

Rural Services Block Grant Program (RSBGP) Application

Grant funding for community centers, fire stations, fire trucks, specialized life-saving equipment such as “jaws of life” and protective clothing worn by fire fighters.

Fiscal Year 2011 Deadline: January 14, 2011

***You are encouraged to send in your application well before the deadline so that our office has time to contact you for any necessary changes.**



Department of Rural Services

Attn: RSBGP Coordinator

101 East Capitol, Suite 202

Little Rock, Arkansas 72201

Toll Free Phone: 1-888-787-2527

E-mail: Rural.Arkansas@arkansas.gov

Website: www.arkansas.gov/drs

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Attachment #1 Determining and Documenting Benefit to Low to Moderate Income Families
(included when communities wish to conduct a Low to Moderate Income survey)

Who are the Department of Rural Services and the Arkansas Rural Development Commission?

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, the Department of Rural Services assists local agencies in rural areas with grant funds and technical assistance.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of the Department of Rural Services. The Governor appoints seven of the members, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms and meet throughout the year to discuss rural issues that affect Arkansans.

The other focus of the agency is to provide funding for worthwhile projects in rural communities. The agency has administered the Rural Community Grant Program for several years, unfortunately many worthy projects remain unfunded due to budget constraints. Recognizing the need for additional resources the Department of Rural Services has begun working to build new partnerships with our sister state agencies and private sector companies. The Rural Services Block Grant Program (RSBGP) is the result of one such partnership with the Arkansas Department of Economic Development.

Who is Eligible to Apply for Funds from the RSBGP?

In accordance with the State of Arkansas Five Year Plan for Arkansas Housing, Community and Economic Development Programs the following entities are eligible for funding under the Rural Services Block Grant Program (RSBGP):

- Incorporated and unincorporated cities and towns in RURAL Arkansas with less than 3,000 people (verifiable by current US census information)
- Population must be at least 51% low to moderate income (LMI). A complete list of Arkansas community LMI percentages is available on the DRS website at www.arkansas.gov/drs.
- 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 or town’s neighboring urbanized areas.

For forms and instructions about determining LMI Eligibility for your area See Attachment 1- Determining and Documenting Benefit to Low and Moderate Income Families which has been extracted from the Arkansas Community and Economic Development Program (ACEDP) Guidelines administered by the Arkansas Economic Development Commission.

Are There Other Eligibility Restrictions?

The Rural Services Block Grant Program (RSBGP) is funded through the U.S. Department of Housing and Urban Development (HUD) Small Cities Community Development Block Grant Program and administered for the State and our agency by the Arkansas Economic Development Commission. Cities not currently a party to one categorical grant and counties that are not currently a party to two categorical grants are eligible to apply under the program. Categorical grants include the Arkansas Community and Economic Development Program (ACEDP) and the Rural Services

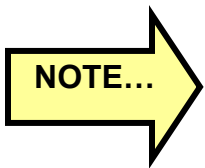
Block Grant Program (RSBGP) administered by the Arkansas Economic Development Commission. Active grants in other Department of Rural Services and Arkansas Economic Development Commission programs are not considered in determining eligibility.

What Types of Projects Are Eligible?

In keeping with the Arkansas Economic Development Commission's 5-Year Consolidated Plan, applications for Rural Services Block Grant Program (RSBGP) grant funds will be accepted for the following type projects (please contact the RSBGP Grants Coordinator to ensure that your project is eligible):

- New construction or renovation of community centers or multi-purpose use buildings for the betterment of the community
- New construction or renovation of fire stations
- Purchase of fire trucks, specialized life-saving equipment such as "jaws of life" and protective clothing worn by fire fighters

If you have a question about project eligibility please contact the RSBGP Coordinator at 1-888-787-2527.



If the proposed project involves the renovation or rehabilitation of an existing building, you will be required to do the following:

- Have an accredited asbestos inspector/management planner conduct a thorough inspection of the building according to the Asbestos Hazard Emergency Response Act (AHERA) guidelines, including sampling and laboratory analysis. Testing costs will depend on the size and design of the building and are the applicant's responsibility. For inspection information please contact:

The Arkansas Department of Environmental Quality

Air Division

Asbestos and Lead-Based Paint Branch

Phone: (501) 682-0718

E-mail: info@adeq.state.ar.us

Web: www.adeq.state.ar.us

- Sign a waiver releasing and holding harmless the Department of Rural Services, the Arkansas Economic Development Commission and all employees of the two agencies of any liability, claims, judgments or action whatsoever as a result of allowing grant funds to be used in the renovation of a building containing asbestos.
- Establish adequate justification that the cost and time associated with renovating a building containing asbestos is more cost effective than renovating a building that does not contain asbestos or new construction. This justification must be provided as part of the application.

Each of the above items must be submitted with the application whenever building renovation or rehabilitation is proposed.

Will We Be Required To Have An Architect or Engineer?

Maybe!!! All projects exceeding \$100,000 are required to have an architect. All projects exceeding \$25,000 are required to have an engineer. Projects must comply with state plumbing and building code requirements.

