



# Applicant

**Guide to Complete and Submit an Application:  
Rural Infrastructure Fund  
State Fiscal Year 2021-2022**

## I. Program Overview


Rural Infrastructure Fund (RIF) Grant was created to facilitate the planning, preparing and financing of infrastructure projects in rural communities which will encourage job creation, capital investment and the strengthening and diversification of rural economies. The RIF program is intended to help rural communities facilitate access to other infrastructure funding programs.

A total of \$7.5 million in funding is available through RIF for Fiscal Year (FY) 2021-2022. Funding in the amount of \$2.5 million is available for eligible rural communities statewide. Additionally, \$5 million is available through the Florida Panhandle Specific Appropriation.

## II. How to Register to Apply

In order to apply for Rural Infrastructure Fund (RIF) FY 2021-2022 funding, interested applicants must visit [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF) to access the link to the registration form and application materials that include program guidelines, application instructions, and deadlines.

The application registration link is available at [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF). The registration link will take you to the page below. Complete the information below and select “Submit”.



Thank you for your interest in the Rural Infrastructure Fund (RIF) Program. The FY 2021/2022 RIF Grant Application Cycles will open November 2021. Please visit [floridajobs.org/RIF](http://floridajobs.org/RIF) for application deadlines, program guidelines, application guide and other program information and resources.

If you are interested in submitting an application, please complete the information below and click the submit button. You will receive a personal link to the FY 2021/2022 RIF online application by email within 2 business days. If you do not receive the link, please contact us at [RIF@deo.myflorida.com](mailto:RIF@deo.myflorida.com).

Please complete the information below for the person assigned to prepare the application. The personal link to the online application will be sent to the email address submitted below.

Applicant Name (Local Government)	<input type="text"/>
Application Preparer Name	<input type="text"/>
Application Preparer Email Address	<input type="text"/>
Application Preparer Telephone Number	<input type="text"/>
Local Government Contact Name	<input type="text"/>
Local Government Contact Email	<input type="text"/>

SUBMIT

The Local Government Contact will be copied on the email that sends the online application link to the Application Preparer. You, the Application Preparer, will receive a personal link to the online application by email within two business days. If you do not receive the link after two business days, please contact DEO at [RIF@DEO.MyFlorida.com](mailto:RIF@DEO.MyFlorida.com).

If you experience any technical issues with registering or completing an application, please call 850-717-8423 or email [RIF@DEO.MyFlorida.com](mailto:RIF@DEO.MyFlorida.com).

### III. How to Complete an Application

The online application will automatically save as you go, so you may complete your application in stages. You will be able to return to your application record using the original link provided in your email.

Project Budget and Project Workplan templates are available at [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF) for you to utilize to complete those sections in the application. Prepare all sections of your application in a document first for easier editing. Once you submit your application, you cannot return to the same application record. Follow the steps below to complete and submit an application:

- 1- Below is the entry page to the RIF online application. Please take time to read the guidelines and application instructions at [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF). Select “Next” to continue.

Welcome to the Rural Infrastructure Fund FY 21-22 online grant application. We are excited to provide this option to complete and submit your application.

Please take the time to read the guidelines and application instructions at [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF) thoroughly before beginning your application.



are provided throughout the application to help you complete and submit your application.

If you have difficulty completing any section of the application or uploading any related application documents, please contact us by phone at 850-717-8423 or by email at [RIF@DEO.MyFlorida.com](mailto:RIF@DEO.MyFlorida.com). We will be closely monitoring calls and emails to ensure you get the assistance you need.

REMINDER: Applications must be submitted no later than 5:00 p.m., Eastern Time, on January 7, 2022.

Please click the next button to proceed with your RIF FY 21-22 grant application.

**Next**

- 2- Next, provide the title of your project and select the appropriate Application Funding Category. Then select “Next” to continue.

Official Project Title:

**QUICK TIPS**  
Project Title should include applicant name and project focus (Any City Water Extension Project)

See FY 21-22 program guidelines for application funding information and eligibility requirements. Select an Application Funding Category below:

RIF Statewide Funding – \$2.5 million available

Florida Panhandle Specific Appropriation – \$5 million available (Calhoun, Gadsden, Holmes, Jackson, Liberty, and Washington counties, and all municipalities within their boundaries.)

