



# **TOOLKIT for ECONOMIC DEVELOPMENT PROJECT APPLICATION**

**A Joint Effort of Workforce Florida, the  
Governor's Office of Urban Opportunity,  
Enterprise Florida, and the  
Florida Department of Community Affairs:**

*Partnering to Improve Florida's Future*

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# APPLICATION OVERVIEW

## The Toolkit for Economic Development

In creating the Toolkit for Economic Development, as a part of chapter 2000-290, Laws of Florida, the Legislature hoped to create some synergy among the various existing economic development programs and activities. Four separate entities are designated by the law that creates the Toolkit, to coordinate and implement the law: Workforce Florida, Inc.; Enterprise Florida, Inc.; the Department of Community Affairs (DCA); and the Governor's Office of Urban Opportunity. These four entities are the Coordinating Partners of the Toolkit for Economic Development.

The Toolkit for Economic Development Project Application is a competitive process that meets the requirements of chapter 2000-290, Laws of Florida. There will be two application periods. Applications for the first round of funding must be submitted to Workforce Florida in Tallahassee by 4 PM, Friday, June 22, 2001. In order to qualify for the first round of funding, a project must be contractually completed by December 31, 2001.

The funds for Toolkit projects will be available on a competitive basis. If a project will be implemented over a longer period than 6 months—past the end of December 2001—the application may be submitted until 4 PM, Friday, July 27, 2001. This means that all applications for Fiscal Year (FY) 2001-02 Toolkit projects may be submitted by 4 PM, Friday, July 27, 2001. An applicant may apply during both rounds of applications, if appropriate.

An Applicant may submit an application for more than one project. A separate application is required for **each** project and applications may be submitted simultaneously or separately. Applications are welcome to be submitted before the deadline.

The completed application must be submitted, along with four additional copies (five total), in separate three-ring binders. Each section of the application must be separate and labeled with tabs. The original application must contain original signatures, or the application will not be considered.

An Applicant or participating partner may be a community-based organization, a unit of local government, chamber of commerce, economic development council or board, a regional workforce development board, improvement authority, neighborhood association, urban league, or other similar entity that supports the improvement or development of a specified area.

In FY 2000-01, the Legislature originally appropriated \$25 million in funds from the program entitled Temporary Assistance for Needy Families (TANF) to provide grants for projects in the Toolkit for Economic Development. The FY 2000-01 funds are available for Toolkit project only if the application is submitted by 4 PM, Friday June 22, 2001.

In FY 2001-02, the Legislature re-authorized \$10 million in TANF funds for Toolkit projects. The FY 2001-02 funds will be used for any project application submitted by July 27, 2001.

TANF is a matching program consisting of federal and state funds; the program is one of several initiated as part of welfare reform. TANF funds generally must be expended for families that include a pregnant woman, caretaker relative, or at least one child under 18. Recipients of TANF funds or services paid with TANF monies should be needy, meaning a total household income equal to no more than 200 percent of the federal poverty level.

The Coordinating Partners may provide technical assistance to an applicant, upon request. The assistance may be available to help Applicants in completing their Toolkit applications.

The Applicant will be responsible for directly administering, coordinating, and managing the project. The Applicant must ensure that each entity that participates in the project can adequately perform its required tasks.

All contracts shall be performance-based, including baseline or beginning measures. The maximum amount for administration of a project may not exceed 10 percent of the total grant request.

Each grant recipient will negotiate specific terms of an Agreement with the Coordinating Partners to fulfill the obligations of federal and state law and those contained in the grant application.

A Performance Bond may be required of a grant recipient to ensure contract compliance.

# APPLICATION

## SECTION I: PROJECT IDENTIFICATION

1. Name of Project:
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## SECTION II: APPLICANT INFORMATION (Part I-Required; Part II-Required only if this is a Joint Application)

JOINT APPLICATION:  YES

NO

**[Part I: Applicant]**

**[Part II: Joint Applicant]**

1. Name of Applicant and E-mail Address:	6. Name and E-mail address of Applicant's Partner:
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2. Street Address:	7. Street Address:
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2a. City:	2b. State:	2c. Zip:	7a. City:	7b. State:	7c. Zip:
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3. Mailing Address: (if different than Street Address)	8. Mailing Address: (if different from Street Address)
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3a. City:	3b. State:	3c. Zip:	8a. City:	8b. State:	8c. Zip:
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**[Applicant]****[Joint Applicant]**

4. Project Coordinator and E-mail Address:	8. Contact Person/Title and E-mail Address:
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4a. Telephone Numbers:	8a. Telephone Numbers:
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4b. Other Contact:	4c. Telephone #:	8b. Other Contact:	8c. Telephone #:
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<p>5. Type of Organization:    <input type="checkbox"/> Non Profit  <input type="checkbox"/> For-Profit                <input type="checkbox"/> Other</p> <p>Describe:</p> <p>5a. # of years in existence _____</p> <p>5b. # of years providing this service _____</p>	<p>9. Type of Organization:    <input type="checkbox"/> Non Profit  <input type="checkbox"/> For-Profit                <input type="checkbox"/> Other</p> <p>Describe:</p> <p>9a. # of years in existence _____</p> <p>9b. # of years providing this service _____</p>
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**SECTION III: FUNDING REQUEST**

1. Amount of Funding Requested: \$	2. Total Project Cost: \$
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3. Will other funds or cash resources be used for this project?