How much funding is available?

Seven hundred thousand dollars (\$700,000) is available for distribution under the Rural Services Block Grant Program (RSBGP).

What is the Maximum Award?

Eligible projects may submit an application for up to \$75,000.

Is There a Matching Requirement?

The RSBGP is a nine to one matching program. This requires that the applicant must be able to match its grant award with cash, in-kind labor, in-kind materials, or land at a rate of one dollar to every nine grant dollars (10%). **Land used for matching purposes must be owned by the city or county applying.** The value of all matching (including in-kind) must be documented by bank statements for cash, official cost estimates for in-kind materials and labor, or official appraisals for land. Official cost estimates for in-kind materials and professional labor should document what the material or professional labor would cost if it were not being donated. Community labor being donated is equal to \$18.04 per hour. Official appraisals for land may be in the form of an appraisal from a certified appraiser or a copy of the property assessment from the county clerk.

Administrative Costs

Each community that receives the RSBGP is responsible for the administration of the grant. The recipient may work with their local Planning and Development District or hire an outside consultant. The fee that the consultant or agency charges can be included in the community's request (this may be done as long as the total request does not exceed the amount for which a community is allowed to apply). The community may use other available funds to pay the administrative fee charged by the consultant. The fee will be a minimum of \$2,000 with a maximum of 10% of the grant. **The administrative consultant must be approved by the Arkansas Economic Development Commission.**

How Do We Apply?

The RSBGP application process requires that communities hold a public hearing and submit an application to be considered for grant funds. The process is as follows:

Public Hearing Requirement

Prior to application submission, applicants will need to hold a public hearing to document the need for the project. All public hearings should be publicized in the appropriate local media at least 7 calendar days before they are to be held, and the hearing should be conducted no later than 2 weeks prior to the application deadline.

Application Submission

Applicants must submit an **original** application and **1 complete copy** of the application to the Department of Rural Services by the application deadline. Applications will be reviewed by the Department of Rural Services for completeness and the RSBGP Grant Review Committee will review eligibility and all complete and eligible applications. The grant review committee will formulate funding recommendations, which will be reviewed and approved by the full ARDC and the Governor's Grant Review Committee.

Selected Applications

Applications recommended for funding by the Department of Rural Services will be notified in writing and will work with the Arkansas Economic Development Commission throughout the remainder of the project. **It is imperative that selected communities wait for instructions from AEDC before beginning any part of their project.**

Successful applicants must first sign a grant agreement before any work is started or any purchases are made.

Selected communities run the risk of forfeiting their grant award for work done or purchases made toward their project before a grant agreement is executed. Please call 1-888-787-2527 if you have any questions.

Unsuccessful Applications

Applications not recommended for funding by the Department of Rural Services will be notified in writing and will be encouraged to schedule a conference with the RSBGP Coordinator to discuss deficiencies and areas requiring or needing improvement if it is the applicants desire to apply the following year.

Department of Rural Services

RSBGP APPLICATION PROPOSAL GUIDELINES

General

Formal proposals must be developed and organized in compliance with the outline and guidelines set fourth in this document to be considered complete and eligible for consideration. Proposals not following all guidelines and in the outline order requested will be considered non-compliant and therefore ineligible for funding consideration. All questions regarding the Proposal Application Outline content and process should be made in writing to the RSBGP Coordinator at the address below.

General Formatting Information

Proposals should be:

- ◆ Typed in 12 point in one the following fonts: Times New Roman, Arial, Courier or Helvetica
- ◆ Single spaced on one side of 8 ½ X 11 paper
- ◆ Sections limited to the recommended page length
- ◆ Organized in the order requested in the outline.

Submission Information

One original and one copy of the proposal must be submitted to the address below by the proposal deadline. Failure to submit the appropriate number of copies will result in the proposal being non-compliant and therefore ineligible for funding consideration.

Mail proposals to:

**Department of Rural Services
ATTN: RSBGP Coordinator
101 East Capitol, Suite 202
Little Rock, Arkansas 72201**

**Phone: 1-888-787-2527 (RURAL-AR)
Fax: 501-682-6014**

RSBGP APPLICATION PROPOSAL OUTLINE

Application Proposal Outline

I. Application Coversheet

All applicants must fill out the top part of the form, completing all blanks to be considered eligible for funding. Fire departments applying for funding must also complete the lower portion of the form to be considered eligible for funding.

II. RSBGP Applicant Contact Information

III. Project Summary-Brief Description of Project-1 page max.

The Project Summary should briefly describe the project. (Detail information should be included in the Project Narrative Section)

IV. Documentation of Public Support-1-10 pages

Documentation of public support may be a combination of any of the following not to exceed ten (10) pages:

- ◆ Letter of support from the community's state senator or representative
- ◆ Letter of support from community's congressional representative
- ◆ Letters from members of the public to be served by the project
- ◆ Petitions of support from citizens to be served by the project.

