

# Norton Sound Economic Development Corporation



## 2018 Large Infrastructure Outside Entity Funding Application

### Application Submission Deadline

September 1, 2018

For funding consideration, proposals must either be delivered to the Anchorage NSEDCC office by 4:00 p.m., or be postmarked on the date of the deadline. **Faxed or e-mailed proposals will not be accepted.** Early submissions are encouraged.

### Mail or deliver original proposals to:

**Norton Sound Economic Development Corporation  
2701 Gambell Street, Suite 400  
Anchorage, AK 99503**

### Additional Contact Information:

NSEDCC Unalakleet  
Paul Ivanoff III  
[pivanoff@nsedc.com](mailto:pivanoff@nsedc.com)  
Phone: (800) 385-3190

NSEDCC Anchorage  
Stanley Pearson  
[spearson@nsedc.com](mailto:spearson@nsedc.com)  
Phone: (800) 650-2248

NSEDCC Unalakleet  
Kerilee Ivanoff  
[kerilee@nsedc.com](mailto:kerilee@nsedc.com)  
Phone (800)385-3190

## **IMPORTANT INFORMATION**

### **Applicant Eligibility**

To be eligible, an applicant must be a municipal government, federally recognized tribal government, local or regional non-profit organization located in one of NSEDC's fifteen member communities. Entities with delinquent balances through NSEDC's Consolidated Bulk Fuel Program will be considered ineligible to apply.

### **Program Guidelines**

1. A total of \$1 million per member community is available under this program. An additional \$1 million is available for applications that are determined to have a regional impact (benefitting four or more communities).
2. A maximum of \$300,000 in funding may be approved in a member community during any given time. A maximum of \$300,000 in funding may be approved per year for projects determined to have a regional impact.
3. Multiple entities may apply for the grant within each community. Only one project per eligible entity may be approved at a given time. Multiple projects per community can be approved in one year, provided they remain under the total \$300,000 cap. Priority will be given to projects according to their ranking in the community's Local Economic Development Plan.
4. Upon approval, a project has two years to access approved funds. A single one-year extension may be sought, subject to approval by the Board. Once a project is closed out, a new application from that entity may be considered for approval.
5. For projects that are over \$100,000 the project must include a monetary or in-kind match. Applicants' staff salaries may not be counted as a match.
6. Regional Applicants requesting funding must use the grant solely as a match with 75% of the funding secured from sources other than NSEDC. The applicant must show that the project will provide a regional impact or benefit.
7. Letters of support are required from one of the following: the City, Tribe or Native Corporation. A letter from the applicant does not count as a letter of support for this purpose.
8. Letters of support from four or more impacted communities and regional entities will be required for applications or projects that assert regional impact.
9. The allocation of the Large Infrastructure Program will be re-evaluated after five (5) years.

### **General Requirements**

1. The program will be used for renovation or construction of new facilities that serve all residents of a community.
2. NSEDC funds must be utilized for large infrastructure projects that address one or more of the community's long-term strategic goals.

3. Road, highway or runway projects are not eligible for funding under the Large Infrastructure LIP Program.
4. Program funds up to \$100,000 can be approved without a 25% match or architectural drawings.
5. Program funds over \$100,000 must include a 25% match, must be beyond the conceptual phase and must include architectural drawings. The architectural expense can be reimbursed up to 10% of the total requested from NSEDC.
6. Projects over \$100,000 must be shovel-ready.
7. Other than what is expressly stated here, Large Infrastructure Grants will adhere to the Outside Entity Funding Policies and Guidelines on reporting, amendments and compliance.

### **Submission Deadline**

Program funding requests must be submitted by September 1, 2018. The applications must be submitted in person by 4 pm or postmarked on the date of the deadline to be eligible for consideration.

### **Fax & Email Proposal Submission**

Faxed or emailed proposals will not be accepted. It is the responsibility of the applicant to ensure that NSEDC receives a signed, original application with all supporting attachments on or before the submission deadline.