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- 3-
- A. On the next page, if you selected “RIF Statewide Funding - \$2.5 million available” as your application funding category, and you are applying on behalf of a local government located in a Rural Area of Opportunity (RAO), you will need to select “Yes” to be directed to select the appropriate RAO. If the applicant is a local government outside of a RAO, select “No.” Then select “Next” to continue.

Is the project located in a Rural Area of Opportunity (RAO)?

**QUICK TIPS**  
[View a complete list of RAOs.](#)

Yes

No

**Back** **Next**

- B. The page below will be displayed if you chose “Yes” on the previous page. Please select the appropriate RAO, and select “Next” to continue.

Please choose the appropriate RAO:

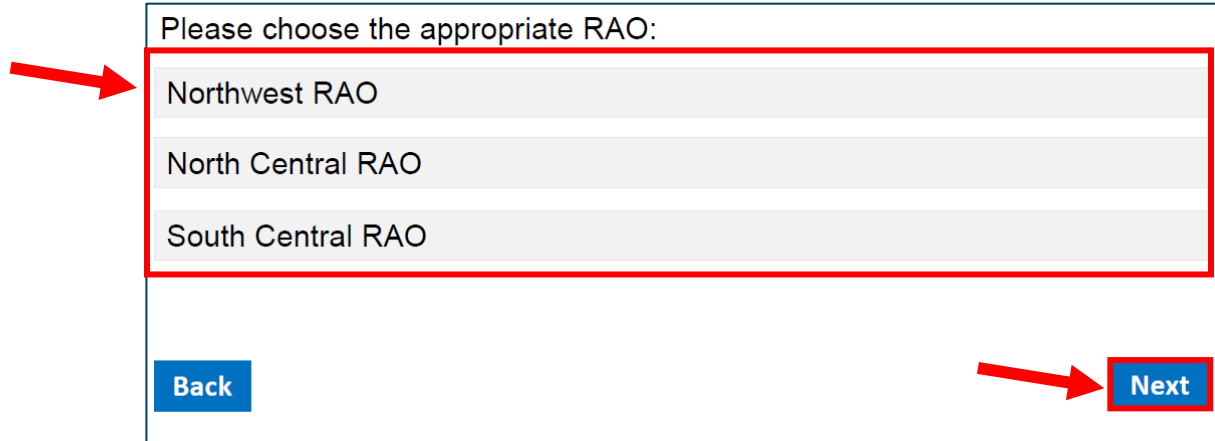
Northwest RAO

North Central RAO

South Central RAO


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- 4- If you selected “Florida Panhandle Specific Appropriation” as the application cycle for which you are applying, choose the appropriate county, and select “Next” to continue.

Choose the county in which the project is located:

 **QUICK TIPS**

If the project is not located in one of these counties, the application is ineligible under the Florida Specific Panhandle Appropriation category. Please select the “Back” button until you reach the Application Funding Category page to select the RIF Base Funding category.

