

NOTICE OF REQUEST FOR GRANT APPLICATIONS

Solicitation Number: 2020-21

Solicitation Type: Request for Grant Applications (RGA)

Solicitation Title: FY2020 Economic Strength Projects Grant (“ESP”)

Solicitation Release Date: March 16, 2020

Questions Due Date: April 6, 2020 by 5:00 PM MST

Questions & Answers Release Date: April 13, 2020 (tentative)

Submission Due Date and Time: May 11, 2020 by 4:30 PM MST

Pending Award Notification Date¹: June 30, 2020 (tentative)

Contract Term: Projects must be completed within 18-months from the effective date of the governing grant agreement.

Total Funding Amount: \$1,000,000

Solicitation Point of Contact: Teri Orman
Grants and Procurement Manager
(602) 845-1245
terio@azcommerce.com

ACA Authorized Representative: Sandra Watson
President and CEO

Signature: _____



¹ Reference Section 4.1, Notice of Award, for further information.

TABLE OF CONTENTS

1.	FY2020 ECONOMIC STRENGTH PROJECTS GRANT PROGRAM.....	1
1.1.	GRANT NATURE AND INTENT	1
1.2.	AVAILABLE FUNDING – FUNDING SCHEDULE	1
1.3.	ELIGIBLE APPLICANTS.....	1
1.4.	ELIGIBLE PROJECTS.....	1
1.5.	REQUIRED MATCH FUNDING.....	1
1.6.	ELIGIBLE PROJECT COSTS.....	1
1.7.	TIMELINE	2
1.8.	OTHER ELIGIBILITY CRITERIA.....	2
1.9.	OTHER TERMS AND CONDITIONS OF GENERAL APPLICABILITY	2
2.	SPECIAL INSTRUCTIONS FOR PREPARING AND SUBMITTING GRANT APPLICATION.....	3
2.1.	GRANT APPLICATION SUBMISSION	3
2.2.	APPLICANT QUESTIONS.....	3
2.3.	FORMAT	3
2.4.	GRANT APPLICATION CONTENTS AND ORGANIZATION.....	3
3.	EVALUATION OF GRANT APPLICATIONS.....	6
3.1.	GRANT APPLICATION REVIEW PROCESS.....	6
3.2.	EVALUATION CRITERIA	6
4.	AWARD ADMINISTRATION INFORMATION	7
4.1.	NOTICE OF AWARD	7
4.2.	GRANT AGREEMENT.....	7
4.3.	PROGRESS/ANNUAL REPORTS.....	7
4.4.	SITE VISITS	8
4.5.	FINANCIAL REIMBURSEMENT.....	8
4.6.	FISCAL RESPONSIBILITY	8
4.7.	GRANTEE COMPLIANCE WITH ADMINISTRATION REQUIREMENTS.....	8
5.	SAMPLE BUDGET FOR GRANT APPLICATIONS.....	9
6.	APPLICATION FORM.....	10

1. FY2020 ECONOMIC STRENGTH PROJECTS GRANT PROGRAM

Pursuant to ARS §§ 28-7281 et seq. and 41-1505(E), the Arizona Commerce Authority, an agency of the State of Arizona (the “ACA”), and the Arizona Department of Transportation (“ADOT”) hereby establish the Fiscal Year 2020 (“FY20”) Economic Strength Projects Grant Program (the “ESP”).

1.1. Grant Nature and Intent

The ESP is a competitive grant program designed to enhance the economic strength and competitiveness of Arizona rural communities by providing funding for highway projects that foster job growth. The ESP will reimburse specified costs of qualifying rural road and/or highway projects that are projected to accomplish one or more of the following: (i) significantly increase the number of new jobs, (ii) foster significant private capital investment and (iii) otherwise make a significant contribution to the regional economy, particularly in base industries².

Administration of the ESP is shared between the ACA and ADOT. After initial screening by the ACA of eligible Projects and a recommended priority ranking of eligible Projects by the ACA’s Rural Business Development Advisory Council (“RBDAC”), ADOT is charged with the final selection of approved Projects and with the contractual and financial administration of the Program³. Further, see RFP Sections 3.1 and 4.1 and ARS §§ 41-1505(E) and 28-7286(A).

