



PROGRESS PROGRAM

MUNICIPALITY CHECKLIST

Infrastructure Investment Fund

- GCEDC Member
- Infrastructure Investment Fund Terms
- Infrastructure Investment Application Form
- Infrastructure Investment Narrative Questions
- Infrastructure Investment Project Budget Form
- Balance sheet with 25% grant match (*please attach*)
- Project Timeline/Cost Estimates (*please attach*)
- Copy of permit/license (*if applicable*)
- Council Members (*please attach*)
- Photo Release Form
- Consultation with GCEDC staff (*must take place prior to submission of application*)
- Infrastructure Investment Final Report

(Please note – all submitted material must be filled out completely and typed. Incomplete or handwritten submissions will NOT be accepted.)

Applications Reviewed Quarterly

Applications are reviewed quarterly and awards made within 45 days of the due date. Applications and supporting materials must be received by noon on the following due dates:

January 25, 2018
March 23, 2018
June 25, 2018
October 25, 2018

Applications may be mailed or hand-delivered to:

Goshen County Economic Development Corporation
PO Box 580 /110 West 22nd Avenue
Torrington, WY 82240

Office hours are 8:00 am to 4:00 pm, Monday through Friday or by appointment. For more information, please contact Goshen County Economic Development Corporation at 307-532-5162 or email progress@goshenwyo.com.

PROGRESS PROGRAM - INFRASTRUCTURE INVESTMENT FUND TERMS

NOTE: *The following statement must be completed and signed for applicant to be eligible.*

Goal of the Program

Understanding the importance of quality and up-to-date infrastructure for the economic health and wellbeing of all Goshen County communities the Goshen County Economic Development Corporation (GCEDC) Board of Directors have set aside proceeds for an Infrastructure Investment Fund. Utilizing economic development ¼ cent sales tax funds the Infrastructure Investment Fund will be made available in the form of grants. These funds are designated to provide funding for publicly owned infrastructure that serves the needs of businesses and communities. All municipalities located in Goshen County are eligible to apply for funding. Applicants will need to state how the project will benefit community, businesses or aid in future business development.

How the Program Works

Applicant will submit a completed application, cost estimates, and estimate of construction costs. All estimates must be supplied by a third-party vendor. The Progress Program will pay based on submittal of paid bills for the project, final report, and inspection by a GCEDC designee that the project was completed. All projects require matching funds and application must be submitted for pre-approval BEFORE the project begins.

Features:

TOTAL PROJECT COST	AWARD LEVEL
\$1,000 +	Up to project cost < or = \$20,000 (<i>\$20,000 maximum award</i>)

- Municipalities are allowed one project per application per GCEDC fiscal year and be a paid member in good standing.
- A twenty-five percent (25%) match of the project is required.
- All matching funds must be exhausted prior to using Infrastructure Investment Funds.
- All unused Infrastructure Investment Funds must be returned to GCEDC.
- GCEDC reserves the right to publicize awards and projects.
- Applications will be reviewed quarterly, subject to funds availability. First come first serve basis.
- If approved, applicant has one (1) year to complete the project. If reimbursement is not requested within one (1) year applicant will be required to reapply for grant funds.
- GCEDC Board of Directors reserve the right to make a final determination on all projects.

Qualifications Required:

Limited to one project per application per applicant per GCEDC fiscal year (September - August)

- Project is located in Goshen County.
- Applicant is a municipality serving Goshen County.
- Project not to be started nor completed prior to receipt and approval of the application by GCEDC.
- All necessary permits/licenses obtained. (*copies attached if required*)

Eligible Uses (please check all that apply):

- Water, sewer, telecommunications, land.
- Streets, roads, right of ways, airports, speculative buildings.
- Industrial Park, amenities within a business park, industrial site or business park district.
- Landscaping, recreation, educational facilities.
- Other (requires GCEDC board approval).

Ineligible Uses

No project shall be financed from this fund which will allow it to unfairly compete with existing projects or organization (non-profit or for profit). Restructuring existing debt will not be considered. No project shall be funded that violates any local, state or federal laws or regulations.

Evaluation

All applications are reviewed by the Progress Program Committee consisting of GCEDC board members and Goshen County community members. Applications are recommended to the GCEDC Board of Directors for approval. Goshen County Economic Development Corporation reserves the right to make a final determination on all projects.

