



**Florida Rural Infrastructure Fund  
State Fiscal Year 20/21 Online Application  
Completion and Submission Instructions**



# GENERAL INFORMATION

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- The link to the FY 20/21 RIF Online Application Registration is available at [www.floridajobs.org/RIF](http://www.floridajobs.org/RIF). A personal link to the online application will be sent within 1 business day of submitting registration.
- The online application auto-saves 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.
- An application master form in pdf format is available at [www.floridajobs.org/RIF](http://www.floridajobs.org/RIF) for your reference. There are also Project Budget and Project Workplan templates available for those portions of the applications. Prepare all sections of your application offline first. Editing is much easier.
- Once submitted, you cannot return to the same application record.
- If you have any technical issues, please contact us at 850-717-8481 or by email at [RIF@deo.myflorida.com](mailto:RIF@deo.myflorida.com).

# ONLINE APPLICATION REGISTRATION

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Thank you for your interest in the Rural Infrastructure Fund (RIF) Program. The FY 20/21 RIF Grant Application Cycles open on September 30, 2020. Please visit [www.floridajobs.org/RIF](http://www.floridajobs.org/RIF) for application deadlines, program guidelines, application instructions 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 20/21 RIF online application by email within 1 business day. If you do not receive the link, please contact us at [RIF@deo.myflorida.com](mailto:RIF@deo.myflorida.com)

# ONLINE APPLICATION REGISTRATION

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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"/>

***The Local Government Contact will be copied on the email sending the online application link to the Application Preparer.***

# FY 20/21 RIF ONLINE APPLICATION

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Welcome to the Rural Infrastructure Fund FY 20/21 Online Grant Application. We are excited to provide a new option for completing and submitting your application.

There are detailed instructions for completing and submitting your grant application, as well as RIF program guidelines, templates and other helpful information available at [www.floridajobs.org/RIF](http://www.floridajobs.org/RIF).

Please take the time to read the guidelines and application instructions 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 850-717-8481 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: If you are applying for funding under the Florida Panhandle Specific Appropriation application cycle, applications must be submitted no later than 5:00 p.m. Eastern Time, November 30, 2020.

Please click the next button to proceed with your RIF FY 20/21 Grant Application.

***This is the entry page to the FY 20/21 RIF Online Application. Click “Next” to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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Official Project Title:



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

Application Cycle (select one) See FY 20/21 program guidelines for application cycle information and eligibility requirements.

RIF base funding appropriation – open cycle 9/30/2020, first-come, first-served

Florida Panhandle specific appropriation – competitive cycle 9/30/2020-11/30/2020 (Calhoun, Gadsden, Holmes, Jackson, Liberty, and Washington counties only)

[Back](#)

[Next](#)

***Enter the project title and select the appropriate Application Cycle.  
Click the “Next” arrow to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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



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

Yes

No

Back

Next

*This page will be displayed if you chose “RIF base funding appropriation” as your application cycle. If the applicant is a local government located in a RAO, choose “Yes” click the next button to be directed to choose the appropriate RAO. If the applicant is a local government outside of a RAO, choose “No” and click the next button to continue.*

# FY 20/21 RIF ONLINE APPLICATION

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Please choose the appropriate RAO:

Northwest RAO

North Central RAO

South Central RAO

[Back](#)

[Next](#)

*This page will be displayed if you chose “Yes” on the previous page. Please select the appropriate RAO and click the Next button to continue.*



# FY 20/21 RIF ONLINE APPLICATION

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Choose the county in which the project is located:



If the project is not located in one of these counties, the application is ineligible under the Florida Specific Panhandle Appropriation category. Please resubmit your application through the RIF base funding category.

Calhoun County

Gadsden County

Holmes County

Jackson County

Liberty County

Washington County

[Back](#)

[Next](#)

***This page will be displayed if you chose “Florida Panhandle Specific Appropriation” as your application cycle. Choose the appropriate county and click the “Next” button to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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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.

# FY 20/21 RIF ONLINE APPLICATION

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City

State

Zip code

Applicant contact telephone number

Applicant contact email address

[Back](#)

[Next](#)

# FY 20/21 RIF ONLINE APPLICATION

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Please indicate the type of Rural Infrastructure Fund financial assistance requested.

Total Project Participation Grant

Project Planning and Preparation Grant

Preclearance Review Grant

Please indicate the amount of Rural Infrastructure Fund financial assistance requested.



Complete description of each type of funding assistance available at [www.floridajobs.org/RIF](http://www.floridajobs.org/RIF).

Back

Next

***Choose the appropriate RIF grant type and the amount of RIF grant requested.  
Click the "Next" button to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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Total Estimated Project Infrastructure Cost (including all funding sources)



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

[Back](#)

[Next](#)

*This page will be displayed if you chose “Total Project Participation Grant” as your grant type. Enter the total project infrastructure cost and click the “Next” button to continue.*

# FY 20/21 RIF ONLINE APPLICATION

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



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.