Calhoun County

Gadsden County

Holmes County

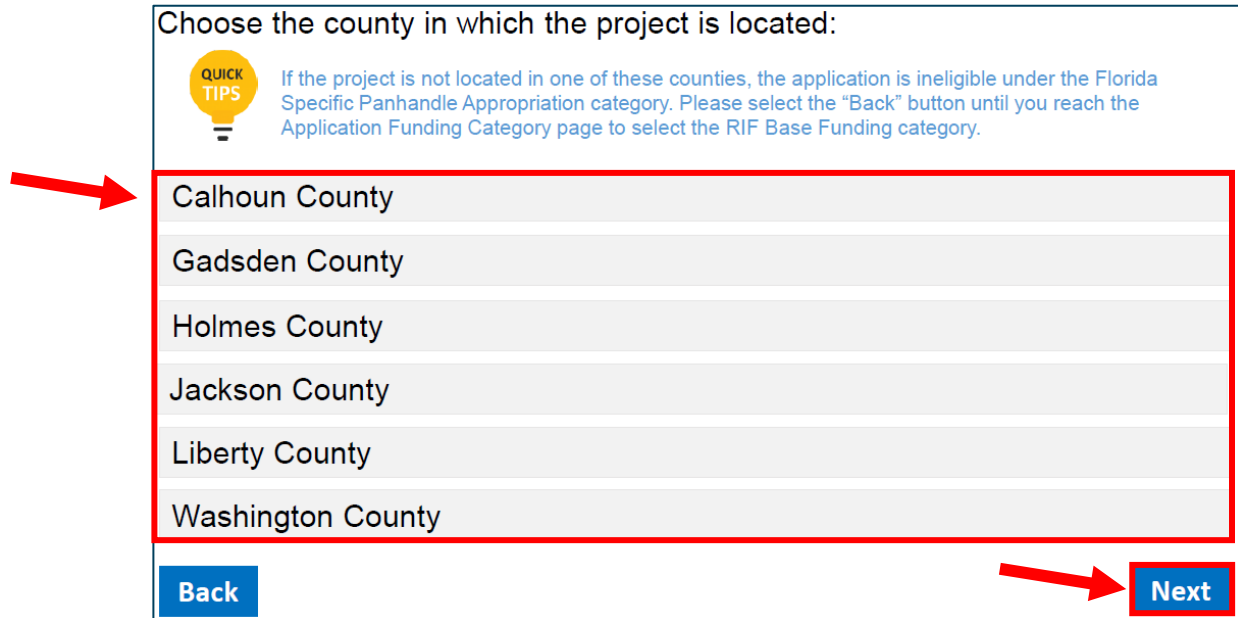
Jackson County

Liberty County

Washington County

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- 5- Complete all of the fields below to provide the contact information for the Local Government. Once you have completed all of the required fields, select “Next” to proceed to the next section of the application.

Local Government Applicant Name

Local Government Applicant Federal Employer Identification Number (FEIN)

Applicant Contact Name



The Applicant Contact should be someone who can answer questions about the application or be able to refer other contacts for questions on the application.

Applicant Contact Title

Mailing Address



The mailing address listed here will be used for any notifications regarding the application, award, or other grant related instructions.

City:

State:

Zip Code:

Applicant Contact Telephone Number:

Applicant Contact Email Address:



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- 6- Choose the appropriate type of financial assistance requested and enter the amount of financial assistance requested. Select “Next” to continue.

Please indicate the type of financial assistance requested.


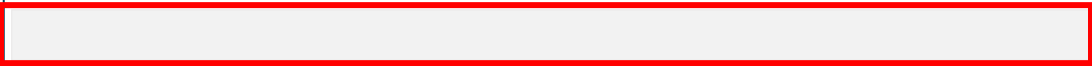
 


Total Project Participation Grant



Project Planning and Preparation Grant


Preclearance Review Grant

Please indicate the amount of financial assistance requested:


 


 A complete description of each type of funding assistance is available at [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF).

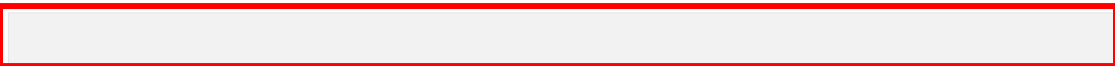
 






- 7-
- A. If you chose “Total Estimated Project Participation Grant” as the grant type, enter the total estimated project infrastructure cost, and select “Next” to continue.

 Total Estimated Project Infrastructure Cost (including all funding sources):

 The RIF grant amount entered on the previous page cannot exceed 50 percent of the total project infrastructure cost.