Certification

The failure of applicant to comply with any of the terms of this Agreement shall constitute an event of default and require repayment of all funds to GCEDC. If approved for the match, the applicant will provide **PAID** invoice(s) for all goods and services purchased, submit a final report of the project within 30 days of the completed project and allow inspection of completed project by GCEDC designee prior to grant funds reimbursement. Goshen County Economic Development Corporation reserves the right to use the results of the report in published reports and/or articles as an example of the project funded by the Progress Program.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

INFRASTRUCTURE INVESTMENT FUND – APPLICATION

APPLICATION FORM

Legal Applicant		
Federal Tax ID		FOR INTERNAL USE ONLY
Address		Project ID#
City/State/Zip		Date application received
Phone/Fax		Date approved
Contact Person		Amount approved
Email		Date payment mailed

REQUIRED DOCUMENTS

- Completed application and required attachments
- Copy of current budget and highlighted 25% matching funds
- Detailed project cost estimate with signed 3rd party estimates
- Estimated project schedule

USE OF FUNDS (check one)

- Water
- Sewer
- Streets/Roads
- Airport
- Right of way
- Telecommunications
- Other _____

PROPOSED FUNDING AND SOURCES

2. Funding request from Infrastructure Investment Fund \$ _____

MATCHING FUNDS

3. Cash Donations \$ _____

4. In-Kind Donations \$ _____

OTHER GRANTS

5. Local (within Goshen County) \$ _____

6. Other (outside Goshen County) \$ _____

7. Other (describe) \$ _____

8. TOTAL MATCHING FUNDS (add lines 2 - 6) \$ _____

9. TOTAL PROJECT COSTS (add lines 1 & 7) \$ _____

PROGRESS PROGRAM - INFRASTRUCTURE INVESTMENT FUND - NARRATIVE QUESTIONS

Describe the proposed project and in detail how the funds will be used:

Please provide a project timeline & implementation schedule (start to completion):

Describe to what degree the project will impact the economy of Goshen County (job creation, business retention or expansion, quality of life, workforce development, infrastructure development):

Describe how the project will benefit businesses or aid in future business development:

Describe the degree of financial support the project has in Goshen County, including in-kind & volunteer participation. If leveraging funds, please indicate the amount, source, and status (*approved, approval pending*) of local matching funds:

Why are Infrastructure Investment Funds necessary for the completion of the project?

Authorized Signature:

Date:

PROGRESS PROGRAM – INFRASTRUCTURE INVESTMENT PROJECT - BUDGET FORM

Project Expenses: List expense items for this project in the table below or attach a detailed budget.

Expense Item	Amount Requested from Progress Program	In-Kind Donations	Funding from other sources	Total Budget
Labor				
Travel				
Supplies				
Printing/Publishing				
Equipment				
Other (specify)				
Other (specify)				
Total Project Expense				

Notes and details regarding the budget:

Applicant:

Mayor:

Clerk:

Treasurer:

Secretary:

Council Members:

PHOTO RELEASE FORM

Municipality: _____

GCEDC Program: Infrastructure Investment Funds

I hereby authorize Goshen County Economic Development Corp. (GCEDC) to publish any photographs taken by representatives of GCEDC and any pertinent information associated with the photographs, submitted to GCEDC, for use in printed publications and online.

I acknowledge that since participation in publications and web sites produced by GCEDC is voluntary; _____ will receive no financial compensation. I agree that the photographs may be edited and otherwise altered at the sole discretion of GCEDC and used in whole or in part for any and all broadcasting, audio/visual, and/or exhibition purposes in any manner or media, in perpetuity, throughout the world. I understand that I have no rights to the printed publications and web site or any benefits derived therefrom.

I agree to indemnify and hold harmless the Goshen County Economic Development Corp. from and against all claims, losses, expenses, and liabilities of every kind including reasonable attorney's fees arising out of any inaccuracy or breach of any provision of this Agreement. I expressly release the Goshen County Economic Development Corp. from any and all claims arising out of the use of the printed publications and web site.

This agreement represents the entire understanding of the parties and may not be amended unless mutually agreed to by both parties in writing.

Signature: _____

Date: _____

PROGRESS PROGRAM – INFRASTRUCTURE INVESTMENT FUND – FINAL REPORT

Note: *Please submit a narrative of the following questions as they apply to your project. Please type, handwritten forms will not be accepted.*

1. Briefly describe the progress of your project from start to finish including any unexpected opportunities and obstacles. If applicable, explain any discrepancies between what was proposed and accomplished, did your project meet or exceed application goals? If your project goals changed while implementing the project please explain the changes.
2. How did the grant funds affect your municipality? Describe the economic impact your project provided to the community and/or Goshen County. Describe the residents that benefitted directly and indirectly from your project and in what capacity.
3. List the amount of in-kind/volunteer participation, if applicable.
4. Describe how your project enhanced the quality of life for the community and/or Goshen County residents.

NOTE: *If Infrastructure Investment funds are awarded for your project, this Final Report must be submitted within 30 days of the completed project. Funds will be disbursed upon receipt of the Final Report and inspection of project by GCEDC designee (as applicable). Final Report may be submitted electronically to progress@goshenwyo.com or delivered to GCEDC, PO Box 580, 110 W. 22nd Avenue, Torrington, WY 82240.*