1.2. Available Funding – Funding Schedule

Funding for the Program is allocated to ADOT through the Highway User Revenue Fund.

The total amount available for grants pursuant to the ESP is \$1,000,000. The ACA and ADOT reserve the right to award less than \$1,000,000 in ESP grants depending on, among other considerations, the number and quality of Project proposals (“Proposals”) received. Unallocated Program funds may be available for use in future Economic Strength Grant Project funding rounds.

A single ESP grant award cannot exceed \$500,000. There is no prescribed minimum ESP grant award. The ACA and ADOT may choose to make one or more ESP grant awards.

1.3. Eligible Applicants

Applicants eligible for the ESP are as follows:

- Arizona incorporated cities and towns with populations of less than 150,000 (based on U.S. Census Bureau 2010 population data) not contiguous with or situated within a Metro Area⁴,
- Arizona counties with populations of less than 750,000 (based on U.S. Census Bureau 2010 population data)
- Federally recognized Indian tribes situated in Arizona.
- Incorporated cities and towns situated in Metro Areas, unincorporated communities (irrespective of location) and all other persons and entities not specifically identified herein as eligible Applicants are not eligible to apply for or receive grants under the Program.
- A private, non-profit economic development organization may be identified as a “co-sponsor” on, and serve as a point of contact for, a Proposal submitted by an eligible Applicant. However, in any such case, only the eligible Applicant may receive an ESP award and enter into a grant agreement with ADOT (the “Agreement”). Documentation of support must be submitted with a co-sponsored Proposal. Private for-profit firms are not eligible Applicants.
- An Applicant may seek funding for only one Project during the term of the Program. For this purpose, an otherwise eligible county Applicant is not precluded from seeking funding for a Project because one or more incorporated cities and towns (or Indian tribes) within such county is/are also seeking funding for a Project. Similarly, an otherwise eligible city, town or Indian tribe is not precluded from seeking funding for a Project because the county in which the city, town or Indian tribe is situated is also seeking funding for a Project.

An Applicant in receipt of an outstanding Economic Strength Project grant may not apply for ESP grant funding in FY19.

² The term “base industry” refers to businesses that bring net new wealth into the Arizona community in which they operate by exporting products or services out of the State and, therefore, excludes retail, tourism, hospitality and entertainment-oriented businesses.

³ In compliance with Title VI and according to the Civil Rights Act 1964, the ACA and ADOT assure through their respective policies, assurances and procedures that no person shall on the grounds of race, color, national origin, age, sex, or disability or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of their administered, funded, or sponsored programs or activities.

⁴ For this purpose, the term “Metro Area” refers to a city and its contiguous and surrounding communities with a population of 750,000 or more.

1.4. Eligible Projects

Projects that meet all of the following criteria are eligible for consideration of ESP grant funding:

A. Highway and Rural Road Projects

ESP grant funds are available for public highway or rural road projects in Arizona that are available for use by the public at all times.

A local jurisdiction is required to construct and maintain a Project if the Project is not part of the State highway system.

B. Demonstrated Private Investment

Projects must directly benefit a planned (i.e., non-speculative) private investment in the relevant community. Applicants must demonstrate that the planned private investment will occur directly because of the ESP grant award. Private investment entities must be established enterprises with operating histories of at least two (2) years.

Evidence of private investment can take the form of an executed letter of intent, lease agreement, or development agreement between the Applicant and the private investor/developer. Further, see RFP Section 2.4(E)

C. Demonstrated Economic Impact

Applicants must demonstrate how the Project will affect and advance the community's overall economic strategic course and general plan. Eligible Projects must directly assist a private business to (i) retain a significant number of jobs (ii) significant increase the number of jobs (iii) lead to significant capital investment and/or (iv) otherwise make a significant contribution to the local economy.

Evidence thereof must take the form of completion of a Proposal and all required documentation, including jobs, wage and capital investment projections.

