areas must apply through the mayor; those serving unincorporated areas must apply through the county judge. The local governing official (county judge or mayor) must affix his/her signature to the Certification Letter and Application Cover Page for the application to be considered complete.

## **Application Process**

Communication concerning this application should be addressed to:

General Improvement Grant Program  
East Arkansas Planning & Development District  
PO Box 1403  
Jonesboro, AR 72403

Prior to the award of the contract, contact should be initiated through this individual only. To qualify for consideration, an original completed packet must be received by EAPDD at the above address. Applicants must submit an original application with original signatures. GIF applications from previous fiscal years may not be resubmitted.

Once an award is made, The Grantee agrees to implement and complete a General Improvement Fund Program project within one year of award date and in accordance with the provisions of this Agreement. In the event that Grantee fails to fully expend such sum within such one year period as a result of unforeseen circumstances beyond the control of the Grantee, then EAPDD shall have the option, in its sole discretion, to extend such expenditure period for a reasonable period of time as determined by EAPDD in its sole discretion.

Award, if any, will be made to the responsible organizations whose projects meets the requirements of the procurement. EAPDD reserves the right to reject all or any part of a submission or all submissions. An award letter will be issued by EAPDD to the successful organizations. Successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding. Any disputes arising from the selection/rejection of any submission will be resolved solely by the East Arkansas Planning & Development District.

## **Application Checklist**

To facilitate submission evaluation, entities shall organize their application in the following order:

A. **APPLICATION COVER PAGE (Form Attached)**

Complete and sign the attached form.

B. **Project Narrative (limit 1 page)**

1. Briefly describe the Applicant Organization
2. Briefly describe the need and the nature of the applicant project. Describe funding use and indicate whether or not other funding has been committed to the project. Include the source/nature of other committed funding.
3. Briefly describe how the proposed project will improve the local area and assist with state wide efforts, as outlined by the State of Arkansas Consolidated Plan (viewable at:[http://www.arkansas.gov/adfa/Housing%20Docs%202011/Arkansas%202010%20-%202015%20Consolidated%20Plan%20May%2013,%202010%20Final\[1\].pdf](http://www.arkansas.gov/adfa/Housing%20Docs%202011/Arkansas%202010%20-%202015%20Consolidated%20Plan%20May%2013,%202010%20Final[1].pdf)), and regional efforts, as outlined by the EAPDD Regional Plan for Sustainable Development (viewable at [www.eapdd.com/](http://www.eapdd.com/)).
4. Provide Project timeline with expected start and end dates

C. **CERTIFICATION LETTER (Form Attached)**

Please state the names of the persons who will be authorized to make representations for the applicant agency, their title, address, and telephone number. State that the person signing the letter will be authorized to bind the agency.

D. **PROJECT BUDGET (Form Attached)**

Include a line item project budget. Include any other funds and their sources in the line item budget separate from the GIF budget. Please utilize the budget form which is attached. Be sure to include publication fees for bids on project budget if the requested grant amount is over \$50,000.

E. **ATTACHMENTS**

The following items must be attached to the application in order for the application to be considered complete:

- Letter of support from the community's State Senator or Representative
- Cost Estimate Documentation
- Include other pertinent documents as needed to complete the project description. Possible documents include:
  - 501c3 status
  - Deed or Proof of Public Ownership
  - Project Location Map

**EAST ARKANSAS PLANNING & DEVELOPMENT DISTRICT  
APPLICATION COVER PAGE**

Applicant: \_\_\_\_\_  
 Chief Elected Official/CEO: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 County: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Project Summary.** In 1-2 sentences briefly describe the proposed project and how funding will be used.

**EAPDD Regional Plan for Sustainable Development Targeted Priority Strategies:**

Civic & Leadership Development     Infrastructure Development     Affordable, Quality Housing     Healthy Communities  
 Education & Workforce Development     Tourism & Cultural Development     Business Development

**Type of Applicant:**

City                       County                       Non-profit (Attach 501C3 status)                       School District/Universities

*\*Police, Fire, and Other Public Service Departments should apply through the City/County.*

**Budget:**

Amount Requesting                      \$ \_\_\_\_\_  
 Other Funding (*specified in budget*)    \$ \_\_\_\_\_  
 Total Project Budget                      \$ \_\_\_\_\_

**Legislative District:**

State Senator(s) / District(s): \_\_\_\_\_  
 State Representative(s) / District(s): \_\_\_\_\_

**Authorized Representative:** The signature indicates that I have been authorized to submit an application requesting funding for the proposed project and to the best of my knowledge and belief, all data contained in this application is true and correct. If the application is approved for funding, I am authorized to sign any applicable documents on behalf of the applicant.

\_\_\_\_\_  
 Type Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**For INTERNAL USE ONLY**

**2013 Allocation**

**2015 Allocation**

**Regional Priority Goal #** \_\_\_\_\_



## Project Budget

---

Please itemize the cost estimate for the proposed GIF portion of the project. **Please submit estimates/quotes to support project budget.** Do not include in-kind materials, equipment and labor in the GIF budget.

