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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 2/18/16

Weekly Agenda Date: 2/23/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Director of Rural Economic Development

SUBJECT: USDA Rural Development Grant Opportunity

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☒

WORDING FOR AGENDA ITEM: Action – SIMPCO Grant Writing Service Proposal for USDA Rural Development Grant.

EXECUTIVE SUMMARY: The Rural Economic Development Dept. seeks the Board of Supervisors' consideration of SIMPCO's grant writing service proposal for the submission of a USDA Rural Development grant opportunity, which will be used to help cover costs of the Comprehensive Planning Services Project for rural cities in Woodbury County.

BACKGROUND: Woodbury County intends to hire a qualified consulting firm to develop comprehensive plans for rural cities in Woodbury County. While the actual cost to conduct this project is unknown at this time, it's anticipated to be fairly substantial ($110,000 has currently been budgeted out of Local Option Sales Tax). The RED department has received a proposal from SIMPCO to write the grant for Woodbury County. Applications for this grant are due 6/1/16.

FINANCIAL IMPACT: $1,500 to be funded out of the Rural Economic Development Department budget (Professional Services line item).

RECOMMENDATION: Approve a motion to accept the SIMPCO proposal and fund the expense out of the Rural Economic Development Department budget (Professional Services line item).

ACTION REQUIRED: Motion to accept the SIMPCO proposal and fund the expense out of the Rural Economic Development Department budget (Professional Services line item).

Approved by Board of Supervisors March 3, 2015.

SIOUXLAND INTERSTATE METROPOLITAN PLANNING COUNCIL

is Action

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February 11, 2016

David Gleiser
Woodbury County Rural Economic Development
620 Douglas Street
Sioux City, IA 51101

Dear Mr. Gleiser:

Thank you for inviting the Siouxland Interstate Metropolitan Planning Council (SIMPCO) to be part of the application process on behalf of Woodbury County Office of Rural Economic Development for the USDA Rural Business Development Grant (RBDG). For 50 years, SIMPCO has provided planning and grant writing services to member communities and counties.

SIMPCO, the third oldest multi-state council of governments in the nation, is guided by a Board of Directors comprised of city and county officials. SIMPCO collaborates with local governments in long-range strategic and comprehensive planning, community and economic development, housing assistance, transportation planning, and regional program management. SIMPCO is one of 18 members of the Iowa Association of Regional Councils of Government and is an Economic Development District. It also houses the Western Iowa Community Improvement Regional Housing Trust Fund.

SIMPCO has highly qualified staff available and excited to prepare the RBDG application for Woodbury County, and we will strive to provide the best service possible. Attached is a description of the application process and the proposed fees for services. If you have any questions or require further information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Michelle Bostinelos
Siouxland Interstate Metropolitan Planning Council
Executive Director

Siouxland Interstate Metropolitan Planning Council

Rural Business Development Grant Application

The RBDG Program was established by the USDA to combine the RBEG (Rural Business Enterprise Grant) and RBOG (Rural Business Opportunity Grant) programs as mandated by the 2014 Farm Bill. RBDG funding can be used to conduct local community economic development planning to identify and analyze business opportunities with the reasonable prospect that the project will result in the development of a rural area.

Woodbury County is applying for these funds to prepare Comprehensive Plans for incorporated cities in rural Woodbury County. These plans will create a framework for the development of future public policy, particularly in the area of future land use, infrastructure, and economic development.

SIMPCO provides grant writing services for member communities and counties to ensure that they have access to funding for community and economic development projects. SIMPCO has performed this service for many years and has successfully obtained and administered RBOG funding in the past. SIMPCO looks forward to working with Woodbury County and the USDA on a project of this magnitude.

Included in the grant writing process are:

- Defining the scope of and need for the project
- Creating a budget for the project
- Collecting and analyzing data relevant to the application
- Drafting and preparing application text and graphics
- Fully completing the application with all necessary documentation and public meetings
- Identifying additional ways to maximize application points
- Meeting application deadlines

The final deadline for the application has not yet been announced. The most recent grant rule was published on March 25, 2015.

Proposed fees for Scope of Services for preparing an RDBG Application

SIMPCO services for a Woodbury County RDBG Application	:	$2,500.00

Project requires approximately 25 man-hours:

3 hours to define the project structure and budget

4 hours for data collection, analysis, and preparation of maps and figures

4 hours to acquire required documentation for the application

5 hours of additional meetings with client and public

9 hours for preparing and refining the application

Membership Discount (40%):	-$1,000

TOTAL COST:	$1,500.00

Rural Business Development Grant

APPLICATION TOOLKIT

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 RD 1940-20, "Request for Environmental Information"
- ☐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

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

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

APPLICATION TEMPLATE

SECTION 1: SUMMARY INFORMATION

Legal Name of Applicant: _____

Requested Grant Amount: $_____

DUNS # _____

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]

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.]

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			$	$	$

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

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
- **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
- **Non-profit entities**
  - ☐ Articles of incorporation, including any amendments
  - ☐ Bylaws, including any amendments
  - ☐ Certificate of Good Standing with the NM Secretary of State. This may be a print out of a search at https://portal.sos.state.nm.us/corps/(S(h2pk1tceknf2ncotaluemo1f))/Corplookup/Lookdn.aspx , which shows good standing

APPENDIX B Proposed Scope of Work

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

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).]

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).

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.

APPENDIX F Letters of Support

Please attach letters of support for proposed project activities.