### **Preparation Costs**

All costs incurred by applicants for the preparation of this grant application shall be the sole responsibility of the applicant.

### **Application Clarification, Reclassification, Modification, and Rejection**

NSEDC also reserves the right to modify the requirements for completing this application. In the case of modification, all applicants will be given an opportunity to modify their proposals in the specific areas affected. An applicant's submission of this application does not obligate NSEDC to fund the proposed project. All final funding decisions shall be made by the NSEDC Board and at its sole discretion.

## **NSEDC POLICIES**

### **Project Administration**

Unless expressly stated in this application, approved projects and any resulting grants are subject to the NSEDC Board of Directors Policies for Oversight of Funding for Outside Entities,(OEF) as updated August 2017, and as hereafter amended. Applicants should carefully review the funding policies, including the requirement that LIP funding be used only for actual, direct project costs, to ensure the proposed project and any resulting operations conducted with grant funds are consistent with current policies throughout the term of the grant. NSEDC staff shall have full discretion to interpret Board policies in administering the grant. NSEDC will attempt to provide applicants with any future amendments to the OEF grant policy; however, applicants will be responsible for ensuring they are abiding by the Board's current policies.

**Funding Reimbursements**

Upon funding approval, grant recipients must report expenditures to NSEDC on a quarterly basis. Quarterly reports should include requests for payment or reimbursements for costs incurred by the grant recipient during the respective quarter. Reimbursable or direct vendor expenditures must be pre-approved by NSEDC. Requests for payment or reimbursement must be accompanied by written purpose and explanation for each expenditure, including original invoices, receipts and corresponding check stubs establishing the recipient’s prior payment for items for which reimbursement is sought. Back-up documentation for payment requests must be in a form satisfactory to NSEDC, which reserves the right, at its sole discretion, to require additional information. Please see the Board of Directors Policies for Funding Outside Entities for further detail and explanation.

**Project Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Contact Person and Phone Number** \_\_\_\_\_

**Total NSEDC Funds Requested: \$** \_\_\_\_\_

**Regional or Community Application:** \_\_\_\_\_

**Organizational Financial Status**

Federal Tax Identification Number (Employer Identification Number-EIN)		
	YES	NO
Are all federal & state taxes current? If not, provide a list of all unpaid taxes and organization’s plan for bringing the taxes current.		
Are there outstanding liens or garnishments against the organization? If so, identify the lien or, basis for lien and amount of debt, and applicant’s plan for paying off the debt.		
Has the organization conducted financial audits for the last three years? (NSEDC reserves the right to request copies of those audits.)		
Does the organization utilize the community’s long range plans?		
Does the organization have the financial capacity to carry out a large infrastructure projects?		
If the organization participates in NSEDC’s Consolidated Bulk Fuel Program, is it current on its payments to NSEDC?		

**Letter of Request**

Please provide a cover letter summarizing the proposed project and clearly request a specific amount of funding for a specific project, activity, or service. Include contact information, mission and purpose of organization submitting the application and list of current board members.

**Scope of Work**

As an attachment, please provide a description and/or feasibility study of the overall plan for the specified project, activity, or service, including a description and copy of any required permitting or licensure. Please clearly outline the project goals and priorities.

**Budget**

Please attach a spreadsheet detailing how the requested funds will be spent and the source(s) of any matching funding. For projects under \$100,000, matching funding is not required, though it is preferred. For grants over \$100,000, a 25% match for the entire amount requested is required. For applications requesting funding for regional projects, a 75% match is required. Please provide the source and amounts of additional grants or funding, and provide a breakdown in the spreadsheet of how funds from each source will be used. Submit quotes or invoices from vendors for supplies, equipment, shipping or services as back-up documentation for the budget of funds requested from NSEDC. *The budget must be presented in NSEDC format, no exceptions are permitted (see sample format on page 9).*

**Timeline**

If approved, LIP funds will be made available for the project or program for two calendar years from the time the initial disbursement is remitted from NSEDC to the grant recipient. Please provide a detailed description of the project timeline including purchase, shipment, production, completion, and maintenance, if applicable.