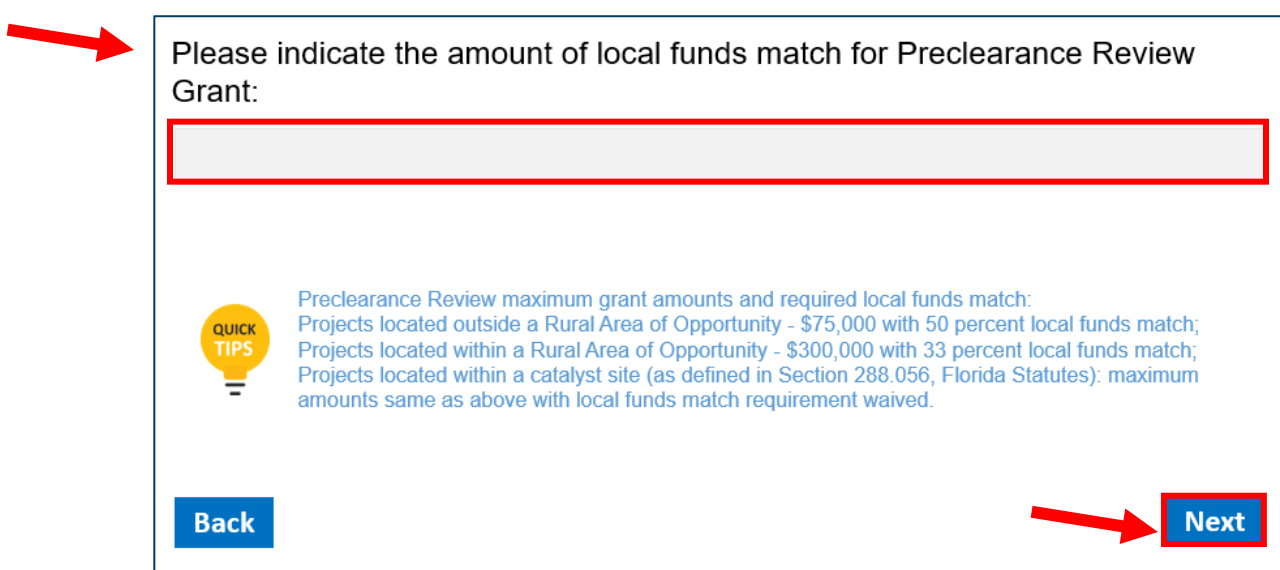
- B. If you chose “Project Planning and Preparation Grant” as the type of financial assistance requested, enter the zip code where the project is located. Then, select “Next” to continue.



Zip Code in which project site is located

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- C. If you chose “Preclearance Review Grant” as the type of financial assistance requested, enter the amount of the local funds match. Then, select “Next” to continue.



Please indicate the amount of local funds match for Preclearance Review Grant:


**QUICK TIPS**  
Preclearance Review maximum grant amounts and required local funds match:  
Projects located outside a Rural Area of Opportunity - \$75,000 with 50 percent local funds match;  
Projects located within a Rural Area of Opportunity - \$300,000 with 33 percent local funds match;  
Projects located within a catalyst site (as defined in Section 288.056, Florida Statutes): maximum amounts same as above with local funds match requirement waived.

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- 8- After you have selected the appropriate type of financial assistance, you will be prompted to provide the local government’s demographic information, upload a Project Location Map, and enter the Project Summary.




A. Enter the demographic information and select “Next” to continue.




Total Population:   
Source:   
Source Date:

Unemployment Rate:   
Source:   
Source Date:

Poverty Rate:   
Source:   
Source Date:



 **QUICK TIPS** Area population and poverty rate data can be found at [census.gov](https://www.census.gov). Area (county level) unemployment rate data can be found at [DEO Workforce Statistics](#).



B. Provide the project location map and select “Next” to continue.

Provide a project location map that includes the project site boundary and other relevant information that will assist in evaluating the application.

Insert Project Location Map (in PDF format):  
Please title document: ApplicantNameMap-RIF (eg: AnyCountyMap-RIF)



C. Enter the project description and select “Next” to continue.

Provide a project summary that describes the project’s economic benefit, long-term viability, and potential local or regional economic impact. The summary should include a description of the current and anticipated economic conditions of the area.

Describe the project’s potential for enhanced job creation or increased capital investment, including but not limited to the following information:

- The nature of the business activities which will be conducted at the site of, or which relate to the project.
- Description of the capital investment in real and personal property. Please do not include product inventory.

Describe the level of public and private commitment to the project. Include the extent of local expenditures for construction, use of local firms or resources, or purchase of local equipment or materials, which have or will have ripple effects on the area’s economy.



Prepare your project summary in Word document first; then copy and paste final version in the text field. It is much easier to edit in Word.


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- 9- Next, you will be asked to select any of the following options that apply to the related project. If you chose anything other than “None of the above,” you will be required to upload specific supporting documents. Select the appropriate option and select “Next” to continue.

Certain project activities require specific supporting documentation. Please check any of the following that apply to the project to be directed to the appropriate section for upload. If none apply, choose none of the above to continue the application.



Improvements to inadequate infrastructure that has resulted in regulatory action that prohibits economic or community growth.