Please note that after submittal of a Proposal, business substitutions are impermissible, and any such substitution will cause the Proposal to be rejected. Please further note that if the business creating or retaining the jobs significantly changes or cancels its development plans after a grant is awarded, the grant is subject to revocation by either the ACA or ADOT.

1.5. Required Match Funding

Every Proposal requires evidence of a committed match of at least ten percent (10%) of the total reimbursement-eligible Project costs, as determined under RFP Section 1.6. Documentation of the committed source(s) and amount of the match, including, if applicable, both public sector funds and/or private sector funds, must be provided. If match funding requires obtaining a public entity's official approval or vote after the notice of grant award, the grantee must provide documentation of such approval within 90 days of the notice of award.

Grant funds obtained or available from other State-funded programs, including the ACA's Rural Economic Development Grant ("REDG"), cannot be used as matching funds.

1.6. Eligible Project Costs

A. Costs eligible for reimbursement include, but are not limited to, costs for construction or reconstruction of the following:

- Public highways
- Rural roadways
- Turn lanes
- Acceleration/deceleration lanes
- Utility placement within the public right of way that is component of the overall public highway or rural roadway construction Project
- Curb and gutter and/or other drainage construction associated with the overall public highway or rural roadway construction Project

B. Costs ineligible for reimbursement or use as a match include but are not limited to:

- Costs incurred prior to the 18-month project period such as proposal preparation
- Routine maintenance and rehabilitation
- Landscaping
- Beautification
- Construction of areas not designated for vehicular traffic such as sidewalks
- Work performed on private property
- Signage for private companies

- Contingency fees
- Property purchases or easements
- Design and engineering
- Work done prior to the effective date of the executed Agreement
- Grant administration

1.7. Timeline

Applicants must be capable of executing the Agreement (the “Agreement”) with ADOT within ninety (90) days of being approved by the State Transportation Board. Further, see RFP Section 4.2.

Costs incurred prior to the effective date of the executed Agreement cannot be reimbursed. Accordingly, Applicants should plan Project construction timelines carefully and be sure to include the amount of time needed for agreement review and governing body approval that is customary in the relevant jurisdiction.

Further, the first request for reimbursement of eligible Project costs must be submitted no later than eight (8) months after the effective date of the executed Agreement.

1.8. Other Eligibility Criteria

The Project must be administered by and through an eligible Applicant

- Upon completion of the Project, the grantee must, as applicable, approve and accept the Project and provide maintenance thereto
- Construction of the ESP portion of the Project must be accomplished according to the procurement laws, rules and regulations set forth by ADOT in the Agreement.
- An otherwise eligible Applicant with an outstanding REDG grant is eligible for an ESP grant provided that the REDG grant funds (i) are committed to improvements separate and distinct from those contemplated for the ESP grant as described in the Applicant’s Proposal and (ii) are not utilized as matching funds for the ESP grant.

1.9. Other Terms and Conditions of General Applicability

A. Changes to the Program

The ACA and ADOT reserve the right to terminate or modify the contents of the Program at their collective discretion.

B. Public Records

Because both the ACA and ADOT are subject to Arizona’s public records laws (ARS §§ 39-101 et seq.), information submitted to either agency may be subject to disclosure in response to public records requests. However, the public records laws provide exceptions for business information that, if released, would undermine the Applicant's competitive position and for proprietary or trademark (or copyright) protected information. The public records laws also permit the agencies to redact (block out) personal information before documents are released. The agencies will attempt to preserve the confidentiality of information to the extent permitted by law but cannot guarantee that such information will not be disclosed and is not responsible for the consequences of any such disclosure. Additionally, the agencies specifically hereby reserve the right to use the following information in their respective marketing materials, including without limitation in press releases: (i) the name and type of a project, (ii) the name of a grantee, (iii) the projected economic impact of a Project including without limitation the number of jobs to be created and the extent of capital investment contemplated, (iv) the uses of an ESP award, and (v) the amount or other terms of an ESP award.

