

REGIONAL INFRASTRUCTURE FUND

Application Guide

The Regional Infrastructure Fund (RIF) application period opens Thursday, March 15, 2018 and closes 5:00pm, Monday, April 30, 2018. Submit completed applications and required attachments via email to: Infrastructurefund.regional@oregon.gov

For fields to work, first download or save the form to your desktop, then open the desktop copy.

Below are instructions for responding to questions that may not be self-explanatory.

Use tab key to tab from field to field.

Use mouse or arrow keys to move within radio buttons for yes/no answers.

Section A. Applicant:

- Provide information regarding the organization which will be responsible for ensuring project completion, and contracting with final beneficiary / recipient.
- To be an eligible Applicant, the organization must be considered local government. Eligible examples: city; county authority; entity organized under state statute or city or county charter; council of government; port; public school, including community college. Ineligible examples: Workforce Investment Board (WIB); tribe.
- Private and non-profit entities, including tribes, are able to receive funds as a "Final Beneficiary / Recipient" (*see Section C*) provided a local government sponsor is named in this section as the Applicant.

Section B. Project Contact:

Provide information regarding the person from the organization listed above who may be contacted in case of questions.

Section C. Final Beneficiary / Recipient:

If the project is intended to benefit a non-local government entity, complete this section. Leave this section blank (or indicate "N/A") if the Applicant is the final recipient.

Section D. Project Overview:

- Project Name: what to call the project in 10 words or less.
- Project Location: indicate the address for the location of the project. If it is a construction project, attach a map as Attachment A (*see Section L. List of Attachments*) and provide confirmation from local government that the project is a permitted use and consistent with the acknowledged local comprehensive plan, as Attachment B (*see Section L. List of Attachments*).
- Project Category: select one that best describes the main function of the project.
- Project Region & Priorities: address [123-61-0031\(1\) of Oregon Administrative Rules](#) (OAR) (project criteria). Select one region which will contain a majority of the project. Once a region is selected, the priorities for that region will automatically be displayed; select all priorities that apply.

Questions 1-2: address the Project Criteria listed in [OAR 123-61-0031](#).

Section E. Project Description:

Describe "What" the funds would be used for.

Section F. Justification:

- Opportunity / Need: describe "Why" the funds are needed.
- Proposal / Solution: describe "How" the project would address the above opportunity / need.

Question 3: The Legislature appropriated \$4M to the RIF for the current biennium. Those dollars are to be distributed statewide, with each of the 11 regions being allotted a minimum of 5% (\$200,000). The remaining 45% (\$1.8 M) will be open for competition by all 11 regions.

- 1a: Identify funds requested in a range of \$50,000 to \$1M
- 1b: Identify a minimum dollar amount of no less than \$50,000 that if awarded would still advance the project
- 1c: Describe what would be accomplished with the minimum request

Questions 4-7: address the Project Criteria listed in [OAR 123-61-0031](#).

Section G. Project Work Plan:

Complete this table by indicating an estimated start date for the project, followed by listing project activity milestones / key tasks and their estimated start and completion dates, and lastly, indicate an estimated completion date for the project.

Section H. Project Budget:

The first column of this table lists common budget items that can be adjusted to suit the project. In column 2, indicate amounts being requested from the Regional Infrastructure Fund. In column 3, indicate amounts being supplied from other sources, such as federal, other state, local, and private sources.

Section I. Details of Other Funding:

Address OAR [123-61-0031\(5\)\(b\)](#). In this table, indicate details of other funding shown in Section H. If other funds are shown, attach proof of committed funds as requested in Attachment C of Section L, List of Attachments.

Question 8: Direct project management is defined as expenses that will be incurred that are directly related to and necessary solely to support or manage project activities and are not routine or ongoing expenses of the municipality or expenses for current staff that are already included in the municipality’s adopted budget.

Section L. List of Attachments:

This table lists attachments required to be submitted with the application – some are only required for construction applications and others are required for all applications.

Section M. General Certification:

This section certifies the application:

- a. Is valid and accurate,
- b. Has been approved by the governing body or is otherwise being submitted using the governing body’s lawful process, and
- c. Signature authority has been verified. If the person signing is not the highest elected official, attach documentation that verifies authority to sign on behalf of the applicant. The department will only accept applications with proper signature authority documentation such as charter, resolution, ordinance, or governing body meeting minutes.

Typed names will be accepted as signatures.

For other questions, contact your Regional Solutions Coordinator.