Improving access to and the availability of broadband internet service.

The project is related to preclearance review and is located within a catalyst site as defined in section 288.061, Florida Statutes.

None of the above.

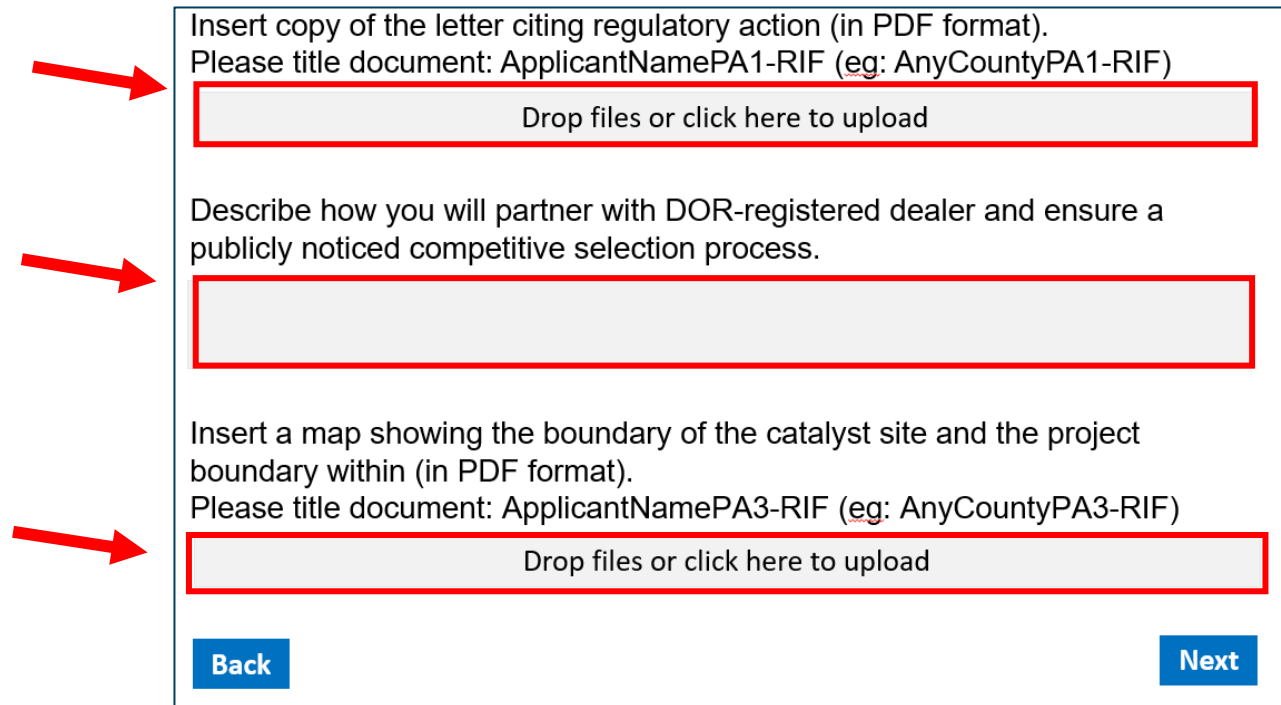
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10-If “None of the above,” was chosen, these options will not be displayed.

If you selected anything other than “None of the above,” the options below will be displayed. Please upload any additional supporting documents and select “Next.”



The diagram shows a web form with three red arrows pointing to specific areas:

- The first arrow points to a text input field for a letter citing regulatory action.
- The second arrow points to a text input field for describing a partnership with a DOR-registered dealer.
- The third arrow points to a text input field for a map showing the boundary of the catalyst site.

Each text input field is followed by a file upload area with the text "Drop files or click here to upload".

At the bottom of the form are two buttons: "Back" and "Next".

Insert copy of the letter citing regulatory action (in PDF format).  
Please title document: ApplicantNamePA1-RIF (eg: AnyCountyPA1-RIF)

Drop files or click here to upload

Describe how you will partner with DOR-registered dealer and ensure a publicly noticed competitive selection process.

