

## GRANT FOR PUBLIC WORKS FACILITY

Eligibility: State and municipal governments or other political subdivisions, institutions of higher education, Native American Tribes and private or public non-profit organizations acting in cooperation with officials of a political subdivision of a state or Native American Tribe.

Deadline: Open

Funds: Varies, Average Individual award averages 1.5 million

### HIGHLIGHTS OF FUNDING

- Goal of Funding is to promote funding to support the construction or rehabilitation of essential public infrastructure and development facilities.
- Grant Funds may also be used for projects such as water and sewer system improvements, industrial access roads, industrial and business parks, port facilities, railroad sidings, distance learning facilities, skill training facilities, business incubator facilities, redevelopment of brownfields, eco-industrial facilities, and telecommunications
- Over 250 Million was allocated in FY 2005. These funds may be used for up to 50 per cent of project expenses.
- There is no deadline.
- If the EDA official gives us the green light, 30 days to prepare the full application
- Support of both our local and Federal representatives

## Bricks and Mortar

A grant program to build facilities and to challenge private giving.

### Introduction

The Kresge Foundation is known for making grants for capital projects. However, we believe a challenge grant toward an organization's capital project does more than just build a building or reward good programs. It presents an opportunity to build institutional capacity by helping an organization broaden and deepen its base of support from the private sector and by encouraging volunteer involvement in the fund raising effort and beyond.

In reading this pamphlet, the prospective applicant should know that we look very closely at this opportunity. How has the capital campaign been strategically planned to build on your organization's fund raising strengths and address your fund raising weaknesses? After all the pledges to your campaign have been paid, how do you expect this effort will have strengthened your organization's development activities? Does your campaign seek gifts from new donors and increased gifts from previous donors? How will the donors to the capital campaign be retained and their gift support sustained for future annual operating needs?

When a capital program truly succeeds, it leaves in its wake a stronger board and a giving constituency that is broader and deeper. Both will be useful to the organization when it faces the inevitable challenges and opportunities that occur when not in a capital campaign.

### General Information and Eligibility

The Kresge Foundation, an independent, private foundation, was created in 1924 by Sebastian S. Kresge. Although Mr. Kresge also founded the S.S. Kresge Company, now known as Kmart, the Foundation is not affiliated or associated with that or any other corporation or organization.

The Foundation has no predetermined grant budget by



Download the applicant fact sheet by clicking on the file type below:



category, geography or type of project. However, the Foundation awards few international grants.

### **Q Who may apply?**

Tax-exempt, charitable organizations operating in fields of higher education (awarding baccalaureate and/or graduate degrees), health care and long-term care, human services, science and the environment, arts and humanities, and public affairs are eligible to apply. Governmental agencies are also eligible to apply.

Full accreditation is required for higher education and hospital applicants and preferred in all other fields that offer it.

### **Q Who may not apply?**

Religious organizations, elementary and secondary school, community colleges, private foundations and individuals are not eligible to apply. However, accredited seminaries are eligible to apply. Also, agencies operated by religious organizations that serve secular needs may be eligible if the program has financial and governing autonomy separate from the parent organization. They must also have space formally dedicated to its programs.

Some elementary and secondary schools may be eligible in our Human Services category, if they predominantly serve individuals with physical and/or developmental disabilities. If you have questions about the eligibility of your organization, please call or write for clarification.

### **Q What projects are Eligible?**

1. Construction of facilities
2. Renovation of facilities
3. Purchase of major equipment or an integrated system at a cost of at least \$300,000. Equipment costs may include computer software expenses, if applicable.
4. Purchase of real estate.

### **Q What are ineligible requests?**

The Foundation does not make grants to support

projects, which are substantially completed at the time of application. Also, Kresge grant funds may not be applied toward retirement of long-term debt. For more discussion, see question, "What if the funding for the project involves financing?"

