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**IDAPA 48
TITLE 01
CHAPTER 04**

48.01.04 - IDAHO GEM COMMUNITY IMPLEMENTATION GRANT PROGRAM

000. LEGAL AUTHORITY.

The Idaho Gem Community Action Grant Program was created as part of Governor Kempthorne's Rural Development Initiative. The First Regular Session of the 56th Idaho State Legislature made funds available to create the Gem Community Implementation Grant (GCI) Program within the Idaho Department of Commerce (IDC). (3-15-02)

001. TITLE AND SCOPE.

01. Title. These rules shall be known as IDAPA 48.01.04, "Idaho Gem Community Implementation Grant Program". (3-15-02)

02. Scope. These rules establish the process for application for and awarding of Idaho Gem Community Implementation Grants. (3-15-02)

002. WRITTEN INTERPRETATIONS.

The Idaho Department of Commerce may have written statements that pertain to the interpretation of the rules of this chapter, or to the documentation of compliance with the rules of this chapter. If available, written statements can be inspected and copied at the Idaho Department of Commerce, 700 W State Street, Boise, Idaho 83720-0093. (3-15-02)

003. ADMINISTRATIVE APPEALS.

Persons may be entitled to appeal final agency actions authorized under this chapter pursuant to Section 67-5270, Idaho Code, and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General". (3-15-02)

004. INCORPORATION BY REFERENCE.

These rules do not contain documents incorporated by reference. (3-15-02)

005. OFFICE – OFFICE HOURS OFFICE HOURS, MAILING ADDRESS, AND STREET ADDRESS.

The headquarters office of the Idaho Department of Commerce is in Boise, Idaho. This office is open from 8:00 a.m. to 5:00 p.m. except Saturdays, Sundays and legal holidays. The Department's mailing address, unless otherwise indicated, is Idaho Department of Commerce, P.O. Box 83720, Boise ID 83720-0093. The street address is 700 West State Street, Boise, Idaho. The telephone number is (208) 334-2470 and the FAX number is (208) 334-2631. (3-15-02)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records relating to this chapter are public records except to the extent such records are by law exempt from disclosure. (3-15-02)

007. -- 011. (RESERVED).

012. OBJECTIVE.

The primary objective of the Gem Community Implementation Grant Program is to fund community development projects of Certified Gem Communities for the purpose of: (3-15-02)

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)

013. ELIGIBLE APPLICANTS.

Active Certified Gem Communities under ten thousand (10,000) persons and other Active Certified Gem Communities at the discretion of the director are eligible to apply for GCI grants for a maximum of fifty thousand dollars (\$50,000). GCI grants shall be made to cities/counties of active certified Gem Communities. The grants may be administered by their designees as established by formally adopted resolutions. (3-15-02)

014. ELIGIBLE ACTIVITIES.

For a project to be eligible for GCI funding the project must meet the following conditions: (3-15-02)

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 (1) or more of the GCI program objectives listed in Section 012. (3-15-02)

015. ELIGIBLE COSTS.

Eligible costs for the use of GCI funds are limited to: (3-15-02)

01. Materials. (2-7-94)

02. Construction Contracts. (2-7-94)

03. Architect And Engineering Services And Legal And Professional Services Required For Project Implementation. (3-15-02)

04. Equipment. (2-7-94)

05. Equipment Installation. (2-7-94)

06. Advertising. (2-7-94)

07. Printing. (2-7-94)

08. Construction Of Infrastructure For Economic Expansion. (3-15-02)

09. Rehabilitation And Development Of Public Property To Support Business Development. (3-15-02)

10. Acquisition Of Real Estate For Business Development. (3-15-02)

11. Matching Funds For Other State Federal And Foundation Economic Development Grants. (3-15-02)

016. INELIGIBLE ACTIVITIES/COSTS.

Gem Community Implementation Grant funds shall not be used for: (3-15-02)

