



C.L. "Butch" Otter, Governor
Celia R. Gould, Director



IDAHO RURAL ECONOMIC DEVELOPMENT AND INTEGRATED FREIGHT TRANSPORTATION LOAN PROGRAM GUIDE

REDIFIT GRANT

Idaho Rural Economic Development and Integrated Freight Transportation (REDIFiT)

Grant Program

Introduction

The mission of the Idaho Rural Economic Development and Integrated Freight Transportation (REDIFiT) Program is to assist businesses and industries to develop and expand options for shipping freight and products to market. The state's interest is served by maintaining competitive transportation services for Idaho's freight shippers, reducing public roadway maintenance and repair costs, increasing economic development opportunities, increasing domestic and international trade, creating and preserving jobs, and enhancing safety. State funding for projects is contingent upon appropriate private sector partnerships with the participation and cooperation of state and local governments.

Under the REDIFiT Program the state treasury authorizes funding assistance for the specific purpose of planning and development of Intermodal Commerce Authorities as provided in Chapter 22, Title 70, Idaho Code, upon conditions established in subsection 3, Chapter 29, Title 49, Idaho Code.

The goal of the Idaho State Department of Agriculture (ISDA) in administering this grant is to fund one high priority project annually in a manner that fits the legislative purpose of the grant.

Timing

Applications are due annually May 15.

Funding Caps

There will be a \$100,000 funding cap on individual grants. Matching grants will be awarded annually as interest funds allow.

Grant Eligibility

The intent of the funding is to support planning and development of Intermodal Commerce Authorities that will help to develop and expand options for shipping freight and products to market. Proposals will be accepted from individuals, groups of individuals, businesses and organizations to determine the need and feasibility of the creation of a county-based or city-based Intermodal Commerce Authority. Individuals, groups of individuals, businesses and organizations submitting proposals should have county-based or city-based partnerships and support. Proposals will also be accepted from county-based or city-based Intermodal Commerce Authorities for the planning and development of qualified rural projects for the development and preservation of intermodal rail and truck services and facilities. Proposals that involve collaboration or partnerships between county-based or city-based Intermodal Commerce Authorities, individuals, businesses or other organizations are encouraged. Applicants should cooperate with any public or private organizations involving freight shipping and transportation infrastructure in the State of Idaho. If two or more individuals or organizations propose a joint project, they should submit one application as co-applicants.

Project Types

Proposals will be accepted, evaluated and approved upon terms and conditions to be determined by the ISDA with the assistance and advice of the Interagency Working Group. The following are a few examples of projects that could be considered for grant funding:

- A study to determine the need, support level and feasibility of creating and maintaining a county-based or city-based Intermodal Commerce Authority.
- Feasibility studies for projects or projects managed by a county-based or city-based Intermodal Commerce Authority that will assist qualified rail lines or intermodal freight shippers to upgrade, expand, rehabilitate, purchase or modernize equipment and facilities for freight shipping infrastructure in the State of Idaho. The following are a few examples of potential projects:
 - Rehabilitating or improving rail lines to preserve essential local rail service
 - Purchasing or rehabilitating railroad equipment necessary to maintain essential rail service
 - Constructing loading or reloading facilities or other capital improvements including building or improving local transportation infrastructure, to increase business and commerce, and to improve shipping service
 - Coordinating intermodal truck and rail traffic for integrated rural freight transportation.

Program Policies

ISDA reserves the right to:

- Reject any or all proposals received that do not fit the guidelines of the program or for other legally defensible reasons.
- Waive or modify minor irregularities in proposals received, after prior notification and agreement with applicant.
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application.
- Require a good faith effort from the project sponsor to work with the ISDA subsequent to project completion to develop reporting data or implement the project results, where applicable.
- Withhold any payments that do not meet grant conditions.
- Require forfeiture or return of grant monies used for disallowed or unauthorized expenditures.
- Provide guidance on program activities.

Recipients must agree to:

- A 100% match of total grant funds awarded.
- Comply with all applicable federal, state, and local laws, codes, regulations, rules and orders. The grant will be governed by and construed in accordance with laws of the state of Idaho.
- Be accountable for all funds awarded.
- Maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the Disbursement Agreement.
- Submit written quarterly interim reports and a final report in a format required by ISDA, including documentation of all expenditures.
- Make receipts, books, and records available for audit or examination by the ISDA.

- Maintain records for five years from the completion date of the project.
- Obtain prior approval from ISDA if there is: 1) any major revision (defined as 5% of expenditure) of the project scope or objectives after a project is funded; 2) a need to extend the project period; or 3) a change or changes in key persons associated with the project.
- Be eligible to sign a contract with ISDA.
- Employees of ISDA and members of their immediate family are not eligible to apply for or receive a grant.

Matching Requirements

Companies must provide for a 100% match of grant funds. Matching funds must be cash funds and financial documentation should be submitted with the grant application.

Funding Allocation

For projects, funding will be awarded in two allocations. The initial 80% will be disbursed upon initial award and signing of the Disbursement Agreement. The second allocation, tentatively scheduled for 20% of project funds, will be disbursed upon project completion, and after Recipient submits all requisite interim written and final reports and ledgers.

