



Florida Rural Infrastructure Fund Program

Application for Funding

Applicant: _____
(Name of Applicant)

Project Title: _____
(Name of Project)

State Fiscal Year 2023-2024

Application Date: _____

Mailing Address: FloridaCommerce
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405
Web: <http://www.FloridaJobs.org/RIF>

Contents

Application Form

Part I – Applicant Profile

Part II – Project Description and Timeline

Part III – Economic Narrative

Part IV – Project Budget

Part V – Sources and Uses of Non-RIF Funds

Part VI – Participating Party Information (if applicable)

Part VII – Application Authorization

Application Instructions

Part I – Applicant Profile

Part II – Project Description and Timeline

Part III – Economic Narrative

Part IV – Project Budget

Part V – Sources and Uses of Non-RIF Funds

Part VI – Participating Party Information (if applicable)

Part VII – Application Authorization

Part I – Applicant Profile

Applicant Contact Information:

| | | |
|---------------------------------|-----------------|--------------------|
| Entity Name: | | |
| Street Address: | | |
| Mailing Address (if different): | | |
| City: | Zip Code: | County: |
| Main Telephone: | Main Facsimile: | Federal ID Number: |

| | |
|-------------------------|------------|
| Chief Elected Official: | Title: |
| Telephone: | Facsimile: |
| E-mail Address: | |

| | |
|--------------------------|------------|
| Chief Financial Officer: | Title: |
| Telephone: | Facsimile: |
| E-mail Address: | |

| | |
|----------------------------|------------|
| Applicant Project Contact: | Title: |
| Street Address: | |
| City: | Zip Code: |
| Direct Telephone: | Facsimile: |
| E-mail Address: | |

| Application Preparer Information | | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Preparer's Name: | Organization Preparing Application: <input type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> Regional Planning Council | |
| Street Address: | | |
| City: | State: | Zip Code: |
| Telephone: | Facsimile: | |
| E-mail Address: | | |

| Consultant Information (if applicable) | | |
|-----------------------------------------------|---------------------------------------------------------------------------------------------|-----------|
| Consultant's Name: | <input type="checkbox"/> Private Company <input type="checkbox"/> Regional Planning Council | |
| Street Address: | | |
| City: | State: | Zip Code: |
| Telephone: | E-mail Address: | |

| Demographics and Area Data | | |
|-------------------------------------|---------------------------------|--------------------------------|
| U.S. Congressional District Number: | Florida Senate District Number: | Florida House District Number: |
| Total Population: | Unemployment Rate: | Poverty Rate: |
| Source: | Source: | Source: |
| Source Date: | Source Date: | Source Date: |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| <p>Indicate what RIF grant category is being applied for:</p> <p><input type="checkbox"/> Total Project Participation Grant</p> <p><input type="checkbox"/> Project Planning and Preparation Grant</p> <p><input type="checkbox"/> Preclearance Review Grant</p> | | |
| <p>Indicate the total amount of RIF funding being requested: \$</p> | | |
| <p>If the proposed project is located in a Rural Area of Opportunity (RAO), indicate which one: (See list of RAOs in application instructions.)</p> <p><input type="checkbox"/> Northwest RAO</p> <p><input type="checkbox"/> South Central RAO</p> <p><input type="checkbox"/> North Central RAO</p> | | |
| <p>If applying for Panhandle Specific Appropriation funds, please indicate the County in which the project is located:</p> <p><input type="checkbox"/> Calhoun County <input type="checkbox"/> Jackson County</p> <p><input type="checkbox"/> Gadsden County <input type="checkbox"/> Liberty County</p> <p><input type="checkbox"/> Holmes County <input type="checkbox"/> Washington County</p> | | |
| <p>Answer the following questions by clicking on the correct check box.</p> | | |
| <p>Historic Preservation</p> <p>Will the project impact a building, public improvement, or planned open space that is 50 or more years old? If yes, include the documentation specified in the application instructions.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Interlocal Agreement</p> <p>Will project activities require an interlocal agreement? If yes, the interlocal agreement(s) must be included.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Regulatory Action</p> <p>Are improvements being made in this project to inadequate infrastructure that has resulted in regulatory action that prohibits economic or community growth? If yes, include a copy of the letter citing the regulatory action.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Catalyst Site</p> <p>Is the project related to preclearance review and also located within a catalyst site as defined in Section 288.061, Florida Statutes? If yes, include a map showing the boundary of the catalyst site and the project boundary within.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Comprehensive Plan</p> <p>Is the proposed project consistent with the applicant's Comprehensive Plan? The project must be consistent in order for the project to be funded through the RIF program and supporting documentation must be included with the application.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Part II – Project Description and Timeline

Project Description

Describe the proposed project in no more than three sentences:

Clearly summarize the proposed project as outlined in the application instructions.