01. Payroll Costs. Payroll costs for city, county, development corporation or other community agencies. (2-7-94)

02. Real Property Acquisition. Construction, rehabilitation, or operation of schools, general government facilities, jails or state facilities. (3-15-02)

03. Administrative Costs. Expenses related to administering Gem Community Implementation Grants will not be reimbursable to the grantee from GCI funds. (3-15-02)

04. Political Activities. GCI funds shall not be used for political purposes or to engage in lobbying or other partisan political activities. (3-15-02)

05. Religious Activities. GCI funds shall not be used for the construction, rehabilitation or operation of

active churches or religious structures used for religious purposes. (3-15-02)

017. SELECTION.

The GCI grant process is competitive on a quarterly cycle. All Active Certified Gem Communities are eligible to apply for funding at any time depending upon grant fund availability. A two (2) step review process is used: (3-15-02)

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 GCI grant awards. (3-15-02)

03. Director Discretion. The IDC Director may make grant awards at any time to take advantage of special opportunities. (3-15-02)

018. -- 019. (RESERVED).

020. APPLICATION PROCESS.

01. Applications. Applications for Gem Community Implementation Grants may be submitted by eligible communities at any time. (3-15-02)

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. -- 029. (RESERVED).

030. PROPOSAL FORMAT.

GCI applications shall be submitted on eight and one-half by eleven inches (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: (3-15-02)

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 (1) 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 GCI funds and the amount and use of matching funds. Applicants shall also include the following: (3-15-02)

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. Formally adopted resolutions from each city council and county commission of the certified community. (3-15-02)

031. MATCHING FUNDS.

All GCI grantees must provide a minimum of twenty percent (20%) match of either cash or in-kind donations for the GCI funds received. Match can be comprised of any combination of cash and in-kind donations: (3-15-02)

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. GCI Funds. GCI funds may be used to match other state, federal and foundation grant funds. (3-15-02)

05. Expenses Used As Match. Up to two thousand five hundred dollars (\$2,500) of the grantee's/administrator's administrative expenses related to the project may be used as match for the grant. (3-15-02)

032. GRANT PAYMENT.

Payment of GCI grants will be made in the following manner: (3-15-02)

01. Payment Of Funds. Grantees shall normally receive payment of GCI funds on a reimbursement basis. Grant payment procedures will be established in the GCI Grant Contract. 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. (3-15-02)

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 GCI 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. (3-15-02)

033. REPORTING.

All GCI grant recipients are required to submit the following two (2) reports: (3-15-02)

01. Status Report. A status report is required with each request for payment. It should contain the following information: (3-15-02)

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 GCI funds under their control. (3-15-02)

036. CREDIT STATEMENT.

All activities funded by the Idaho Gem Community Implementation Grant program shall credit the program. The following credit statement will be placed on all GCI funded brochures, slide shows, videos, films, displays, advertising, press releases and other printed materials: (3-15-02)

01. Credit Statement. "This publication made possible by a Gem Community Implementation Grant, Idaho Department of Commerce" or "paid, Gem Community Implementation Grant, Idaho Department of Commerce". (3-15-02)

02. Failure To Comply. Failure to comply with crediting the GCI grant program could jeopardize payment of that portion of the project. (3-15-02)

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

037. -- 039. (RESERVED).

040. BID PROCESS.

GCI grantees shall contact a minimum of three (3) vendors for quotes or bids for the purchase of goods or services over twenty-five thousand dollars (\$25,000). Prior to reimbursement for such costs, the appropriate information shall be submitted to the Department which documents the following: (3-15-02)

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 GCI funds, the project may be terminated by mutual agreement of the grantee and the Department. The community retains its eligibility to apply for GCI funds. (3-15-02)

01. Lose Of Viability. If a project loses its viability after the grantee expends GCI 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. (3-15-02)

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 GCI funds and return all unspent GCI 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. (3-15-02)

043. -- 999. (RESERVED).

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