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**48.01.04 - IDAHO GEM COMMUNITY ACTION GRANT PROGRAM**

**000. LEGAL AUTHORITY.**

The Idaho Gem Community Action Grant Program was created as part of Governor Andrus' FY91 Rural Development Initiative. The Second Regular Session of the 52nd Idaho State Legislature made one-time funds available to continue the Gem Community Action Grant (GCA) Program within the Idaho Department of Commerce (IDC). (2-7-94)

**001. TITLE AND SCOPE.**

These rules establish the process for application for and awarding of Idaho Gem Community Action Grants. Contact with Department staff is helpful, and encouraged, in determining eligibility for a proposed project. Department staff are also available for technical assistance and answers to questions about the rules. (2-7-94)

**002. -- 009. (RESERVED).**

**010. OBJECTIVE.**

The primary objective of the Gem Community Action Grant Program is to fund community development projects of Certified Gem Communities for the purpose of: (2-7-94)

01. Improving the Local Economy. (2-7-94)
02. Retaining or Creating Jobs. (2-7-94)
03. Promoting the Community for Economic Development and Tourism. (2-7-94)
04. Assisting Business Expansion and Diversification. (2-7-94)
05. Supporting Cultural Development. (2-7-94)
06. Expanding Recreational Activities, Events and Facilities. (2-7-94)
07. Historic Preservation and City Beautification. (2-7-94)

**011. ELIGIBLE APPLICANTS.**

Certified Gem Communities are eligible to apply for one GCA grant for a maximum of ten thousand dollars (\$10,000). Communities that have previously received a one thousand dollars (\$1,000) Gem Community matching grant are eligible to apply for up to nine thousand dollars (\$9,000) in GCA funding. GCA grants shall be made to cities/counties of certified Gem Communities. The grants may be administered by their designees as established by formally adopted resolutions. (2-7-94)

**012. ELIGIBLE ACTIVITIES.**

For a project to be eligible for GCA funding the project must meet the following conditions: (2-7-94)

01. Project Concept. The project concept must be included in the applicant's current Gem Community one year plan. (2-7-94)
02. Purpose of Project. The purpose of the project must be consistent with one or more of the GCA program objectives listed in 010. (2-7-94)

**013. ELIGIBLE COSTS.**

Eligible costs for the use of GCA funds are limited to: (2-7-94)

01. Materials. (2-7-94)

- 02. Construction Contracts. (2-7-94)
- 03. Architect and Engineering Services Required for Project Implementation. (2-7-94)
- 04. Equipment. (2-7-94)
- 05. Equipment Installation. (2-7-94)
- 06. Advertising. (2-7-94)
- 07. Printing. (2-7-94)

**014. INELIGIBLE ACTIVITIES/COSTS.**

Gem Community Action Grant funds shall not be used for: (2-7-94)

- 01. Payroll Costs. Payroll costs for city, county, development corporation or other community agencies. (2-7-94)
- 02. Real Property Acquisition. (2-7-94)
- 03. Administrative Costs. Expenses related to administering Gem Community Action Grants will not be reimbursable to the grantee from GCA funds. (2-7-94)
- 04. Political Activities. GCA funds shall not be used for political purposes or to engage in lobbying or other partisan political activities. (2-7-94)
- 05. Religious Activities. GCA funds shall not be used for the construction, rehabilitation or operation of active churches or religious structures used for religious purposes. (2-7-94)

**015. SELECTION.**

The GCA grant process is not competitive. All Certified Gem Communities are eligible to apply for funding on a first come first serve basis depending upon grant fund availability. A two (2) step review process is used: (2-7-94)

- 01. Review of Proposals. The Gem Community staff reviews proposals for completeness, allowable costs and compliance with grant rules and makes recommendations for funding to the IDC Director. (2-7-94)
- 02. Grant Awards. The IDC Director makes all GCA grant awards. (2-7-94)

**016. -- 019. (RESERVED).**

**020. APPLICATION PROCESS.**

01. Applications. Applications for Gem Community Action Grants may be submitted by eligible communities at any time. Pre-applications are not required although communities are encouraged to discuss the project and proposal with the Gem Community Staff prior to releasing the Public Notice of Intent to apply for funding. (2-7-94)

02. Application for Funding. Application for funding is made by submitting one (1) copy of the grant proposal in the required format to the Idaho Department of Commerce. (2-7-94)

**021. PUBLIC NOTICE.**

Prior to applying for GCA funds, communities are required to permit public comment and review of the proposal. A formal public hearing is not required. Proper notification shall be given by public display advertisement in a local newspaper no less than seven (7) days prior to the date of proposal submission. The notice shall include: (2-7-94)

- 01. Description of Project. A brief description of the proposed project. (2-7-94)

- 02. Amount Requested. The amount of funds being requested. (2-7-94)
- 03. Notification of Acceptance of Comments. Notification that both written and verbal comments will be accepted. (2-7-94)
- 04. Location and Hours. The location and hours the applicant will use to accept comments. (2-7-94)

**022. -- 029. (RESERVED).**

**030. PROPOSAL FORMAT.**

GCA applications shall be submitted on 8 1/2" x 11" white paper. The text shall be typed, with numbered pages. The types of headings and numbering systems are optional to the applicant. The proposal should contain the following information and sections: (2-7-94)