Minor equipment, furnishings, operating/program support, and endowment by themselves are not eligible. These needs, however, may be combined with an eligible component described above and submitted in an application. If a grant is approved, Kresge funds must be applied specifically toward the eligible project; however, the dollars raised in response to the challenge grant may be used for minor equipment, furnishings, operating funds, etc. For more information, see question, "May endowment goals and program support be incorporated into a grant proposal?"

## **Application Guidelines**

### **Q When is an organization ready to apply?**

You must carefully plan your application to the Foundation, ensuring that important elements are in place before submitting a proposal. The specific organizational, fund raising, and project considerations are outlined below.

#### **Organizational considerations**

Financial stability is evident

Demand for your programs and services is stable or increasing.

Effective board, administrative, and program staff leadership are in place.

Track record substantiates ability to sustain quality programs and services. Less than two years of operations usually does not provide sufficient evidence of a solid financial and program track record.

Commitment to inclusiveness is demonstrated by the diversity of your board, staff and individuals served.

#### **Project considerations**

The scope of your project is defined. This includes having cost estimates based on advanced architectural plans (Schematic Design drawings are minimally acceptable, with preference for Design Development or Construction Documents). The more advanced the architectural plans, the more likely the estimates will hold, giving assurance that the fund raising goal is realistic.

Regulatory approvals are in place or imminent. These external approvals (e.g., Certificate of Need, zoning, historic preservation, environmental impact, etc.) are important because they can block or delay construction. Such a delay can lead to cost increases or create uncertainty which can diminish an aggressive, positive, fund raising effort. Normal building permits, certificates of occupancy, and the like, need not be in-hand.

Purchase agreements or purchase options for real estate are signed or imminent.

### **Fund raising considerations**

Volunteers are recruited and organized to solicit contributions for the project.

Campaign strategy is determined.

Leadership gifts and pledges are committed. As a rule of thumb, at least 20% and sometimes as much as 50% of your private fund raising goal should be raised before applying to the Foundation. We expect commitments from your board, other individuals, and possibly corporations and foundations. Such gifts convey strong, validating support for your organization and for your project.

Note:

- Relatively few board members contributing to your project will be viewed with concern and should be discussed in your application.
- A "rifle-shot" campaign designed to approach a few selected prospects usually does not present as compelling a challenge opportunity as a fund raising strategy to approach a broad and diverse number of prospects.

- We have no minimum or maximum campaign goals, but total fund raising efforts under \$750,000 are less competitive and may be viewed as more appropriately supported by the organization's community.
- Using unrestricted gifts from a larger campaign does not present as strong a case as one which has donor-designated gift support toward the project presented to Kresge.
- Government grants may be a component in meeting your project costs. However, since our grants are more effective in challenging the private sector to fund nonprofit projects, significant government grants should be committed prior to making an application, imminent or backstopped. For more information, see discussion on how to backstop funds below.

**Q What if the funding for the project involves financing?**

Long-term financing must be in place or imminent. The Foundation defines long-term financing as debt principal extending five years or more beyond your fund raising deadline. The principal amount should be shown on the Fact Sheet as funds available. In the case of bond financing, the bond issue must have been sold for the funds to be considered available.

If financing is not committed at the time of application, you must provide a reasonable plan and assurances that the long-term financing will be available when necessary for the project.

Such assurances may involve backstopping the anticipated financing with organizational reserves or other external resources until such financing is secured. In such instances, your application should include a letter from the senior administrative official formally allocating organizational funds or committing other external funds as a backstop for the long-term financing.

The Foundation does not participate in situations where the total of the long-term financing and the fund raising goal exceeds the project costs. Even though such situations may not conflict with the technical IRS definition of arbitrage, we feel that our grants are most

effective in challenging gifts to meet project costs directly.

Many projects involve short-term financing. The Foundation defines short-term or construction financing as debt principal which will be repaid within five years of the fund raising end date (with proceeds from the capital campaign). Consequently, do not show a short-term loan as funds available on the Fact Sheet.