2. SPECIAL INSTRUCTIONS FOR PREPARING AND SUBMITTING GRANT APPLICATION

Grant Application must be prepared according to the following instructions. Applicants are strongly encouraged to carefully read the entire RGA. In the event of any conflict between ACA's Uniform Instructions for Solicitations and this Special Instructions for Preparing and Submitting Responses Section or the Evaluation and Acceptance Section, those Sections shall prevail. ACA's Uniform Instructions for Solicitations can be found at: <http://www.azcommerce.com/about-us/aca-policies>.

2.1. Grant Application Submission

All Responses must be submitted by email (or online file share with email notification) to Teri Orman, terio@azcommerce.com, by the Submission Due Date/Time listed on the Notice of Request for Grant Application on the first page hereof.

Late submissions will not be considered.

2.2. Applicant Questions

In the event of questions regarding this RFA, the only person to contact directly is Teri Orman, via email only, at terio@azcommerce.com. The ACA cannot respond to inquiries regarding the evaluation status of a response submission or the pendency of awards.

ACA answers to questions will be responded to the requesting individual as they are received. Questions must be submitted in writing by the Questions Due Date listed in the Notice of Request for Grant Application. All Applicant questions will be collected, and answers will be released in writing to all Applicants that requested the RGA. The ACA reserves the right to modify any answers supplied before the final response is released. Questions must include the following information:

- RFA 2020-21
- Applicant's name
- Applicant's detailed question
- Reference to the section or page number related to the question (if applicable)

The ACA cannot respond to inquiries regarding the evaluation status of a response submission or the pendency of grant awards.

2.3. Format

Grant Application must be prepared in the following format:

- MS Word or Adobe PDF file (if multiple files are submitted, they should be assigned a numerical order by file name)
- Conventional, non-cursive font, 10-12 pt.
- Single-spaced
- Letter-sized (8.5" x 11")
- One (1) inch margins
- Clearly marked sections (header or cover page)

Where page limits are specified, any information provided in excess of limit will not be considered as part of the Grant Application and will not be considered during evaluation.

2.4. Grant Application Contents and Organization

Grant Application must include the documents and sections described below. No other documents or sections will be considered. Failure to provide all the required documents and sections may result in rejection of Grant Application. The documents and sections must be provided in the order listed below.

A. Cover Letter (optional)

The cover letter is limited to one (1) single-sided page and must conform to the RGA format requirements specified in Section 2.3.

B. Grant Application Form

The Application Form provided in Section 6 must be completed and included within the Grant Application.

C. Project Narrative

The Project Narrative section of Grant Application must not exceed eight (8) pages (single-spaced) and must include the sections described below in the order indicated. Applicants are strongly encouraged in their Grant Applications to be clear, concise and to the point.

The Project Narrative section of a Proposal must not exceed eight (8) pages (single-spaced) and must include the sections described below in the order indicated. Applicants are strongly encouraged in their Proposals to be clear, concise and to the point.

1. Project Description and Timeline Improvements

Project Narratives must include a “Project Description and Timeline – Improvements” section which provides a detailed description of the Project including the following:

- The nature of the highway or roadway improvements
- The anticipated economic development benefit achieved by construction of such improvements
- The party or parties that will perform the construction or reconstruction (if known)
- The intended uses of the ESP funds in respect to the construction or reconstruction
- The specific information required under Section 1.4 (to the extent relevant)
- A timeline for completion of the improvements

The Project description should also describe the amount of the cash “match” contribution to be provided including the following:

- The timing of such match
- The intended use(s) of the match
- The identity of any sources other than the Applicant responsible for such match or portions thereof
- The nature of the commitment by the Applicant or other parties to deliver the match including whether such commitment is in writing and binding in all circumstances.

If a description of at least a ten percent (10%) cash match contribution is not reflected, the Proposal will be deemed incomplete and excluded from consideration.

NOTE: The cash match percentage is determined by the ratio of the actual cash match contribution to the total reimbursement-eligible costs.

This section must also explain the circumstances as to why, in the absence of ESP funding, the proposed Project would not proceed within the same time frame or would not otherwise be as effective in advancing the objectives of the Program, including a description of the efforts to obtain funding for the Project from other sources and the status thereof.