[Back](#)

[Next](#)

***This page will be displayed if you chose “Preclearance Review Grant” as your grant type. Enter the amount of local funds match and click the “Next” button to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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Total Population

Source

Source Date

Unemployment Rate

Source

Source Date

Poverty Rate

Source

Source Date



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](#).

[Back](#)

[Next](#)

# FY 20/21 RIF ONLINE APPLICATION

---

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)

Drop files or click here to upload

[Back](#)

[Next](#)



# FY 20/21 RIF ONLINE APPLICATION

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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.

[Back](#)

[Next](#)

# FY 20/21 RIF ONLINE APPLICATION

---

## Project Activities

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 s.288.061 Florida Statutes

None of the above.

[Back](#)

[Next](#)

***If you choose anything other than “None of the above,” you will be routed to the correct upload sections for the specific supporting documentation. Click as many as apply and click the “Next” button to continue.***

# FY 20/21 RIF ONLINE APPLICATION

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Insert copy of 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

***The above options will be displayed depending on your choice from the previous page. If “none of the above” was chosen, these options will not display.***

# FY 20/21 RIF ONLINE APPLICATION

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Project Work Plan - 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 a [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

[Back](#)

[Next](#)

*We have developed a Project work plan template to help applicants prepare the work plan and provide the format that is most helpful in the review of the application. You can download the template from this page and then return to upload the completed work plan.*

# FY 20/21 RIF ONLINE APPLICATION

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Project Budget - Provide a detailed project budget identifying the amount and source of all funding related to the project - download a [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.

[Back](#)

[Next](#)

*We have developed a Project budget template to help applicants prepare the budget and provide the format that is most helpful in review of the application. You can download the template from this page, then return to upload the completed work plan.*

# FY 20/21 RIF ONLINE APPLICATION

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Were other funding sources identified in the Project Budget Section?

Yes

No

[Back](#)

[Next](#)

*If “Yes” is chosen, you will be directed to an “Other Funding Source” information page to complete. 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.*

# FY 20/21 RIF ONLINE APPLICATION

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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

***If “Application submitted” is chosen, you will be directed to upload a scanned copy of the application.***

# FY 20/21 RIF ONLINE APPLICATION

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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

***If the application has been approved, choose “Yes” to be directed to upload the approval/commitment letter. If the application is pending, choose “No” to be directed to enter additional funding sources or continue to the next section of the application.***



# FY 20/21 RIF ONLINE APPLICATION

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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

***This page will display if “Yes” was chosen for application approved on the previous page. Click to be directed to enter additional funding sources or “No” to continue to the next section of the application.***

# FY 20/21 RIF ONLINE APPLICATION

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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:

Physical Address:

City:

State:

Zip Code:

Contact Person Name:

Title:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Email Address:

Principal Business Activity:

***The Participating Party section will only display if the “Total Project Participation” grant type was chosen.***

# FY 20/21 RIF ONLINE APPLICATION

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Type of Facility

New

Existing

Expansion

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

New

Retained

  

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.

***The Participating Party section will only display if the “Total Project Participation” grant type was chosen.***

# FY 20/21 RIF ONLINE APPLICATION

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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)

[Back](#)

[Next](#)

*The Participating Party section will only display if the “Total Project Participation” grant type was chosen.*

# FY 20/21 RIF ONLINE APPLICATION

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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
- Importance of project infrastructure required to the entity's ability to provide the specific employment opportunities.

Drop files or click here to upload

Additional Participating Parties?

Yes

No

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

# FY 20/21 RIF ONLINE APPLICATION

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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

# FY 20/21 RIF ONLINE APPLICATION

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Other supporting documentation.

Drop files or click here to upload

Additional supporting documentation?

Yes

No

*If there is additional supporting documentation, choose “Yes” to be directed to upload additional files. If there is no other supporting documentation, choose “No” to be directed to the next section of the application.*

# FY 20/21 RIF ONLINE APPLICATION

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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

***If “Yes, I would like to disclose” is chosen, you will be directed to upload the scanned disclosure statement. If “No” is chosen, you will be directed to the next section of the application.***



# FY 20/21 RIF ONLINE APPLICATION

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The FY 20/21 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

Back

Next

*We have developed a Certification Statement Template that allows for electronic signature. You can download the template from this page (or from [www.FloridaJobs.org/RIF](http://www.FloridaJobs.org/RIF)), then return to upload the signed certification statement.*

# FY 20/21 RIF ONLINE APPLICATION

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

Below is a summary of your responses

[Download PDF](#)

Back

Next

*You are now at the end of the application. The statement above will display along with the link to download the PDF. Below that is a display of your application as completed. Please review the summary to ensure you have completed all relevant sections of the application PRIOR to clicking the next button. When you click “Next,” your application will be submitted and you will no longer be able access the application record.*

# FFY 2019 CDBG Application Submission Portal

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We thank you for your time spent taking this survey.  
Your response has been recorded.

*When you reach this page, your application has been successfully submitted and you may close your browser.*

*If you have any technical issues or questions regarding the electronic submission of your application, please email [RIF@deo.myflorida.com](mailto:RIF@deo.myflorida.com) or call (850) 717-8481 to resolve the issue.*