Proposed Timeline

| Task/Activity Description | Task/Activity Duration | Deliverable |
|---------------------------|------------------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Part III – Economic Narrative

Provide a summary of 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 proposed project’s potential for enhanced job creation and/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 – 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.

Part IV – Project Budget

Provide a breakdown of the total budget for the proposed project, including both RIF funding and other sources of funding.

| ACTIVITY/TASK | RIF FUNDS | OTHER FUNDING SOURCES | TOTAL |
|---------------|-----------|-----------------------|-------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| TOTAL | \$ | \$ | \$ |

Provide an explanation of how the total infrastructure costs for the proposed project were estimated.

Part V – Sources and Uses of Non-RIF Funds

| Source | Amount Contributed | Type (Loan, Grant, Local Government Funds, Donated Land, or Other Funding) |
|--------|--------------------|-------------------------------------------------------------------------------|
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Totals | \$ | |

Part VI – Participating Party Information (if applicable)

Complete and attach a [Participating Party Information Form](#) for each entity creating or retaining jobs as a result of this project.

Part VII – Application Authorization

I, the undersigned chief elected official or authorized representative of the applicant, certify that to the best of my knowledge:

- a. This application is in all respects fair and submitted in good faith without collusion or fraud;
- b. If selected through this application process, the recipient will work in good faith and in partnership with the Department of Commerce to manage its grant in a timely and accurate manner;
- c. The information in this application is accurate; and,
- d. The undersigned is duly authorized to bind the entity represented in this application.

| |
|----------------------------------------------------------------------------------------------------------|
| Signature of Chief Elected Official or Designee |
| Signature: _____ |
| Typed Name and Title: |
| Date: |
| If signed by a person other than the chief elected official, a signature authorization must be included. |

| |
|------------------------------------------------------------------------------|
| Signature of Application Preparer if not an employee of the Applicant |
| Signature: _____ |
| Typed Name and Title: |
| Name of Firm or Agency: |



Florida Rural Infrastructure Fund Program

Application Instructions

Part I – Applicant Profile

The application profile must reflect the requested information about the applicant, including demographics, area data, and the person who prepared the application.

Application Category

There are three categories of RIF grants that applicants can request funding for. Indicate which category is being applied for:

Total Project Participation Grants

To facilitate access to and maximize the use of state, federal, local, and private resources, grants may be awarded for up to 75 percent (75%) of the total infrastructure project costs, or up to one hundred percent (100%) of the total infrastructure project cost for a project located in a rural community as defined in s. 288.0656(2), F.S., which is also located in a fiscally constrained county as defined in s. 218.67(1), F.S., or a rural area of opportunity as defined in s. 288.0656(2), F.S.

Eligible uses of funds include:

- Improvements to public infrastructure for industrial or commercial sites;
- Upgrades to or development of public tourism infrastructure;
- Improvements to inadequate infrastructure that has resulted in regulatory action.

Authorized infrastructure may include the following public-private partnership facilities:

- storm water systems;
- telecommunications facilities;
- roads or other remedies to transportation impediments;
- other physical requirements to facilitate economic development activities in the community.

Project Planning and Preparation Grants

Grants may be awarded for up to \$300,000 for feasibility studies, design and engineering activities, or other infrastructure planning and preparation activities. Grants awarded under this category may be used in conjunction with Total Project Participation grants.

Preclearance Review Grants

To enable rural communities to access the resources available under the Expedited Permitting – Preclearance Review Process (Section 403.973(18), Florida Statutes), grants may be awarded for surveys, feasibility studies, and other activities related to the identification and preclearance review of land which is suitable for preclearance review. Grant application criteria includes the extent to which administrative and consultant expenses are minimized.

Maximum award amounts and local funds match requirements:

- Projects located outside a RAO - \$75,000 with 50 percent local funds match;
- Projects located within a RAO - \$300,000 with no local funds match required; and
- Projects located within a catalyst site (as defined in Section 288.0656, Florida Statutes) - maximum amounts same as above, depending on RAO status. However, the local funds match requirement may be waived pursuant to the process in Section 288.06561, Florida Statutes, for projects outside an RAO.