2. Project Description and Timeline – Development Matters (required)

Project Narratives must include a “Project Description and Timeline –Development Matters” section which must contain a detailed description of any and all development that is intended to be benefited by the proposed highway or roadway improvements, including, as applicable, a timeline for the Project.

This section should also identify, to the extent known:

- The business(es) or types of business(es) located, or that will locate, at or near the development(s) and will directly or indirectly benefit from the improvements
- Whether such business(es) exports or will export goods and hence whether any such business constitutes a base industry
- The extent of the capital investment anticipated to be expended by each such business within one (1) year and within three (3) years of the completion of the improvements or the commencement of the business (as the case may be) which, if possible, should be certified by the owner of such business
- The number of jobs anticipated for retention or creation by each such business within one (1) year and within three (3) years of the completion of the improvements or the commencement of the business (as the case may be) including the estimated wages payable and the benefits to be provided which, if possible, should be certified by the owner of such business.

The Proposal must set forth anticipated capital investment and jobs creation (or retention) information in this section even if the Applicant is unable to identify specific businesses that will incur the investment and create the jobs. If the capital investment and job information are not supported by certifications by businesses intending to locate at the development(s) benefited by the improvements, the Applicant must indicate the basis for the investment and job investment projections.

In addressing the foregoing matters, Applicants should note the following general considerations: (i) an Applicant must furnish at least some information regarding the private sector job creation and capital investment that is projected to occur as a result of the improvements in order that that the Project can be evaluated and compared with other Proposals and the basis used to arrive at those projections; (ii) an Applicant is not required to obtain certifications from businesses regarding the amount of job creation and capital investment that each business projects, but such certifications can be helpful and (iii) as a general matter, the more information and the more detailed the information that is furnished by an Applicant regarding the private sector job creation and capital investment and that is projected to occur as a result of the improvements, the better.

Applicants seeking funding for Projects in which job retention is the principal motivation must provide written documentation demonstrating the potential loss of existing jobs as a result of the relevant employer's bona fide threat to leave the State.

3. Other Project Outcomes (optional)

Project Narratives must also include an "Other Project Outcomes" section which includes a description of any intended Project outcomes not described in other sections. The outcomes should be described in terms of how the Project will support or enhance private sector job creation (or retention) and capital investment.

D. Project Budget

The Project Budget section must include a line-item budget for the Project and the proposed uses of both (i) the funds sought and (ii) the cash match committed to the Project by the Applicant or other parties. This section should identify all line items for which reimbursement is sought and also identify the source of funding for all pending Project costs that are ineligible for funding by the ESP and the nature of the commitments therefor.

A sample Project Budget is provided in RFP Section 5.

E. Documentation of Commitments

In this section, Applicants should submit documentation reflecting statements of commitments for any of the following: (i) cash match funds, (ii) capital investment, (iii) job creation/retention and (iv) resolutions to approve and maintain the Project. For example: (a) if a private company is providing matching funds, the Applicant must provide a Letter of Commitment/Intent from the company attesting to its commitment and (b) if a government entity has passed a resolution to approve, accept, and maintain the Project, the Applicant should provide a copy of the resolution. This section should also include any evidence of private investment as referenced in RFP Section 1.4(B).

F. Aerial Image or Map of Site and Surrounding Area

Proposals must include an aerial image or map of the site and surrounding area. Affected businesses and infrastructure must be clearly marked.

G. Letters of Support

Letters of support of the proposal may be submitted, up to a maximum of six (6) letters, each no longer than two (2) pages (single-spaced). The letters may be written by members of local business, community, and elected leadership, and attest to the merits of, and anticipated benefits provided by, the Project.

3. EVALUATION OF GRANT APPLICATIONS

3.1. Grant Application Review Process

A. Initial Review & Evaluation

The ACA will conduct an initial eligibility screening of all submitted Proposals after which a list of eligible Proposals will be provided to an evaluation committee comprised of, but not limited to, ACA-personnel, ADOT-personnel, and RBDAC members (the “Evaluation Committee”) for review and initial evaluation.