V. Project Narrative-1-5 pages

The project narrative should cover in detail the following items:

- ◆ Describe the project in detail
- ◆ Describe in detail the demographics of the population to be served
- ◆ Provide detailed information regarding the organizations and individuals involved in the project, their qualifications and past experience.
- ◆ Specify the community's long and short term goals for the project

VI. Needs Assessment-1-5 pages

The needs assessment is the most important section of the proposal and should contain the following:

- ◆ Provide a detailed history and description of the steps the community has taken to document the need for the project.
- ◆ Identify and describe any problems related to community health and safety, which the project would address.
- ◆ Describe any unmet needs currently being experienced by the community that would be alleviated through the fruition of this project.
- ◆ Describe any emergency situation, which you believe is relevant.
- ◆ **(Fire Departments only)** Describe and document impact of project on ISO rating.
- ◆ Explain the community involvement in the Arkansas Community of Excellence (ACE) Program.
- ◆ Identify existing community centers, multi-purpose facilities or fire stations for this area.

VII. Floor Plan of Proposed Project

- ◆ Provide a preliminary floor plan and site map of the proposed project including Front and Side elevations.
- ◆ Provide an 8 ½" X11" map of the county indicating location and service area

VIII. Required Forms and Documentation

Public Hearing Documentation

- ◆ Public hearings must be publicized at least 7 calendar days before they are held and conducted no later than 2 weeks prior to the application deadline.
- ◆ County applicants must hold the public hearing at the county seat.
- 1. Form RSBGP-1 Notice of Public Hearing and Proof/Certification of Posting:**
 - ◆ There is an example posting in the application that you are welcome to fill out and use as your Notice of Public Hearing.
 - ◆ The Notice of Public Hearing must indicate that the purpose of the hearing is to allow public participation to determine the needs of the community, to consider applying to the Arkansas Department of Rural Services for funds which are targeted to benefit LMI families or to aid in the prevention of slum and blight or to eliminate and imminent health threat.
 - ◆ Examples of publicity include publishing notices in newspapers, posting flyers in at least five visible locations or airing announcements on local radio or television stations. Regardless of the method, hearings must be advertised throughout the jurisdiction and must indicate that technical assistance for developing proposals will be provided to groups representing LMI persons.
 - ◆ Proof of Posting must include a copy of the notice with either a written confirmation by the mayor or judge about where and when the notices were posted or a signed receipt/proof of publication.

2. Form RSBGP-2 Public Hearing Attendance Roster

3. Minutes from Public Meeting:

- ◆ Discuss the community's needs
- ◆ Identify and prioritize needs which are most crucial to the community.
- ◆ Discuss goals and objectives for meeting the community's needs, including time frames and potential financing resources.
- ◆ Inform the attendees about the RSBGP including requirements and funding objections, types of projects eligible for funding, amount of funds available to the community, and realistic opportunities for the community's participation in the program.
- ◆ It must be noted that the purposes of the RSBGP are as follows:
 1. To benefit low and moderate income families; or
 2. To aid in the prevention or elimination of slums and blight; or
 3. To meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health or welfare of the community and where other financial resources are not available to meet such needs.
- ◆ Persons addressing the meeting should be identified and comments recorded in the minutes.

Documentation of Eligibility and Application Approval Documents

- ◆ Form RSBGP-3 RSBGP Certification of Requirements Form
- ◆ Form RSBGP-4 Resolution

Proposed Project Budget and Disclosure Report

- ◆ Form RSBGP-5 Proposed RSBGP Project Budget
- ◆ Form RSBGP-6 RSBGP Disclosure Report

Additional Miscellaneous Forms

- ◆ Form RSBGP-7 Project Milestone Schedule

- ◆ Standard SF-424 Form Application for Federal Assistance
- ◆ **(Fire Departments Only)** ISO rating documentation
- ◆ Deed or Proof of Public Ownership
- ◆ Asbestos Study Documentation and Hold Harmless Waiver (if renovation project)
- ◆ Form RSBGP-8 Excessive Force Resolution
- ◆ Form RSBGP-9 Anti-Displacement Plan Resolution
- ◆ Form RSBGP-10 Proposed Beneficiaries Form

IX. Required Appendices

Appendix A

Appendix A must contain in order all cost estimate documentation as it appears in the budget. Estimates must be confirmed by a professional. Page one of the documentation should contain the reference A-1 and so forth.

Appendix B

Appendix B must contain in order the official documentation of the cash match availability, other funding sources and/or appraisal of the match property. Page one of the documentation should contain the reference B-1 and so forth.

Appendix A and B funding documentation should prove exactly how much your project will cost and that your community has the required matching funds to complete the project with RSBGP funds.