**Operation & Maintenance**

If the project will require ongoing operation and/or maintenance beyond the NSEDC grant year, please provide a summary describing the future financial and personnel needs for the project and how those needs will be met.

**Matching Funds or Contributions**

Please identify other funding sources as it pertains to your funding request.

Source	Item	Secured	Pending

**For Regional Applications Only**

How many member communities will the program, project, or service impact directly?	
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Please list the communities and attach an explanation of the direct impact of the proposed project. Include letters of support from those communities.

**Community Support**

Please include at least one letter of support from the following:

City	Tribe	Native Corporation	Other

**Checklist**

- Letter of Request
- Scope of Work (including description of required permits/license)
- Budget
- Timeline
- Operation & Maintenance
- Matching Funds
- Regional Impact
- Community Support

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Name of Group or Organization

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Printed Name of Representative

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Signature Date

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Title

The applicant must adequately address all requirements of this application for the application to be considered complete. The NSEDC Board will make all final funding approvals. Completing this application does not obligate NSEDC to fund the proposed project or program. If you have questions, please contact Paul Ivanoff III, *NSEDC Community Benefits Director*, at (800) 385-3190 or [pivanoff@nsedc.com](mailto:pivanoff@nsedc.com).

**NSEDC Internal Use Only—DO NOT COMPLETE**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Checklist of attachments. Each attachment must adequately address the requirements and include supporting documentation:

- Letter of Request
- Scope of Work
- Budget
- Timeline
- Operation & Maintenance
- Economic Development
- Matching Funds
- Regional Impact
- Community Support

	Yes	No
Is the application complete and all requirements adequately addressed?		
Does the budget comply with NSEDC's format?		
Are quotes, invoices, etc. provided to support the budget?		
Does the organization have any unpaid taxes, liens or judgements against it?		
Does the organization have an overdue balance from NSEDC's Consolidated Bulk Fuel Program?		
Is the request over \$100,000?		
Is the project shovel-ready?		
Does the request have adequate matching funds?		
Are copies of matching funding requests and/or award letters provided?		
Is the applicant requesting reimbursement for architectural expenses, and, if so, are they within the 10% threshold?		
In the past two years, how many programs or projects has NSEDC funded for the organization and how much for each? (Please list below)		
Has NSEDC funding been given to this program or project in the past?		
Is this a regional application or is the request over \$300,000?		
Does the regional application have the required supporting documents?		
Does this project or program have the necessary permits/licenses?		
Does this proposal create the potential for other community/regional organizations to submit similar requests?		
Does this proposal offer an exchange of knowledge or information on a local or regional level?		
Has the applicant previously applied for and received awarded funds for the LIP Large Infrastructure Program?		

**NSEDC Internal Use Only—DO NOT COMPLETE**

Past performance in administering NSEDC grants:

Additional information to request from organization:

NSEDC Notes:



## Sample Budget

Use the table format shown below to complete a budget spreadsheet (or attach a separate spreadsheet) outlining the item(s) or service(s) you are applying for through this grant. List the item(s) and amount(s) you are requesting to be covered by this grant, personal investment and/or other sources. This budget's total should match the amount requested on Page 4 of this application. This is a sample budget and does not need to be copied line for line.

Budget Line Item	Applying Entity	NSEDC	Other (Please Identify)	TOTAL
<b>Payroll</b>				
<b>Fringe Benefits</b>				
<b>Materials</b>				
<b>Freight</b>				
<b>Equipment Rental</b>				
<b>Services</b>				
<b>Fuel</b>				
<b>Other</b>				
<b>TOTAL</b>				