- Yes       No

If yes, list source and amount.

3a. Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_

3b. Describe the non-cash or in-kind resources, their estimated value, and the source:

## SECTION IV: PROJECT OVERVIEW

1. Type of Project (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Creates/Offers Leadership Programs or Training | <input type="checkbox"/> Stimulates Small Business Development |
| <input type="checkbox"/> Reduces Crime/Increases Safety                 | <input type="checkbox"/> Trains Employees or Upgrades Skills   |
| <input type="checkbox"/> Renews or re-develops a specified area         | <input type="checkbox"/> Reduces Crime or Increases Safety     |
| <input type="checkbox"/> Partners with one or more existing programs    |  |
| <input type="checkbox"/> Other: (explain)                               |  |

2. Brief description of project:

3. If the project will be located in a Front Porch Florida community, is the project part of the Neighborhood Action Plan?  Yes  No

If yes, please attach a letter of confirmation for the project from the Governor's Revitalization Council.  
**(Attachment L)**

4. Start date of project:

5. End date of project:

NOTE: The project must be operational within 90 days of the first receipt of funds

## **SECTION V: PROJECT QUESTIONNAIRE**

(Please answer each question completely and submit as **Attachment A**)

1. What specific problem(s) exists in the community that requires the implementation of this project? Read the definition of the term “economically distressed” (see Definitions in the Instructions). Describe how the project would relieve the applicable symptoms of “economically distressed” that apply to the community where the project will be based.
2. Description of project: Provide a detailed description or overview of the project in narrative form. Include the history of the project, meetings held to develop project, key players and collaborators, including units of local government, and any other partners involved. Describe how the project will improve or benefit the community where the project will be located. A project must in some manner enable an economically distressed community to use federal and state programs and tools to A) help needy families avoid public assistance, B) retain employment, or C) otherwise become self-sufficient. Specify how the project would accomplish one or more of the three goals.
3. Please identify any assistance, other than the monetary request, that you will need from federal, state, or local agencies, such as a permit waiver or other type of administrative action. Specify the agency(ies) from which you will need assistance and describe the type of assistance.
4. Describe briefly how this project would enhance the community in one or more of the following seven categories:
  - Create or offer leadership programs to promote the skills and capacities of local leaders, volunteers or employees;
  - Reduce crime or increase safety in a specified area;
  - Clean up or otherwise enhance a specified area;
  - Stimulate small business development;
  - Upgrade school facilities through repair or renovation or through training programs for entry-level employees in school transportation, services, and security;
  - Support or partner with existing programs, such as tax credits, incentives, and other inducements to businesses that contribute to community projects; or
  - Offer renewal or redevelopment to a specified area, including such activities as planning, preparation, marketing, and financing for residential, mixed-use, and commercial redevelopment, as well as residential and business infrastructure projects.

## **SECTION VI: BUDGET AND DELIVERABLES**

1. Submit a detailed budget of proposed project as **Attachment B**.
2. Submit a Schedule of Deliverables for the proposed project as **Attachment C**.

## **SECTION VII: PERFORMANCE MEASUREMENTS**

1. What is the expected outcome of the project? How will you measure the success of your project in meeting the performance goals and standards for the project? You should measure progress in as many parts/phases of the project as possible. Be specific. If necessary, the measures may be modified at a later date, subject to prior written permission, if more or better information becomes available. Label Performance Measures and include as part of **Attachment D**.
2. For each measure of progress, describe the baseline or current situation from which you will measure progress. The current situation or baseline measures must be developed to act as the starting point of the project. Describe the source of your baseline information. Label Baseline Measures and includes as part of **Attachment E**.
3. What person/entity/agency will be responsible for monitoring each measure of success of deliverable for each stage of the project? What are the qualifications of the person/entity/agency that will monitor the success of the project? Include information with **Attachment F**.
4. Will the project result in new employees being hired or in the creation of business contracts for residents within the community? If so, how many jobs or business contracts will be created? Explain as **Attachment G**.
5. How will the project be sustained when the funding requested in the application has been spent? Explain as **Attachment H**.





## SECTION IX. CERTIFICATION AND SIGNATURES

The undersigned Applicant(s) hereby certifies that the information and documents submitted in this application are true, correct, and authentic. The applicant further certifies that if the Coordinating Partners become aware that the Applicant or any of its affiliates have engaged in fraudulent actions or misrepresented facts in the application, the application will be rejected and the applicant may be ineligible for future state funding for economic development activities.