RSBGP Required Forms

**Rural Services Block Grant Program (RSBGP)
Application Coversheet**

Project Name _____

Community Name(s) _____ County _____

Community Population (must have estimate if an unincorporated area) _____

LMI Percentage for above _____ % (if more than one community, give the composite %)

State Senator _____ Senate District Number _____

State Representative _____ House District Number _____

U.S. Senator _____ U.S. Representative _____

Congressional District Number _____

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

If no, county judge's name _____

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

Amount for which you are applying \$ _____

Amount to be provided by the community \$ _____

Total project cost \$ _____

Application Preparer _____ Phone Number _____
(Please Print)

FIRE DEPARTMENTS ONLY BELOW THIS LINE

Current ISO Rating _____

What was the date (month/year) of your last ISO inspection? _____/_____/_____

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

How far away is the closest fire department? _____ miles

How many households does the fire department currently cover? _____ households

How much does the fire department charge for a membership fee? \$ _____

What percentage of the households covered in your district pay the membership fee? _____ %

RSBGP CONTACT INFORMATION

Application Preparer:

Name _____

Title/Company
(if applicable) _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Email Address _____

City Mayor or County Judge:

Name _____

Title _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Email Address _____

NOTICE OF PUBLIC HEARING

A public hearing will be held on _____, _____ at _____ a.m./p.m. at _____ (location) for the purpose of identifying and prioritizing the community needs of _____ (City/County), determining whether an application for the Rural Services Block Grant Program (RSBGP) funds should be developed and if so, for what community need. Also, comments on proposed project activities will be discussed, especially those with possible impacts on the community, should the project receive funding.

RSBGP funds are federal assistance received by the State of Arkansas and administered by the Arkansas Economic Development Commission. These funds will be made available to cities and counties according to need and can be used for community facilities, but must address one of the following objectives:

- 1) Provide benefit to low and moderate income families,
- 2) Aid in the prevention of slum and blight, or
- 3) Meet other community needs, which pose a serious, immediate threat to the health or welfare of the community where no other funding is available to meet such needs.

All residents of _____ (City/County) are encouraged to attend the hearing and participate in the community development process. The _____ (City/County) will provide technical assistance in developing proposals by groups representing low and moderate-income persons.

**Note: Proof of Posting is also required. Submitting this form without proof of posting is not sufficient. You must also include a signed receipt/proof of publication or written confirmation by the mayor or judge about where and when the notices were posted.*

Public Hearing Attendance Roster

Date of Hearing:_____

Location of Hearing: _____

Please Indicate Which Group Your Represent

[illegible]

Form RSBGP-3
RSBGP Certification of Requirements Form

RSBGP CERTIFICATION OF REQUIREMENTS FORM

All applicants for RSBGP funding must submit the following Form, executed by the Mayor, County Judge or City Manager. This Form certifies that all requirements contained below will be completed and documented as conditions of RSBGP funding, should a grant be awarded.

CERTIFICATION

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that all information contained in this application for community development assistance through the RSBGP Program is true and accurate to the best of my knowledge and that all documentation supporting the information in this application is on file in the official offices of this unit of local government, available for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that the _____ (City/County) is eligible to apply to the RSBGP and that the _____ (City/County) does not currently have _____ (Enter one for city or two for county) grants currently active under the RSBGP or ACEDP. I further certify that the LMI information provided in this application is verifiable and all documentation of the LMI is on file in the official offices of this unit of local government for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that the _____ (City/County) owns the property to be improved in this application and that documentation of ownership is available in the official offices of this unit of local government for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) certify that all requirements, listed below, have been or will be met and documented as conditions of grant award, should assistance be provided.

COMMUNITY DEVELOPMENT/CITIZEN PARTICIPATION PLAN

In accordance with Section 104 (a) of the Housing and Community Development Act of 1974, as amended, and RSBGP *Application Guidelines*, a Community Development/Citizen Participation Plan has been/will be completed, documenting all required public participation activities.

AUTHORIZATION RESOLUTION

A resolution has been passed authorizing the applicant's Mayor, County Judge or City Manager to submit an RSBGP application, on its behalf, and to expend funding in conjunction with this application, if funded.

ANTI-DISPLACEMENT PLAN

In accordance with Section 104 (d) (1) of the Housing and Community Development Act of 1974, as amended, a Residential Anti-Displacement Plan will be enacted.

PROTECTION OF INDIVIDUALS ENGAGED IN NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS

In accordance with Section 906 of the Cranston-Gonzalez National Affordable Housing Act of 1990, the applicant will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies, within its jurisdiction, against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location subject to nonviolent civil rights demonstrations within its jurisdiction.

PROHIBITION AGAINST LOBBYING

No federally appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in conjunction with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

IDENTIFICATION AND ABATEMENT OF LEAD-BASED PAINT

Consistent with 42 USC 4831 (b), the Lead-Based Paint Poisoning Prevention Act, will eliminate as far as practical, the hazards of lead poisoning due to the presence of lead-based paint in any existing housing or public buildings assisted or improved with CDBG funds and, shall provide for assured notification to purchasers and tenants of such housing of the various hazards of lead-based paint.

(Typed Name and Title of Mayor or County Judge)

(Date)

(Signature of Mayor or County Judge)

State of Arkansas, __City__ County (check which category applies) of_____

Attest:

Subscribed and sworn to before me _____.

My commission expires _____, _____.

(Town Clerk/Notary Public)

(Preparer)

RESOLUTION**Resolution #** _____

BE it resolved by the _____ (Governing Body) of _____ State of Arkansas a resolution for a project entitled: _____.