The ACA may, at its discretion, waive informalities and minor irregularities in Grant Applications. However, Grant Applications that have material omissions, in the ACA’s judgment, with respect to Grant Application requirements set forth herein will be precluded from consideration for funding.

At any point during the review process, ACA staff may, at its discretion, communicate with an Applicant about the Applicant’s Grant Application. Such communications may include, but are not limited to, requests for clarification of information or additional information, or negotiations relating to any prospective terms of an ESP award.

B. Grantee Recommendations

The recommendations of the Evaluation Committee will be reviewed by the RBDAC during a public meeting⁵ (held in accordance with ARS § 38-431.09), during which it will determine, a recommended priority ranking based on applicable evaluation criteria⁶.

C. Award Determination

RBDAC’s recommended priority ranking will then be transmitted to ADOT which will be responsible for the final selection of ESP grantees in accordance with ARS § 28-7286(A). Reference Section 4.1, Notice of Award, herein.

There is no guarantee of funding for Proposals that satisfy all eligibility standards.

3.2. Evaluation Criteria

Final recommendation and ranking of proposals for funding will be based on the following evaluation criteria:

- The cost of the Project;
- The number of jobs that the Project will cause to be created;
- The nature and amount of capital investment or other contribution to the economy of the State as a result of the Project;
- The likelihood that benefits resulting from the Project will exceed the costs of the Project;
- The amount and percentage of funding for the Project that will come from a source other than the Program;
- The amount of expenditures required for the Project;
- The magnitude of the Project and its relative value to the State as compared to other proposed Projects;
- The extent to which the Project would contribute to achieving an equitable distribution of monies and Projects among the various regions of the State and throughout the State as a whole; and
- The schedule for completion of the Project.

⁵ The RBDAC meeting notice and agenda will be made available on the Public Notices page of the ACA website, www.azcommerce.com.

⁶ Pursuant to Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act (“ADA”), the ACA and RBDAC do not discriminate on the basis of race, color, national origin, age, sex or disability. Persons that plan to attend the RBDAC’s public meeting that require a reasonable accommodation based on language or disability should contact the ACA’s office at 602-845-1200. Requests should be made as early as possible to ensure the ACA has an opportunity to address the accommodation.

4. AWARD ADMINISTRATION INFORMATION

4.1. Notice of Award

As noted, ADOT is responsible for the final decision regarding Projects selected for Program grants after receipt of the recommended priority ranking from the ACA. See RFP Sections 1.1 and 3.1 and A.R.S §§ 41-1505(E) and 28-7286(A). ADOT will formally communicate its decision regarding Projects selected for Program grants by transmitting to each relevant Project Proposal Applicant with a “Notice of Award” upon approval by the Arizona State Transportation Board.

4.2. Grant Agreement

The Agreement will be executed between ADOT and each recipient of a Notice of Award within 90-days of receipt of award notice from ADOT. An extension may be granted by ADOT for extenuating circumstances.

ADOT will draft and send the Agreement to the selected Applicant(s). The Agreement will specify the responsibilities of each party and the scope of work and the grant recipient must submit the Agreement to its jurisdiction’s attorney for review prior to presentation to the governing body (such as the relevant City Council or Board of Supervisors). The governing body must take appropriate action to approve the Agreement. Evidence of approval, such as an ordinance or a resolution, as well as attorney review documentation must be returned to ADOT with the signed Agreement. ADOT will sign the Agreement at which time the Agreement will become effective.

The Agreement will include the following state contact information:

	Agreement Contact	Reimbursement Contact	ADOT Project Manager	ACA Project Manager
Name	Sally J. Palmer	Angela Ringor	Ungyo (Lynn) Sugiyama	Jamie Kerr
Title	Contracts Program Manager	Senior Accountant	Transportation Planner 4	VP, Rural Economic Development
Email	SPalmer@azdot.gov	ARingor@azdot.gov	LUngyoSugiyama@azdot.gov	JamieK@azcommerce.com
Phone	602-712-6732	602-712-8316	602-712-6883	602-845-1255
Invoice Submissions	MPDInvoice@azdot.gov			
Mailing Address	Arizona Department of Transportation Multimodal Planning Division Mail Drop 310B 206 S. 17th Avenue Phoenix, AZ 85007			

Consistent with Section 1.6(B), ESP funds may be used only for reimbursement of costs for highway or roadway construction or reconstruction occurring after the Agreement is effective. Therefore, Applicants are encouraged not to procure, contract for, or otherwise incur costs prior to entering into the Agreement unless such costs will be paid independent of ESP funds.