Allocations will not exceed the total of all actual project expenses.

Acceptable Expenses

The grant program MAY cover the following expenses:

- Project start-up and organization costs
- Consultant fees
- Travel expenses (coach airfare and state per diem rates)
- Equipment
- Subcontractors
- Supplies and materials
- Data processing
- Personnel costs
- Telephone, fax and other communication expenses associated with the project

The program will NOT fund the following expenses:

- Paying off existing debt
- Substituting existing efforts or research already funded
- Purchasing land or buildings
- Business entertainment or business gifts
- Overhead or administrative costs in excess of 5% of total project cost

Selection & Scoring Criteria

Eligible Projects will be evaluated using selection criteria developed by ISDA and the Interagency Working Group to determine the relative importance of the project in relationship to the Program's goals and objectives. Primary factors to be considered are:

- Economic benefit and long-term impact to Idaho's transportation and freight shipping infrastructure.
- Quality of project

- Soundness of the project plan
- Capabilities of project leaders and staff to manage the project and account for funding
- Measurable results
- Extent of collaborative efforts to leverage resources
- A 100% match contribution of cash is required to qualify for funding.

The Interagency Working Group will compile results and make final recommendations to the director. All applicants will be notified of the results.

Evaluation Team: Interagency Working Group

The Interagency Working Group has been established for the purpose of providing recommendations to the ISDA in order for ISDA to establish criteria for evaluating intermodal projects of significance to the state, and the Interagency Working Group shall continue to monitor projects for which it provides assistance to the ISDA.

The Interagency Working Group is composed of 8 members as follows:

- Four (4) members appointed by the Director of the Idaho Transportation Department (ITD). Two (2) members are ITD employees; one (1) member, not a state employee, represents freight shipping interests; and one (1) member is a representative from the local Highway Technical Assistance Council.
- Three (3) members appointed by the Director of the ISDA. Two (2) members are ISDA employees, and one (1) member, not a state employee, represents business development and financing interests.
- One (1) member appointed by the Director of the Idaho Department of Commerce.

Application Instructions

1. Application Cover Sheet

Please fill out the Application Cover Sheet for your project.

2. Application Narrative

Please write a narrative project proposal, which includes the following sections, but does not exceed five pages. The following questions may be used as guidelines to assist you.

Background and Justification:

- How will this project support planning and development of Intermodal Commerce Authorities to help to develop and expand options for shipping freight and products to market.
- What evidence is there that the project is a high priority for the freight shipping and transportation infrastructure in the State of Idaho?
- Why is the project important and timely?
- What has been done already to assess the needs addressed by this project?

Goals and Objectives:

- What are the goals and objectives of this activity?
- Other?

Activity Plan:

- Describe the activities that will take place through this project, how they will be executed, and how they are related to the goals and objectives of the REDIFiT grant program.
- What are the timelines and milestones?
- Who will be involved in the project? What is their experience and background? What are their roles and responsibilities?
- How does the activity plan address the needs of Idaho's freight shipping and transportation infrastructure?

Expected Outcomes:

- What evaluation criteria will be used to measure the success of this project?
- What will be the tangible benefits to Idaho's freight shipping and transportation infrastructure?
- What is the probability of the project achieving its goals?

3. Support Letters

Please enclose a maximum of three letters of support and evidence of any match commitments along with the application materials.

4. Budget

Please attach a budget detailing how the grant funds will be utilized. Included in this information should be documentation regarding the source and use of the 100% matching funds.

5. Submission

Applications, together with supporting documentation, as described above, may be submitted at any time. Review and selection will be conducted on an annual basis. Completed applications must be postmarked by the last business day of May to be considered for the respective year.

Please submit (1) original Application Cover Sheet and all supporting documentation to:

Laura Johnson, Section Manager
Idaho State Department of Agriculture
2270 Old Penitentiary Road
Boise, ID 83712
Phone: 208-332-8533
Fax: 208-334-2879
Email: laura.johnson@agri.idaho.gov

Grant Guidelines and application may also be obtained on line at www.agri.idaho.gov.

**Idaho Rural Economic Development
and Integrated Freight Transportation (REDIFiT)
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Application Coversheet

Name of Primary Organization: _____

Address: _____

Federal Tax ID #: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Please check one:

- Single Entity Joint application (if joint, please attach list of cooperators)

Project Title: _____

Brief Description: _____

Total Project Cost: \$ _____ Grant Request: \$ _____

Match Source: _____

Certification: I understand that the project narrative portion of this application, the award letter and project final report will be posted for viewing on the ISDA website. Additionally, other documents may be released as required by the Idaho Public Records Law (Title 9, Chapter 3, Idaho Code). I certify, to the best of my knowledge, that the information on this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization.

Printed Name of Authorized Signatory

Signature

Title

Date

For questions, please contact:

Laura Johnson, Section Manager
Idaho State Department of Agriculture
2270 Old Penitentiary Road
Boise, ID 83712
Phone: 208-332-8533
Fax: 208-334-2879
Email: laura.johnson@agri.idaho.gov

Submission instructions are on page 6 of this grant application.