A RESOLUTION authorizing _____ (Governing Official) to apply for a grant on behalf of _____.

WHEREAS, the _____ (Governing Body) has determined that _____ meets eligibility requirements necessary to apply for a grant under the Rural Services Block Grant Program (RSBGP); and

WHEREAS, the _____ (Unit of Government) is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs; and

WHEREAS, the _____ (Governing Body) of _____ recognizes the need for the project, concurs in its importance, and supports _____ in its efforts to proceed with the same; and

WHEREAS, the _____ (Governing Body) has provided proof of ownership of the property to be enhanced by the project; and

WHEREAS, the _____ (Governing Body) has provided proof of the property value in the amount of \$ _____ to be used as match(if applicable); and

NOW THEREFORE, BE IT RESOLVED that the _____ (Governing Body) of _____ hereby appropriates the sum of \$ _____ to complete the local match money requirement for the project entitled: _____ (if applicable); and

NOW THEREFORE, BE IT RESOLVED by the _____ (Governing Body) that the _____ (Governing Body) affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if _____ is awarded a Rural Services Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Arkansas, and all empowered agencies thereof.

ADOPTED this _____ day of _____, _____, at a (regularly or specially) scheduled meeting of the governing body.

APPROVED: _____
Typed Name of Mayor or County Judge

Signature of Mayor or County Judge

Attest:

Subscribed and sworn to before me _____. My commission expires _____.

(Town Clerk/Notary Public)

Form RSBGP-5**Instructions for Completion of Proposed RSBGP Project Budget**

Although some costs may not be definite at the time of budget preparation, it is important that the Proposed RSBGP Application Budget contains comprehensive, up-to-date cost estimates. These estimates can then be used to negotiate final budget amounts.

Project Information

Enter the name of the City or County as Applicant. If known, enter the Control Number assigned to the project by DRS. Enter a unique name for the Project Name,. Enter the Project Type e.g. Community Development or Fire Protection.

Cost ClassificationsEngineering/Architectural

If RSBGP funds are requested for professional design services, the following fee scales must be utilized. If needed, these fee schedules may be requested from the ADED at 501-682-1211.

Engineering costs must be in accordance with the USDA-Rural Development engineering service fee schedule.

Architectural costs must be in accordance with the State Building Services fee schedule.

Detailed explanation and justification, including calculation of cost, must be provided for any additional architectural services requested. Usually, no additional services will be approved.

Construction

Local cash contributions to the project must be the first construction dollars spent and will be incorporated as a requirement in any grant agreement executed by the applicant and ADED.

Contingency

A construction contingency not to exceed 5% of the estimated construction cost is allowed. However, design service fees are determined by estimated construction costs without contingencies.

Other

Any funds requested for "Other" must include a discussion of the requested service, including justification and cost calculations. This line item is intended to be used for other costs, such as: fees, permits, testing, etc.

Acquisition

All acquisition costs must be accompanied by a brief discussion of each service to be provided and justification of the necessity of the services, including cost estimates. Each acquisition cost must indicate the unit rate and estimated number of units.

Legal

No RSBGP funds shall be used for Legal Services except for condemnation.

Equipment

List the total for equipment purchases proposed for the project. Attach an itemized list of the equipment to be purchased along with cost estimates for each piece of equipment.

Administrative Fee

The cost to pay a professional consultant to administrator if the grant is funded. The fee is optional. If a community chooses to administer the grant themselves, there will be no administrative fee. If a community chooses to hire a consultant, then estimate the fee close to \$10,000. If the grant is selected for funding, the Arkansas Economic Development Commission will calculate the exact fee and changes will be made to the grant budget to reflect this.

Cross Reference

The final column in the Proposed RSBGP Budget is the Cross Reference column. Each line item of the budget should be cross referenced to the cost estimate documentation contained in Appendix A. (See RSBGP Application Proposal Outline Appendix A instructions for reference numbers.)

Form RSBGP-5
Proposed RSBGP Project Budget

**Proposed RSBGP Project Budget for
Building Projects and Equipment Purchases**

Applicant: _____

Project Name: _____

Project Type: _____

Funding Sources

Cost Classifications	RSBGP	Land	Other	Totals	Cross Reference
Engineering/Architectural					
Basic Fee					
Additional Services (Specify on line below)					
Administrative Fee*					
Construction					
Contingency (RSBGP Maximum 5%)					
Other:					
Fees					
Permits					
Testing					
Other (Specify on line below)					
Acquisition (Attach Itemized List)					
Building					
Land					
Abstractor					
Appraiser					
Equipment (Attach Itemized List)					
TOTALS					

For DRS/AEDC Use Only - Please Do Not Write in the Space Below

Administrative Fees				
Contractual				
General				
Audit				
TOTALS				

*Remember, the administrative fee is optional. Only budget money if you plan on using a paid, professional administrator. If you choose to administer this grant on your own do not fill in the box.