Insert a map showing the boundary of the catalyst site and the project boundary within (in PDF format).  
Please title document: ApplicantNamePA3-RIF (eg: AnyCountyPA3-RIF)

Drop files or click here to upload

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11- Next, you will be required to upload the Project Work Plan. DEO has developed a Project Work Plan Template to help applicants prepare their Work Plan and provide the format that is most helpful to review the application. You can download the template from the page below, and then return to the application to upload the completed Work Plan. Once you have uploaded the Project Work Plan, select “Next.”

Describe in detail the project activity or work to be conducted, associated task-specific deliverables, and a timeline of the stages of the project from inception to completion, including but not limited to the following information:

- A list of all major permits, comprehensive plan amendments, zoning changes, and similar approvals required.
- Indicate who will own and maintain the infrastructure once completed.

Download the [Project Work Plan Template](#).

Insert Project Work Plan (in Word, Excel, or pdf format)

Please title document: ApplicantNameWorkPlan-RIF (eg: AnyCountyWorkPlan-RIF)

Drop files or click here to upload

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12-Next, you will be required to upload the Project Budget. DEO has developed a Project Budget Template to help applicants prepare the budget. You can download the template from the below page and then return to the application to upload the completed Project Budget. Once you have uploaded the Project Budget, select “Next.”

Provide a detailed Project Budget identifying the amount and source of all funding related to the project. Download the [Project Budget Template](#).

Insert Project Budget (in Word, Excel, or pdf format)

Please title document: ApplicantNameBudget-RIF (eg: AnyCountyBudget-RIF)

Drop files or click here to upload



Project budget should be detailed and relative to the specific activities outlined in the project work plan and timeline.

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- 13- You will be directed to disclose other funding sources, if applicable. If “Yes” is chosen, you will be directed to complete an “Other Funding Source” information page. If you have multiple funding sources, you will have an option to complete the information page for each. If “No” is chosen, you will be directed to the next section of the application.

Were other funding sources identified in the Project Budget Section?

☐ Yes

☐ No

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- 14-If you selected “Yes” on the previous page, please complete the requested information below. If “Application Submitted” is chosen, you will be directed to upload a scanned copy of the application that you submitted for the other Funding Source/Financial Assistance.

Other Funding Source/Financial Assistance Information: Provide the following information for each state and federal infrastructure funding program for which application for financial assistance has been submitted for this project.

Name of Program:

Name of Agency:

Contact Name:

Contact Title:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Email Address:

Amount of Funding Requested:

Status of Application: ☐ Not Yet Submitted ☐ Application Submitted

15-Next, upload the Other Funding Source/Financial Assistance application. If the application is approved, choose “Yes” to upload the approval or commitment letter. If the Other Funding Source/Financial Assistance application is pending and has not been approved, choose “No” to enter additional funding sources or continue to the next section of the application.

Insert (Funding Source Name) application (in PDF format).

Provide a scanned copy in PDF format of the application submitted for financial assistance for this project. *If you have applied for USDA-RD or US Department of Commerce EDA assistance, submit Standard Form 424.2 - Application for Federal Assistance plus a brief narrative of the project. Do not submit the remaining application attachments with this RIF grant application.*

Please title the document: ApplicantNameApp1-RIF (eg: AnyCountyApp1-RIF)

Drop files or click here to upload

Application approved?

Yes

No

16- If “Yes” was chosen for the Other Funding Source/Financial Assistance application being approved on the previous page, you will be required to provide a signed copy of the approval or commitment letter. After you have uploaded the letter, select “Yes” to enter additional funding sources or “No” to continue to the next section of the application.

Insert (Funding Source Name) approval/commitment letter (in PDF format).

Provide a scanned copy in pdf format of the approval or commitment letter for the approved application.

Please title the document: ApplicantNameApproval1-RIF (eg: AnyCountyApproval1-RIF)

Drop files or click here to upload

Additional Funding Sources?

Yes

No

17-Next, if you chose "Total Project Participation" as the type of financial assistance being requested, the Participating Party section of the application shown here will be displayed. Complete the fields provided and select "Next."