Eligible costs must be incurred during the eighteen (18) month period following the effective date of the Agreement.

4.3. Progress/Annual Reports

For a period of eighteen (18) months from the effective date of the executed Agreement, each grantee of ESP funding (a “Grantee”) is required to provide a quarterly activity report to ADOT that sets forth updates on performance measures outlined in the Grantee’s Proposal. These reports are due to ADOT not later than twenty (20) calendar days after the close of each calendar quarter. The Grantee is required to use the forms provided by ADOT to submit these quarterly activity reports. The reports must contain all information as deemed necessary by ADOT. ADOT will track project outcomes relative to goals based on these activity reports.

The quarterly statements will contain, but are not limited to, the following items:

- An overall description of the status of the Project
- The construction progress made up to and including the current quarter, including costs expended to date on the Project
- A current timeline addressing the work remaining to complete the Project
- The name of the construction contractor and a copy of the pricing and signature pages of the contract, if not provided in previous statements
- A breakdown reflecting private sector development generated by the project to date, including information relating to job creation (including wage levels and healthcare benefits) and capital investment
- Any other benefits resulting from the project to date

For a period of 36-months after Project completion, an annual outcome report will also be required. This report will include but, not be limited to, information similar to that provided in the quarterly progress reports exclusive of construction matters and shall be reported to both ACA and ADOT.

4.4. Site Visits

ADOT may conduct one or more site visits during or after Project construction. Grantees must provide site access to ADOT in any such case.

4.5. Financial Reimbursement

Grantees will be paid on a cost-reimbursement basis; i.e., ADOT will reimburse the Grantee for Project costs previously paid by the Grantee.

Reimbursement requests must be submitted by the Grantee to ADOT no more frequently than monthly and no less frequently than quarterly. Reimbursement requests are encouraged to be made in conjunction with quarterly reporting as described in Section 4.3. Requests must be made on forms provided by ADOT and must include all information and attachments required by such forms, including but not limited to copies of invoices paid and evidence of payment. Subcontractor invoices to the general contractor managing the Project may be required to demonstrate that reimbursement is being requested only for qualifying Project costs, as determined under Section 1.5.

As noted, the first request for reimbursement of eligible project costs must be submitted to ADOT no later than eight (8) months after the effective date of the Agreement.

4.6. Fiscal Responsibility

It is understood and agreed that the total amount of ESP funds identified in the Agreement will be used for the Project as outlined in the Grantee's Proposal. Therefore, should the Project not be completed, be only partially completed or be completed at a cost lower than the original Project Budget, the amount reimbursed to the Grantee will be only for the amount of approved funds actually spent by the Grantee. For any funds received under the executed Agreement for which expenditure is disallowed by an audit exception by the State, the Grantee is required to reimburse said funds to ADOT within (fifteen) 15 business days.

4.7. Grantee Compliance with Administration Requirements

Notwithstanding any other provision described herein, a Grantee's failure to (i) submit required reports when due, (ii) to provide access to ADOT for inspection of a Project site, or (iii) to perform any other material ESP obligation will result in withholding of payment under the Agreement or other sanction (including liability for repayment of ESP funds and/or restrictions on eligibility for future ESP funding) unless such failure is demonstrated to have arisen due to causes beyond the control and without the fault or negligence of the Grantee.

5. SAMPLE BUDGET FOR GRANT APPLICATIONS

Applicants are not required to submit their budget in this format. However, Applicant budgets must include each of the elements of this sample.