EXAMPLE ONLY

Proposed RSBGP Project Budget for Building Projects and Equipment Purchases

Applicant: Name of City or County

Project Name: Name of City or County Fire Station Construction

Project Type: Fire Protection

Funding Sources

Cost Classifications	RSBGP	Land	Other	Totals	Cross Reference
Engineering/Architectural					
Basic Fee					
Additional Services (Specify on line below)					
Administrative Fee*	\$2,500			\$2,500	A-1
Construction	\$47,500		\$2,000	\$49,500	A-2, B-1
Contingency (RSBGP Maximum 5%)					
Other:					
Fees					
Permits					
Testing					
Other (Specify on line below)					
Acquisition (Attach Itemized List)					
Building					
Land			\$3,000	\$3,000	B-2
Abstractor					
Appraiser					
Equipment (Attach Itemized List)					
TOTALS	\$50,000		\$5,000	\$55,000	

For DRS/AEDC Use Only - Please Do Not Write in the Space Below

Administrative Fees				
Contractual				
General				
Audit				
TOTALS				

Form RSBGP-6

Instructions for Completion of the RSBGP/CDBG Disclosure Report

The Federal government requires that local governments must complete a CDBG Disclosure Report as a part of applying for Community Development Block Grant (CDBG) funds. This federal reporting requirement is intended to gather information concerning any and all funding sources - public, private and local - participating in any way in project funded, in whole or part, with CDBG funds. The DRS/AEDC is prohibited from awarding grant funds to an applicant until a completed Disclosure Report has been submitted.

If at any time during the grant there is any change in the previously reported sources and uses of funds, an Update Disclosure Report must be submitted within 30 days of the change. Requests for payment will not be honored if forms are not received by the DRS/AEDC in the manner described.

The DRS/AEDC must make all initial and Update Disclosure Reports available to the public for five years. Original documents must be submitted to the DRS/AEDC and copies must be retained in the local government's grant files. The DRS/AEDC will, through publication in the Arkansas Democrat-Gazette or other methods, notify the public that it retains grantee Disclosure Reports for the State-administered CDBG program grantees, and provide guidance on how the public may obtain access to this material.

The initial Disclosure Report, as well as any updates, should be filed with other grant-related financial documents.

Following are step-by-step instructions for completion of the RSBGP/CDBG Disclosure Report:

PART I - APPLICANT/GRANTEE INFORMATION

1. Enter Grantee or Applicant's name, address and phone number.
2. a. Check Initial Report if this is the first Disclosure Report completed relative to the grant or Update Report if an Initial Report is already on file.
- b. Leave RSBGP Control Number/Fund Year blank for DRS to complete.
3. Enter Federal employer identification number for local unit of government.
4. Enter at least the type of project, activities to be funded, and location.
5. Check whether grant/application is for a community development or fire protection project.
6. Enter amount of RSBGP funds requested if submitted with an application, or amount under grant agreement, if a signed grant exists.
7. This should be left blank unless specifically advised by the DRS/AEDC. However, if the grant is funded from a local ACEDP Revolving Fund, most or all of the grant may be program income.
8. Total of c. and d. above.

PART II - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

Provide name and address of all other State, Federal or Local government agencies either providing assistance with this project or who are being requested to participate in this project. **Program** refers to the name of the program through which assistance is being or will be offered. **Type of Assistance** refers to grant, loan, property donation, etc. **Amount** refers to amount committed or requested by applicant.

PART III - INTERESTED PARTIES

Column (1) Enter an alphabetical listing of all persons with a **reportable** financial interest in the project. A **reportable** (pecuniary) interest is \$50,000 **or** 10% of the amount requested/granted under the RSBGP. Pecuniary interest means any financial involvement in the project, including but not limited to situations in which a person or entity has a 10% or greater equity interest in the project, such as principal officers of a corporation, who share in any profit or resale or any distribution of surplus cash or other assets of the project or receive compensation for any goods or services provided in connection with the project or compensation for any goods or services provided. This list includes consulting engineers, construction contractors, and developers. However, the local RSBGP grant administrator is **not** considered an interested party for the purposes of this report.

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. After grant award, as the project is being implemented, funds will be committed to interested parties, which will necessitate the submission of an updated Disclosure Report.

Column (2) Enter the Social Security number or Employer Identification number for each person listed.

Column (3) Enter type of participation in the project, e.g., developer, contractor, stockholder, company official.

Column (4) Enter **both** dollar amount and percentage of financial interest in the project for each individual or entity listed in column (1).

PART IV - EXPECTED SOURCES AND USES OF FUNDS

Enter all sources of funds listed in Part II above and identify the uses for each source of funds. All funding sources should be cross-referenced with funding source availability documentation in Appendix B. (See RSBGP Application Proposal Outline Appendix B instructions for reference numbers.)

PART V - CERTIFICATION

This certification requires the signature of the chief local elected official.