Example: The Fine Arts Institute has a \$10 million building expansion project. They have sold an \$8 million bond issue of which \$3 million is considered short-term to cover cash flow during construction. Campaign pledges are anticipated over a 3-5 year period and will retire this amount when paid as permitted in the bond issue's Official Statement. The remaining \$5 million is considered long-term and will be shown as available on the Fact Sheet along with initial, private gifts raised. The financing costs for carrying the short-term \$3 million are included as part of the project budget.

### **Q What size grant should you request?**

First, analyze your entire solicitation schedule and consider what you have raised to date and what you will raise in the next four to six months while awaiting a decision from the Foundation. Additional fund raising progress after your application is submitted will convey an active, ongoing fund raising effort.

Typically, competitive proposals request grant amounts ranging from one-fifth to one-third of the balance that must be raised to complete the campaign after our Trustee's decision. Please be mindful, however, that many of our recent grants have ranged between \$150,000 and \$600,000. Grants above \$600,000 involve raising significant, private funds in response to our challenge grant. Consequently, these larger grants may constitute a smaller proportion of the remaining balance than described above.

Please note that Kresge is seldom the largest private gift in a campaign.

Example: Community Health Center launched a campaign to raise \$1.6 million for the renovation of its facility. At the time of application, they have raised \$350,000 in lead private gifts from board members, individuals, and selected corporations and foundations. Four months later, the campaign committee had raised an additional \$250,000 (as projected in their application). Toward the resulting balance of \$1 million, they requested a grant of \$250,000 from Kresge to stimulate additional private gifts from the community to complete the campaign over a subsequent twelve-month period.

We emphasize that the grant amount is not based on a formula. It is also not a match; rather, our grant is awarded as a challenge to your organization to raise the balance of funds to complete your fund raising effort by an agreed upon deadline.

**Q How is the fund raising deadline for a Kresge challenge grant determined?**

You should propose the deadline for raising all the necessary funds. Allow enough time to make effective use of a Kresge grant, but not so much that the sense of urgency is lost. A challenge period of at least six and not more than eighteen months from the date of our Trustees' decision is typically requested.

Challenge periods of five months or less may be uncompetitive. Also, a fund raising deadline that significantly lags the project completion presents a less competitive proposal.

**Q May endowment goals and program support be incorporated into a grant proposal?**

Yes, they may be combined with an eligible project and presented in an application as a multipurpose fund raising effort. The dollars raised in response to a Kresge challenge grant may be applied toward these other needs. However, Kresge grant funds must be applied specifically toward the eligible project.

Example: YMCA plans a \$3.5 million



campaign which includes \$2.2 million for renovation and expansion of the main downtown building, \$400,000 camp scholarship funds, and \$900,000 for general operating endowment. The Y may request a challenge grant toward raising the \$2.2 million for the downtown building renovation alone or for the entire \$3.5 million campaign. If the latter option is chosen by the Y, Kresge grant funds would be restricted toward the building but would challenge the raising of the entire \$3.5 million campaign goal by an agreed upon deadline.

**Q What funds and gifts count toward a campaign goal?**

At the time you submit your application to the Foundation, initial lead support may include a combination of private gifts, in-kind materials/services, bequests, organizational funds, government grants, and long-term financing.

Gifts and grants must be firm, written pledges; verbal gifts do not count.

If your construction project is on donated land or the building to be renovated is donated, those contributions may be included as part of the funds available. You may count gifts of land not involved in the project only when the land is sold or under sales agreement.

After approving a grant, we expect you to raise new, restricted gifts from private sources including individuals, corporations, and foundations. The proposed use of additional financing, organizational funds, bequests, and/or unrestricted gifts to satisfy our challenge terms does not meet the intended goals of a Kresge grant.