ESP Sample Budget

Applicant:

Costs	Budget
Eligible ESP Project Costs	
[list line items]	\${TBD}
<i>Total Eligible ESP Project Costs</i>	<i>\${TBD}</i>
Other Costs Ineligible for ESP Reimbursement	
[list line items]	\${TBD}
<i>Total costs ineligible for ESP reimbursement</i>	<i>\${TBD}</i>
Total Project Costs	\${TBD}

Funding	Budget
ESP Funds Requested for Cost Reimbursements	\${TBD}
Match Contributions	
[list cash match sources]	\${TBD}
<i>Total Match Contributions</i>	<i>\${TBD}</i>
<i>Match Percent of Total Eligible ESP Project Costs</i>	<i>[TBD]%</i>
Other Funding for Costs Ineligible for ESP Reimbursement	
[list other funding sources]	\${TBD}
	\${TBD}
<i>Total funding for ineligible costs</i>	<i>\${TBD}</i>
Total Project Funding	\${TBD}

6. APPLICATION FORM

The Application Form is provided in electronic format on the following page. Applicants are required to complete all fields, print, sign in ink, and include the original signed form with their Grant Application submission.

FY2020 Rural Economic Development Grant (ESP) Application Form			
APPLICANT INFORMATION			
Entity Name		FEIN	
Entity Type	<input type="checkbox"/> Arizona incorporated city or town with a population less than 150,000 and not contiguous with or situated within a Metro Area		
	<input type="checkbox"/> Arizona county with a population less than 750,000		
	<input type="checkbox"/> Federally recognized Indian tribe situated in Arizona not contiguous to an urban area		
Mailing Address		Website	
Application Contact: The contact person for clarifications and communications regarding the Grant Application.			
Name		Title	
Phone Number		Email	
AWARD CONTACT INFORMATION⁷			
Project Manager: Reviews Agreement content and starts signature process; responsible for managing project and tracking project.			
Name		Title	
Phone Number		Email	
Authorized Signatory: The contact person authorized to execute the Agreement, if awarded.			
Name		Title	
Phone Number		Email	
Alternate Signatory: The alternate person authorized to sign on behalf of the Applicant in the absence of the principal authorized signatory named above.			
Name		Title	
Phone Number		Email	
Legal: The person responsible for legal review of the Agreement. If unknown, this must be determined prior to Agreement execution.			
Name		Title	
Phone Number		Email	
Records: Receives executed Agreement for official agency records and is the primary contact for the project.			
Name		Title	
Phone Number		Email	
Accounting: Receives executed Agreement for funding and billing records; point of contact for questions on billing.			
Name		Title	
Phone Number		Email	

⁷ If unavailable at time of Grant Application, the information requested must be provided prior to a Grantee receiving the Agreement.

PROJECT INFORMATION			
Project Name			
Brief Project Description			
Name(s) and NAICS Code(s) of Direct Private Beneficiary(ies)			
Name(s) and NAICS Code(s) of Indirect Private Beneficiary(ies)			
PROJECT BUDGET SUMMARY ⁸			
Total Eligible Project Costs		Total Match for Eligible Costs ⁹	
Total Ineligible Project Costs		Match % of Total Eligible Costs ¹⁰	
Total Project Costs		Total Other Funding for Ineligible Costs	
ESP Grant Funds Requested ¹¹		Total Project Funding	
PROJECTED PROJECT OUTCOMES (36 months after project completion)			
Number of New Jobs			
Average Wage			
New Payroll			
% of Employer-Provided Healthcare Costs			
Capital Investment			
AFFIRMATION			
As the authorized representative of the Applicant, I certify under penalty of perjury that the information contained herein and attached hereto is true and correct according to the best of my knowledge and belief after a reasonable investigation of the facts.			
Authorized Representative			
Signature		Date	
Printed Name		Title	
Co-sponsor (if applicable)			
Signature		Date	
Printed Name		Title	

⁸ See Section 5 herein for additional budgetary requirements within Grant Application.

⁹ Match contributions must be at least 10% of total eligible project costs.

¹⁰ Enter ratio of match contributions to total eligible project costs as a percentage.

¹¹ Grant funds requested cannot exceed 90% of the total eligible project costs.