UPDATED REPORTS

All applicants/grantees who have submitted initial Disclosure Reports are required to submit updated Disclosure Reports whenever any of the following instances occur:

1. The applicant/grantee discovers that information was omitted from its initial report or last Update Report.
2. Additional persons or entities can be identified as interested parties. These are persons or entities that did not have a pecuniary interest when the initial or last Update Report was submitted (for instance, a construction contractor who is not known until bids are opened), but who can now be identified as having a pecuniary interest that is reportable. An updated Disclosure Report will be required at the preconstruction conference prior to release of the RSBGP construction funding.
3. There is an increase in the amount of pecuniary interest of a person or entity identified in the last report.
4. There is a change in other governmental assistance from that which was provided in the last report.
5. There is a change in the source and/or use of funds from that which was provided in the initial or last update report.

Grantees must constantly monitor their projects to ensure that updated Disclosure Reports are submitted within 30 days of any change and meet one of the five criteria discussed above.

Form RSBGP-6
RSBGP Disclosure Report

DISCLOSURE REPORT

PART I - APPLICANT/GRANTEE INFORMATION

1. Applicant/Grantee: _____ Phone Number: _____
Address: _____
2. Indicate whether this is: (Check one)

a. Initial Report Update Report

[] []

b. RSBGP Control Number/Fund Year:

_____ / _____ (DRS office use only)
3. Federal employer identification number: _____
4. Brief description of Project Assisted/to be Assisted _____

5. RSBGP Categorical grant type: Community Development ☐ Fire Protection ☐
6. Amount requested/awarded(c) \$ _____
7. Program income to be used with c. above*(d) \$ _____
8. Total of c. and d. \$ _____

* N/A for all applicants/grantees except those who have been specifically advised by DRS/ADED or the local government that their projects were funded with program income.

PART II - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with the RSBGP grant.

Name and Address of Agency Providing or to Provide Assistance	Program	Type of Assistance	Amount Requested or Provided

PART III - INTERESTED PARTIES

(1) Alphabetical List of All Persons With a Reportable Financial Interest in the Project	(2) Social Security No. Or Employer ID No.	(3) Type of Participation in Project	(4) Financial Interest in Project (\$ and %)

PART IV - EXPECTED SOURCES AND USES OF FUNDS

This part requires that you identify the sources and uses of all assistance, including RSBGP, that have been or may be used in the Project.

Funding Source	Amount	Use	Cross Reference
RSBGP Grant Funds			
Land			
City or County Appropriation			
Act 833 (For Fire Projects Only)			
Other (List Below)			
TOTAL			

PART V - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware, that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil penalty not to exceed \$10,000 for each violation.

(Chief Elected Official)

(Date)

Form RSBGP-7
Project Milestone Schedule

PROJECT MILESTONE SCHEDULE

List below the expected date of the completion of the identified grant activities. This information will be used to develop the milestone schedule for the project.

Project Activity	Completion Date
Initial Visit (Application Invited)	
Submission of a Completed Application	
Grant Signed	
Environmental Review Clearance	
Acquisition Completed	
Plan/Specifications Submitted	
Advertisement for Bids	
Bid Opening	
Contract Awarded	
Pre-Construction Conference	
Start of Construction	
Construction Complete	
Final Inspection	
Closeout Documents Submitted	

INSTRUCTIONS FOR THE SF-424 Application for Federal Assistance

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Select Type of Submission.	1. 1. .	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	1 2.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	1 3.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	1 4.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant including country), and name, telephone number, email and fax of the person to contact on matters related to this application.	1 5.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	1 6.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. I. State Controlled A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	1 7.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	1 8.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

Form Standard SF-424 Application for Federal Assistance

OMB APPROVAL NO. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant Identifier	
1. TYPE OF SUBMISSION Application Pre Application <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non Construction <input type="checkbox"/> Non Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
APPLICANT INFORMATION					
Legal Name			Organizational Unit		
Address (give city, county, state, and zip code)			Name and telephone number of the person to be contacted on matters involving this application (give area code)		
6. EMPLOYER IDENTIFICATION NUMBER (EIN)			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>		
8. TYPE OF APPLICATION <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify)			A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify)		
10. CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE NUMBER: #14-219 Title: CDBG Small Cities Program			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc)					
13. PROPOSED PROJECT:			14. CONGRESSIONAL DISTRICTS OF:		
Start Date	Ending Date	a. Applicant	b. Project		
15. Estimated Funding		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal		a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE			
b. Applicant		STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:			
c. State		DATE: _____			
d. Local		b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372			
e. Other		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
f. Program Income		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Typed Name of Authorized Representative		b. Title		c. Telephone Number	
Signature of Authorized Representative				Date Signed	

**Resolution Establishing a Policy Prohibiting the Use of Excessive Force
by Law Enforcement Agencies within the Applicant's Jurisdiction
Against Individuals Engaged in Non-Violent Civil Rights Demonstrations**

Resolution No. _____

Note: The following resolution must be enacted by each City or County as a condition of Arkansas Community and Economic Development Program funding.

Whereas, the _____ (City/County) is applying for Arkansas Community and Economic Development Program funding.