ITEM	PROJECTED COST
<b>TOTAL GIF COST</b>	

**OTHER FUNDING SOURCES:**

Please specify source and amount, such as in-kind materials, equipment, and labor.

SOURCE	AMOUNT
<b>TOTAL OTHER FUNDING</b>	

**East Arkansas Planning & Development District – GIF  
Certification Letter**

Date \_\_\_\_\_

GIF Grants  
c/o East Arkansas Planning & Development District  
P.O. Box 1403  
Jonesboro, AR 72403

Dear Members of the East Arkansas Planning & Development Board of Directors:

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

-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, being the Mayor/Judge/CEO of \_\_\_\_\_, hereby designate myself as the party authorized to bind the agency.

Additionally, I designate \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, as the person authorized to make representations for the applicant agency of the grant, if awarded.

If further information is needed concerning this project, please feel free to contact me or the project's primary contact person, \_\_\_\_\_, at \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **East Arkansas Planning & Development District – GIF Guidelines for Grantees**

### **Guidelines for GIF Grants:**

- Submit a completed application that includes the purpose of requested funds, completed project budget form, quotes or written estimates for items to be purchased, signed certification letter, proposed timeline for completion of project, and any necessary attachments.
- Upon approval of the application, successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding.
- Once a Grant Agreement is in place, Grantee will be required to submit a Request for Payment (RFP) and corresponding invoices/receipts for items purchased/services performed to EAPDD for payment. EAPDD will provide an RFP template to be used by the Grantee.
- Grantee should follow timeline agreed upon in the Grant Agreement for the completion of the project.
- Grantees shall provide EAPDD with written quotes on projects between \$10,000 and \$50,000.
- For projects more than \$50,000, EAPDD will require competitive sealed bids. EAPDD will not release any money over \$50,000 until provided with the appropriate documentation showing bids were released.
- Once an RFP is received and processed, EAPDD will either reimburse the Grantee for applicable expenses, or pay the Grantee's vendors directly, based upon the submitted RFP. In either case, EAPDD will provide proof of payment to Grantee.
- Upon completion of project and dispersal of all funds, the Grantee will be required to submit all closeout documents to EAPDD.

### **Guidelines for Procurement:**

- For projects under \$10,000, products and services may be procured without seeking competitive bids or competitive sealed bids. Written quotes or estimates shall be provided to the District by Grantee.
- For projects and services in which purchase price exceeds \$10,000 and is less than or equal to \$50,000, awards shall be provided through the use of competitive bidding procedures.
- For projects exceeding \$50,000, products and services shall be awarded through competitive sealed bidding procedures.
- EAPDD will provide technical assistance in regard to proper procurement procedures for Grantees.



**General Improvement Fund Grant Program**  
**Grant Agreement**

Grantee: \_\_\_\_\_

Grant #: 2015-xx-xx

Grant Amount: \$ \_\_\_\_\_

Purpose:

**GRANTOR**

**East Arkansas Planning & Development District  
PO Box 1403  
Jonesboro, AR 72403  
Phone: 870.932.3957**

**GRANTEE**

**Phone:**

**1. PURPOSE**

This Agreement is entered into by East Arkansas Planning & Development District (EAPDD), herein referred to as Grantor, and City of Marianna, herein referred to as Grantee. The Grantor has received General Improvement Funds from the Arkansas General Assembly to be utilized to assist local public governmental jurisdictions and/or non-profit organizations to plan, develop, promote, and/or implement economic and community development projects/activities designed to improve the economic, community and/or social well-being of the citizens of Arkansas. Projects should complement Arkansas's Economic and Community Development Goals and Objects. The Grantee agrees to implement and complete a General Improvement Fund Program project within one year of award date and in accordance with the provisions of this Agreement. In the event that Grantee fails to fully expend such sum within such one year period as a result of unforeseen circumstances beyond the control of the Grantee, then Grantor shall have the option, in its sole discretion, to extend such expenditure period for a reasonable period of time as determined by Grantor in its sole discretion.

**2. LEGAL AUTHORITY**

By signing this Agreement the Grantee certifies that it possesses legal authority to accept grant funds under the General Improvement Fund program. The act of signing will also certify that the Grantee will comply with all parts of this Agreement, and the Grantee accepts full legal responsibility for properly implementing the project described in the original grant application documents and agrees to expend funds in accordance with the original grant application form.

**3. FINANCIAL MANGEMENT AND ACCOUNTING**

The Grantee will establish and/or maintain a financial management and accounting system, which conforms to generally accepted accounting principles and complies with requirements of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, and other applicable fiscal control laws of this State and regulations promulgated by the Department of Finance and Administration shall be observed in connection with the utilization of said grant funds.

#### **4. RECORD KEEPING**

Grantee will maintain records of all project expenditures on file for a period of three years or until the Grantee's audit for the period in which grant funds were utilized have been conducted. The Grantor and duly authorized officials of the State will have full access and the right to examine any pertinent documents of the Grantee or persons or organizations with which the Grantee may contract, which involve transactions related to this Agreement.

#### **5. REPORTING**

The Grantee agrees to provide Grantor with all documentation regarding grant expenditures and a final close-out report within sixty (60) days of project completion on which grant funds have been utilized.