**Participating Party Information: Provide the following information for **each entity providing jobs for specific employment opportunity** as a result of this project.**

Name of Entity:	<input type="text"/>
Physical Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Contact Person Name:	<input type="text"/>
Title:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Principal Business Activity:	<input type="text"/>

**Type of Facility**

☐ New

☐ Existing

☐ Expansion

**Number of Permanent Full Time Equivalents (FTE) Generated/Retained**  
**# of FTE**

☐ New

☐ Retained

<input type="text"/>
<input type="text"/>

**Anticipated annualized average wage (excluding benefits) of jobs created or retained as a result of this project.**

**Anticipated annualized average value of benefits associated with each job created or retained as a result of this project.**

New capital investment generated (**excluding product inventory**):



Description of capital investment in real and personal property (**excluding product inventory**) (eg: construction or remodeling of facility; upgrading, replacing or buying new equipment)

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18-If there are additional Participating Parties, select “Yes” to be directed to provide additional Participating Party information. If there are no additional Participating Parties, choose “No” to be directed to the next section of the application.

Provide a scanned copy in PDF format of a letter from an officer of (Entity Name) that includes/verifies the following information:

- Number and average hourly wage of permanent FTEs generated/retained;
- Expected amount of capital investment; and
- Importance of project infrastructure required to the entity’s ability to provide the specific employment opportunities.



Additional Participating Parties?





19-Provide documentation on the strategic or specific project plans, relevant sections of officially adopted documents showing that the community's overall economic/community development strategies, formal documentation that the application is not in conflict with the local government's comprehensive plan, as well as other applicable supporting documentation.

Provide a scanned copy in PDF format of the following information and supporting documentation if applicable/available.

Overall strategic or specific project plans for the project:

Drop files or click here to upload

Relevant sections of officially adopted documents showing that the project is consistent with the community's overall economic/community development strategies (e.g. Community Revitalization Plans, Enterprise Zone Strategic Plan, Economic Development Strategic Plan, Economic Element of local comprehensive plan):

Drop files or click here to upload

Formal documentation that the project is not in conflict with the applicant's comprehensive plan:

Drop files or click here to upload

Other supporting documentation:

Drop files or click here to upload

20-If you need to upload additional supporting documentation to complete your application, choose "Yes" to be directed to upload additional files. If you do not have any additional supporting documentation to upload, choose "No" to be directed to the next section of the application.

Other supporting documentation:

Drop files or click here to upload

Do you have additional supporting documentation?

Yes

No

21-On the below page, if “Yes, I would like to disclose” is chosen, you will be directed to upload the disclosure statement. If “No” is chosen, you will be directed to the next section of the application.

The award of financial assistance under this program is subject to the provisions of Chapter 112, Florida Statutes. All applicants must disclose with their application the name of any elected official, officer, director, or agent who is also an employee of the state of Florida, or any of its agencies or boards. Further, all applicants must disclose the name of any Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission staff person, or any DEO, VISIT FLORIDA, or Tourism Commission staff or board member who owns, directly or indirectly, an interest of five percent or more in the company creating the employment opportunities that benefits from the proposed project or the name of any Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission staff person, or any DEO, VISIT FLORIDA, or Tourism Commission staff or board member who represents, directly or indirectly, any interest in the applicant's proposed project or in the company creating the employment opportunities that benefits from the proposed project.

Is there a conflict of interest to disclose?

Yes, I would like to disclose.

No

22-Next, DEO has provided a Certification Statement Template that allows for an electronic signature. You can download the template from this page, then return to upload the signed Certification Statement. Once the Certification Statement is uploaded, please select “Next.”

The FY 21/22 RIF application requires a certification statement signed by the applicant's chief elected official. Any other signatory must be accompanied by a letter of signature authority signed by the chief elected official. Click [Certification Statement Template](#) to download the form. Complete and sign the certification form and upload here to complete your application.

Signed Certification Statement:

Drop files or click here to upload

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23-The page below is the end of the application. You may review a summary of your responses on the below page or select “Download PDF” to save a copy. Please review the summary to ensure you have completed all relevant sections of the application prior to selecting “Next”. When you select “Next,” your application will be submitted, and you will no longer be able access the application.

Please review your response summary now to ensure you application is complete prior to submission.

Below is a summary of your responses

[Download PDF](#)

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24-When you reach the page below, your application has been successfully submitted and you may close your browser.

We thank you for your time spent completing your application.  
Your response has been recorded.

If you experience any technical issues with completing an application, please email [RIF@DEO.MyFlorida.com](mailto:RIF@DEO.MyFlorida.com) or call 850-717-8423 to resolve the issue.