Whereas, as required by the Housing and Community Development Act of 1974, as amended, it shall be the policy of _____ (City/County) to ensure that the following are true:

1. The City/County has adopted and is enforcing this policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
2. The City/County will ensure that all law enforcement agencies within its jurisdiction will enforce all applicable State and local laws against physically barring entrance to or exit from a facility or location, which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. In response to non-violent civil rights demonstrations, the City/County will be mindful and protective of the rights of all participants in such demonstrations, as well as any onlookers, bystanders, or any other persons located in the vicinity or owning property in the vicinity.
4. In connection with such demonstrations, the use of force shall be permitted only when necessary to protect the rights of individuals or to uphold the law. In no event shall the use of force in excess of that necessary to achieve the lawful goals of the City or County be permitted.

Now, therefore be it resolved that consistent with the goals and objectives of activities assisted under the Act, as amended, the _____ (City/County) will adopt and enforce the policy contained herein.

Dated: _____

Approved: _____

(Name/Title)

Attest: _____

Sample Anti-Displacement Plan**Resolution No.** _____

Note: The following resolution must be enacted by each City or County as a condition of Arkansas Community and Economic Development Program funding.

Whereas the County/City of _____ will replace all occupied and vacant occupiable low and moderate-income dwellings demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and described in 24 CFR 570.606(b)(1). All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Whereas the County/City of _____ will provide relocation assistance as described in 570.606(b)(2), to each low/moderate-income household displaced by demolition or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

If any such project will involve the demolition or conversion of low or moderate dwelling units, the following will be provided:

1. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the assisted activity; and
2. A time schedule for commencement and completion of the demolition or conversion; and
3. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units; and
4. The source of funding and a time schedule for the provision of replacement dwelling units; and
5. The basis for concluding that each replacement dwelling will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

Now, therefore be it resolved that consistent with the goals and objectives of activities assisted under the Act, as amended, the County/City of _____ will make every effort to minimize the displacement of persons from homes.

Dated: _____

Approved: _____

(Name/Title)

Attest: _____

RSBGP-10

***To be completed by ALL applicants, whether or not already submitting LMI survey documentation.**

Find your community information at the U.S. Census Bureau website:

<http://factfinder.census.gov>

PROPOSED BENEFICIARIES

Complete the information below regarding the beneficiaries of the activity/project. Do not leave any item blank; enter an "0" if no beneficiaries.

1. Project Type: _____
2. Total no. of **families** served/jobs created: _____
3. Total no. of **persons** served: _____
4. Total no. of LMI **families**: _____
5. Total no. of LMI **persons**/jobs: _____

The following information is a breakdown of the beneficiaries identified above. When completing the items below, be aware that a single individual may need to be counted more than once in questions 6-10, e.g. a black, female head of household would be counted in both 7 and 8 below.

6. Total no. of Hispanic **persons** served: _____
7. Racial Breakdown of **persons** served:

White: _____	American Indian/Alaska Native & White _____
Black/African American: _____	Asian & White _____
Asian : _____	Black/African American & White _____
Native Hawaiian/Other _____	American Indian/Alaska Native & _____
Pacific Islander _____	Black/African American _____
American Indian/ _____	
Alaska Native _____	Other Multi-racial _____

8. Total no. of female heads of household: _____
9. Total no. of elderly **persons**: _____
10. Total no. of handicapped **persons**: _____

Rural Services Block Grant Application Check List

*Please make sure that you have included **ALL** of the RSBGP application information. If you have not included required information, include a note explaining the situation. This check list is for your benefit only and is not required information for our offices.

1. ____ Application Coversheet
2. ____ RSBGP Applicant Contact Information
3. ____ Project Summary-Brief Description of Project
4. ____ Documentation of Public Support-1-10 pages
5. ____ Project Narrative-1-5 pages
6. ____ Needs Assessment-1-5 pages
7. ____ Preliminary floor plan and site map of the proposed project including front and side elevations.
8. ____ 8 ½" X11" map of the county indicating location and service area
9. ____ Form RSBGP-1 Notice of Public Hearing and Proof/Certification of Posting
10. ____ Form RSBGP-2 Public Hearing Attendance Roster
11. ____ Minutes from Public Meeting
12. ____ Form RSBGP-3 RSBGP Certification of Requirements Form
13. ____ Form RSBGP-4 Resolution
14. ____ Form RSBGP-5 Proposed RSBGP Project Budget
15. ____ Form RSBGP-6 RSBGP Disclosure Report
16. ____ Form RSBGP-7 Project Milestone Schedule
17. ____ Standard SF-424 Form Application for Federal Assistance
18. ____ Form RSBGP -8 Resolution about Excessive Force
19. ____ Form RSBGP-9 Resolution about an Anti-Displacement Plan
20. ____ Form RSBGP-10 Proposed Beneficiaries (Whether or not submitting LMI documentation)
21. ____ (Fire Departments Only) ISO rating documentation
22. ____ Deed or Proof of Public Ownership
23. ____ Asbestos Study Documentation and Hold Harmless Waiver (if renovation project)
24. ____ Appendix A cost estimate documentation
25. ____ Appendix B cost match documentation
26. ____ LMI Documentation (Only if LMI is not based on the 2000 Census)