#### **6. INDEMNIFICATION**

The Grantee agrees to follow all local and state laws and regulations. Furthermore, the Grantee agrees to hold harmless and indemnify the Grantor from any and all claims, suits, and actions arising from any act, omission, noncompliance, or misuse of grant funds by the Grantee or any employee or agent in the performance of this Grant Agreement.

#### **7. POLITICAL ACTIVITY**

No portion of the funds provided hereunder will be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

#### **8. TERMINATION FOR CAUSE**

This agreement may be terminated by Grantor, in its sole discretion, in whole or in part, prior to the completion of project activities when the Grantor determines that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Grantee will not incur new obligations for the terminated portion after the written notice from Grantor, and will cancel as many outstanding obligations as possible. The Grantor will make funds available to the Grantee to pay for allowable expenses incurred before the effective date of termination. If the Grantee fails to comply with the terms of this Agreement, or fails to use the grant for solely those purposes set forth therein, the Grantor may:

- (a) After written notice to the Grantee, suspend the grant and withhold any further payment or prohibit the Grantor from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate.
- (b) Terminate the grant, in whole or in part, at any time before the final grant payment is made. The Grantor will promptly notify the Grantee in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Payments made to the Grantee or recoveries by the Grantor will be in accordance with the legal rights and liabilities of the parties. Grantee agrees that regardless of its designation of any third party or parties to undertake all or part of the grant project, Grantee remains primarily liable and responsible for the recovery of and reimbursement to Grantor of any

grant proceeds owed to Grantor as a result of any failure by the Grantee to comply with the terms of this Agreement.

#### **9. RECOVERY OF GRANT FUNDS**

In the event of a violation of the terms of this Agreement by the Grantee, the Grantor may institute actions to recover all or part of the project funds paid to the Grantee. Grantee shall be liable for all attorney fees and other costs incurred by Grantor in pursuing such remedies.

#### **10. ENFORCEMENT**

If the Grantor determines that a Grantee's performance fails to meet the terms and conditions of this Grant Agreement, several courses of action may be pursued in order to resolve the problem. The Grantor may take any one or more of the following actions, in its sole discretion:

- (a) Request additional information from the Grantee to verify the nature of inadequate performance;
- (b) Conduct a site visit to examine pertinent records and recommend remedial courses of action;
- (c) Issue a letter of warning, advising the Grantee of the deficiency, recommendations for corrections, date by which performance must be corrected and notice that more serious sanctions may be imposed if the situation continues or is repeated;
- (d) Suspend funding for questioned activities until remedies are effected;
- (e) Require reimbursement of funds improperly spent, including a demand that Grantee institute all necessary legal proceedings, at its expense, to recover funds improperly spent by any third party performing on behalf of the Grantee;
- (f) Institute appropriate legal actions against Grantee to recover improperly spent grant funds; and/or
- (g) Condition future receipt of EAPDD GIF Program funds upon assurances of corrective action and special conditions.

#### **11. CONFLICT OF INTEREST**

The Grantee shall secure all such services in accordance with applicable State law and the provisions of this Agreement, and shall notify the Grantor, in writing, of the method utilized to secure services, the name and address of the services provider(s), the scope of work anticipated, and the terms of compensation. No officer or employee of the Grantor, no member, officer, or employee of the Grantee or its designees or agents, no member of the governing body of the jurisdiction in which the project is undertaken or located, and no other official of such locality or localities who exercises any function or responsibilities with respect to the project during this tenure, will have any personal or pecuniary gain or interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this contract agreement. The Grantee will incorporate, or cause to incorporate, in all such contracts or subcontract a provision prohibiting such interest pursuant to the purpose of this provision. The Grantor reserves the right to waive certain provision of this clause in the event of a situation, once justified as unavoidable by the Grantee, and approved by the Grantor in writing which necessitates such a waiver.

**12. METHOD OF PAYMENT**

The Grantor shall make payment of authorized grant funds upon proper execution of this Grant Agreement by the Grantee. The Grantor reserves the right to determine the most appropriate distribution of payments, based upon the nature of the approved project. The method of payment may include either a one-time disbursement or a number of cost reimbursements based upon submitted invoices. In no event will the total amount of grant funds to the Grantee for allowable expenses incurred in relation to the project exceed the amount noted on Page 1 of this Agreement as the Grant Amount.

**13. PROCUREMENT PROCEDURES**

The Grantee agrees to comply with all procurement procedures required by applicable State and Federal laws and will maintain a record of this compliance.

**14. MODIFICATIONS**

The Grant Agreement may not be modified, without the prior written consent of Grantor and Grantee.

**15. WAIVERS**

No conditions or provisions of the Agreement may be waived unless approved by the Grantor in writing.

This Agreement is entered into as of the Grantor’s signature date below, and is considered to be in effect until the Grantor notifies the Grantee in writing that the Agreement is terminated.

Approved for the Grantor

Approved for the Grantee

BY:

BY:

East Arkansas Planning & Development  
District

City of XXXXXXXX

\_\_\_\_\_  
Melissa Rivers  
Executive Director

\_\_\_\_\_  
Mayor XXXXXXXX

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date