Rural Area of Opportunity (RAO)

If the proposed project is located in a RAO, indicate which one.

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway. To learn more about the Northwest RAO region, please contact [Opportunity Florida](#).
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County). For more information about the South Central RAO region, please contact [Florida's Heartland Regional Economic Development Initiative, Inc.](#)
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties. For more information about the North Central RAO region, please contact [North Florida Economic Development Partnership](#).

Historic Preservation

Answer "Yes" if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

If this question is answered "Yes," proceed as follows:

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the ***Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings*** (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.

- Provide the following documentation:
 - The location/address;
 - The construction date;
 - The activity affecting the historic property; and
 - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties

Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the local government applicant’s jurisdiction, include an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved);
- The purpose of the interlocal agreement;
- A delineation of the cooperation between the parties involved;
- A description of the activities and the service area(s);
- The amount of funds being committed (and associated terms); and
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.

Regulatory Action

If the proposed project will address inadequate infrastructure that has resulted in regulatory action that prohibits economic or community growth, the application must include a copy of the letter citing the relevant regulatory action.

Catalyst Site

If the proposed project is related to preclearance review and is also located within a catalyst site as defined in Section 288.061, Florida Statutes, the application must include a map showing the boundary of the catalyst site and the project boundary within.

Comprehensive Plan

The proposed project must be consistent with the applicant’s comprehensive plan and the application must include documentation to support this consistency.

Part II – Project Description and Timeline

Project Description

Provide a narrative description of each proposed activity. Applications proposing more than one activity should include a description for each activity.

Each description should include the following minimum information:

- Quantity of the activity
- If funds from other sources are being used, describe how the funds will be used
- Location of the activity within the applicant's jurisdiction
- Cost of the activity
- A list of any major permits, comprehensive plan amendments, zoning changes, or similar approvals required
- For infrastructure projects, an indication of who will own and maintain the infrastructure once completed

In addition to describing the location of the project, the applicant must provide a project map, which, at a minimum, shows:

- A scale;
- A north arrow;
- The boundaries of the applicant's jurisdiction;
- The specific location of the project activity within the applicant's jurisdiction;
- The applicant's administration building, from which it will be managing the project; and
- Street names and other identifying landmarks within the jurisdiction.

Project Timeline

Outline each step of the project, from grant award to closing out the agreement. Provide an estimate of how long each step of the process will take, in months, and the associated activity/task deliverable.

Part III – Economic Narrative

Describe the proposed 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:

- (1) The nature of business activities which will be conducted at the site of, or which relate to, the project, and
- (2) A description of the capital investment in real and personal property, not including product inventory.
- (3) 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 impact on the area's economy.

Part IV – Project Budget

Complete the budget table included in the application based on the type of activity being applied for. If funds from another source are being used to

assist with a particular activity, those funds should be listed separately from the requested RIF funds.

Applicants must also detail how they determined the total estimated costs associated with the project and upload all documentation used to make the determination. The written explanation should detail how the proposed budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project. There is no specific format for providing budget assumption documentation, but it should clearly correspond with the type of activities and their associated costs entered in the budget table. The documentation should also demonstrate that the applicant has carefully considered the financial aspects of the project and has a solid rationale for the amount of RIF funding being requested.

Part V – Sources and Uses of Non-RIF Funds

Identify any additional sources of funding that will be contributed to the project. Additionally, include documentation that the funds are available for use, such as an award letter, and that they have been contributed to this project, such as a resolution or minutes from a council or commission meeting. If an application has been submitted, but not yet awarded, for other non-RIF funds, include a copy of the application. Please note: all other funds must be available for use prior to award of RIF funding.

Part VI – Participating Party Information (if applicable)

Complete a Participating Party Information Form for each entity creating or retaining jobs as a result of this project and upload them as part of the application. Participating Party Information Form available for download from www.FloridaJobs.org/RIF

Part VII – Application Authorization

The application certification statement must be 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.

Supporting Documentation Summary

- Communications with the State Historic Preservation Office (SHPO), if applicable
- Interlocal Agreements, if applicable
- Letter citing regulatory action, if applicable
- Catalyst Site Map, if applicable
- Comprehensive Plan documentation
- Project Map

- Cost Estimate documentation
- Documentation of other sources of funding
- [Participating Party Information Forms](#) for each Participating Party, if applicable
- Letter of signature authority signed by chief elected official, if applicable