The applicant has read, understands and agrees to comply with the guidelines and terms and conditions outlined in the application. If the application is submitted on behalf of an organization, the President/CEO or Director must sign the certification. The director of the local Workforce Development Board also must sign the certification.

**Signatures:** (Please sign in designated spaces below):

<u>Applicant (Typed Name)</u>	<u>Date/Signature*</u>
<u>Co-Applicant (Typed Name)</u>	<u>Date/Signature*</u>
<u>Co-Applicant (Typed Name)</u>	<u>Date/Signature*</u>
<u>Workforce Development Board (Typed Name)</u>	<u>Date/Signature*</u>

\*This individual must have signatory authority. Attach a certificate of corporate resolution to this form as **Attachment J**.

## TERMS AND CONDITIONS

**Method of Payment:** Payments will be made for eligible expenditures in accordance with the schedule of deliverables in Attachment C.

**Payment Procedure:** The Applicant must submit to the Coordinating Partners a Request for Payment Form by the date that each deliverable is due. If for any reason, the deliverable date cannot be met, the Applicant must inform

the Coordinating Partners in writing of the reason. The Applicant must receive a written approval for the delay before requesting payment.

**Processing Time**: Complete payment requests will be processed and payment issued within 14 business days from the date of receipt. This time period may vary depending upon the processing load of the State Comptroller.

**Monitoring**: The Coordinating Partners may conduct random on-site visits to monitor the progress of each project and to interview project participants and supporters for feedback on the project.

**Equipment**: All equipment purchased with this funding is the property of the State. The Coordinating Partners, at any time, may inventory the equipment. The Applicant must relinquish the property if the Applicant fails to perform according to the terms and conditions of this application.

**Travel**: Project costs may include only those travel costs necessary and directly related to the project.

**Allowable Expenses**: The costs that are directly related to the implementation of the project. Allowable expenses may include administrative costs, travel, office expenses, equipment, marketing, minimal costs for refreshments, reasonable consulting fees and project supplies. Other costs may be considered on a case-by-case basis and are subject to prior approval. NOTE: Administrative costs may not exceed 10 percent of the overall cost for the project and may require final approval by the Coordinating Partners.

**Unallowable Expenses** include, but are not limited to, costs associated with real estate, construction, and major capital improvements; T-shirts, hats, or other similar promotional items; costs to reimburse other grants; expenses for other projects; excessive expenditures for picnics or rallies, holiday celebrations, galas or birthday events; and other expenses decided on a case-by-case basis.

**Contractual Agreement** - After approval of the project, the Coordinating Partners will enter into an Agreement with the applicant or joint applicants. This agreement shall outline additional contractual terms and conditions.

## ATTACHMENT A: RESPONSES TO PROJECT QUESTIONNAIRE

Respond to **QUESTION 1** through **QUESTION 4** in **Section V**.

## ATTACHMENT B: PROPOSED BUDGET

### ATTACH PROPOSED BUDGET.

Administrative Costs or services may not exceed 10 percent of the total grant request.

This budget may be modified, however, no more than 10 percent may be moved from one budget category to another. The amount you include for administrative services or costs may not exceed 10 percent of the total grant request.

### ATTACH BUDGET SUMMARY:

Briefly describe each budget category.

Note: See Exhibit 4 for examples.

## ATTACHMENT C: PAYMENT SCHEDULE (Schedule of Deliverables)

Complete this form for each deliverable. This form may be subject to change once reviewed. Deliverables submitted later than the due date require prior approval and may result in the delay of payments.

Deliverable #	Deliverable	Documentation	Due Date	Amount Due
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$

## **ATTACHMENT D - H: PERFORMANCE MEASUREMENTS**

Answer **QUESTION 1** through **QUESTION 5** of **Section 7**. Please use **Attachment D** through **Attachment H**. Also, a sample of performance measures is provided to you in **EXHIBIT 4**.

## **ATTACHMENT I: LETTERS of SUPPORT**

Include letters from Supporters of the Proposed Project.

## **ATTACHMENT J: COPY OF CORPORATE RESOLUTION**

Attach all applicable copies of Corporate Resolutions.

## ATTACHMENT K: APPLICANT CHECKLIST

This checklist should be utilized to ensure that all required information is included when submitting the final version to the Office of Urban Opportunity. Please include this checklist with the proposal.

### THE APPLICANT HAS INCLUDED THE FOLLOWING INFORMATION:

Documentation	Included in Application Packet (Please indicate with a check)
The Application including signature page (Note: The Application will not be considered without valid signatures)	
Attachment A: Responses to Project Questionnaire	
Attachment B: Proposed Budget	
Attachment C: Payment/Deliverables Schedule	
Attachment D-H: Performance Measurements	
Attachment I: Letters of Support	
Attachment J: Copy of Corporate Resolution	
Attachment K: Application Checklist	
Attachment L: Letter of Confirmation from local Front Porch Florida Revitalization Council	