- 01. Cover Page. The cover should include one (1) signature from each city council/mayor and county commission of the community. The designated grant administrator and a contact person should also be named on the cover page. (2-7-94)
- 02. Table of Contents. (2-7-94)
- 03. Project Description. Include a brief narrative description of the project that contains: (2-7-94)
  - a. Project Need and Benefits Expected. Reference the project's purpose in the Community one year plan. (2-7-94)
  - b. Time Line. Show anticipated start date, end date and projected times for completion of major components of the project. (2-7-94)
  - c. The applicant shall include a description of the proposed administration of the project and how the accounting will be performed. If the lead community economic development organization or one city or county in a multi-city/county community is to be named grant administrator, a formally adopted resolution designating the administrator shall be included in the proposal. (2-7-94)
- 04. Project Budget. Applicants must show a line item breakdown for the use of the GCA funds and the amount and use of matching funds. Applicants shall also include the following: (2-7-94)
  - a. A narrative explaining donations used for match, and how they will contribute to the completion of the project. (2-7-94)
  - b. Letters of commitment of matching funds. All sources of matching funds shall be documented by including letters of commitment from the donor. (2-7-94)
  - c. Copies of any written comments received during the public comment period and a copy of the public notice. (2-7-94)

**031. MATCHING FUNDS.**

All GCA grantees must provide one hundred percent (100%) (1 to 1) match of either cash or in-kind donations for the GCA funds received. Match can be comprised of any combination of cash and in-kind donations: (2-7-94)

- 01. Match. Match can be from private, local, state, federal, or foundation sources. (2-7-94)
- 02. Relation to Project. All match must be related to the planning, implementation or operation of the project. (2-7-94)
- 03. Documentation of Match. Match must be documented by receipt, invoice, time cards, or by other written document signed by the donor. (2-7-94)

04. GCA Funds. GCA funds may be used to match other state, federal and foundation grant funds. (2-7-94)

05. Expenses Used As Match. Up to one thousand dollars (\$1,000) of the grantee's/administrator's administrative expenses related to the project may be used as match for the grant. (2-7-94)

**032. GRANT PAYMENT.**

Payment of GCA grants will be made in the following manner: (2-7-94)

01. Payment of Funds. Grantees shall normally receive payment of GCA funds on a reimbursement basis with a maximum of two (2) reimbursement requests. To receive reimbursement, the grantee must submit receipts and match documentation for the grant amount being requested. The Department will reimburse allowable costs up to the maximum grant amount for which both receipts and match is provided. (2-7-94)

02. Special Circumstances. In special circumstances due to the small size of the community or the nature of the project, grantees may request receipt of GCA funds on other than a reimbursement basis. The Department will review the requests and determine the payment procedures necessary to avoid hardship to the community. (2-7-94)

**033. REPORTING.**

All GCA grant recipients are required to submit the following two (2) reports: (2-7-94)

01. Status Report. A status report is required at the approximate mid-point of the project. It should contain the following information: (2-7-94)

a. A short narrative outlining the project status, successes, problems, etc. (2-7-94)

b. Press clippings, pictures and other information about the project as available. (2-7-94)

02. Final Report. All grantees shall submit a final report containing the following information: (2-7-94)

a. A narrative describing the success of the project. (2-7-94)

b. A description of the impact the project has had and will have on the community including long term benefits anticipated. (2-7-94)

c. A description of any special contributions or work provided on the project. (2-7-94)

d. Any other information about the project not already submitted, i.e., pictures, press clippings, etc. (2-7-94)

**034. PROJECT DURATION.**

Grantees are encouraged to limit the duration of their projects to twelve (12) months or less. (2-7-94)

**035. CONFLICT OF INTEREST.**

No official, officer, employee, family member or agent of the Department of Commerce, or of a grantee, shall profit financially, directly or indirectly from GCA funds under their control. (2-7-94)

**036. CREDIT STATEMENT.**

All activities funded by the Idaho Gem Community Action Grant program shall credit the program. The following credit statement will be placed on all GCA funded brochures, slide shows, videos, films, displays, advertising, press releases and other printed materials: (2-7-94)

01. Credit Statement. "This publication made possible by a Gem Community Action Grant, Idaho Department of Commerce" or "paid, Gem Community Action Grant, Idaho Department of Commerce." (2-7-94)

02. Failure to Comply. Failure to comply with crediting the GCA grant program could jeopardize payment of that portion of the project. (2-7-94)

03. Other Credit. Credit may also be given to other sources of assistance. (2-7-94)

**037. -- 039. (RESERVED).**

**040. BID PROCESS.**

GCA grantees shall contact a minimum of three (3) vendors for quotes or bids for the purchase of goods or services over five hundred dollars (\$500). Prior to reimbursement for such costs, the appropriate information shall be submitted to the Department which documents the following: (2-7-94)

01. Item or Service (to be) Purchased. (2-7-94)

02. Written Record. A written record of three (3) or more companies or vendors contacted for bids or quotes. List vendors contacted and their response. Include those contacted whether or not a response was received. (2-7-94)

03. Reasons for Selection. Grantees reasoning for selecting the vendor chosen. (2-7-94)

**041. PROJECT AMENDMENT.**

Projects may be amended at any time prior to project completion by mutual written agreement of the grantee and the Department. 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. (2-7-94)

**042. PROJECT LOSES VIABILITY.**

If a project loses its viability after selection for funding and prior to any expenditure of GCA funds, the project may be terminated by mutual agreement of the grantee and the Department. The community retains its eligibility to apply for GCA funds. (2-7-94)

01. Lose of Viability. If a project loses its viability after the grantee expends GCA funds, the grantee must notify the Department as soon as possible. Reasonable efforts may be made to modify, restructure or amend the project contract at the discretion of the Department. (2-7-94)

02. Termination of Funding. Funding for projects may be terminated by the Department at any time for gross misuse or abuse of funds. Upon receipt of a notice of termination the grantee will stop all expenditures of GCA funds and return all unspent GCA funds to the Department. The Department will make a fair and reasonable final payment to the grantee based on the work completed, allowable costs incurred and documentation provided. (2-7-94)

**043. -- 999. (RESERVED).**