After a grant is awarded, substantive changes in either your fund raising plan or the scope of your project may cause the Foundation's Trustees to amend or cancel the grant.

The Foundation may conduct an independent audit of your capital campaign and project.

**Q Can deferred gifts count toward a campaign goal?**

Yes, if the gift is a formal, irrevocable deferred gift such as a charitable remainder trust. The amount counted is the present value of the remainder interest according to the IRS. The cash surrender value of a life insurance policy may also count if the organization owns the policy and is named the beneficiary of the paid-up policy. Bequest intentions/expectancies do not count.

If a deferred gift is restricted to the renovation or construction costs, then the entire principal must be backstopped (see question "What if the funding for the project involves financing?" for discussion concerning how to backstop anticipated funds) until the gift matures.

You do not need to backstop the deferred gift principal if it is restricted to an endowment goal within the larger campaign effort presented to Kresge. However, if you plan to cover higher operating and maintenance expenses with income from this endowment fund, please describe how those costs will be covered until the gift matures and the endowment income is realized.

**Q When are applications accepted?**

The Foundation will accept proposals throughout the year, but only one per institution in any twelve-month period.

We encourage grant recipients to wait two years from payment of their previous grant before submitting another proposal.

**Q What contact is expected while the application is under review?**

We will notify you in writing that your application has been received and we will confirm our decision timetable in the acknowledgment letter.

During the course of the Foundation's review, a Program Officer may contact you for additional clarifying information. However, it is important for you to provide written periodic updates, using the Fact

Sheet format, when there is significant fund raising progress or major revision in project costs. In addition, please advise us of any turnover in key administrative and fund raising personnel, including volunteer campaign leadership. Changes in leadership will be a matter of concern.

**Q When is a decision reached?**

A decision is reached generally four to six months after an application is submitted. Our Trustees approve grants four times a year in March, June, September, and December. For example, if you submit your proposal in April, you may expect a decision in September; if you apply in October, expect a decision in March. Proposals are considered on a first-come, first served basis. You may call our receptionist to determine the next open agenda.

We will notify you in writing that your request has been approved or declined.

If your proposal is approved, the grant award letter will confirm the challenge goal and deadline and describe the necessary reporting requirements.

If your application is declined, you may contact the Foundation to discuss the Trustees' decision. The decisions are final and may not be appealed.

**Q If a proposal is declined, may it be resubmitted?**

You may reapply twelve months after the original request was submitted. Requests may be for the same project, provided it remains eligible, or for another project. Such an application should be complete in all respects without reliance upon previously submitted information.

**Q What are typical reasons for declining an application?**

The most frequent reasons cited for declination are fund raising concerns. For example, the campaign is too narrow (few prospects to be approached); campaign schedule is protracted with minimal current activity; Kresge is asked to be the largest private gift; and/or

request is for a majority of the balance required to complete the project costs. Other reasons include organizational issues: lack of commitment to diversity and vacant leadership positions. In some cases, applicants do not provide adequate information about their organizations, projects, and fund raising plans.

**Q If a grant is approved, when are grant funds released?**

Grants are paid within 60 days of meeting the following conditions:

**Condition I** requires that the fund raising goal be met by a mutually agreed upon deadline. A Grant Compliance Form (furnished with our grant award letter) should be submitted when the fund raising goal has been achieved.

**Condition II** requires that the project contract(s) be signed and that the contracted costs be within available resources. This may occur before or after the fund raising deadline, but it must be satisfied before the Foundation will release its grant funds.

**Q May appointments be made?**

Yes, and they are beneficial to prospective applicants as they provide an opportunity to discuss how best to time your application to be most competitive. However, appointments are not required. If you wish to schedule a meeting or conference call, please call our Appointment Secretary at least six to eight weeks before your desired date for an appointment. Such requests should not be made more than once in any twelve-month period. We will not schedule an appointment after a proposal has been submitted.

An Annual Report, which includes a summary of grant activity and financial statements, is available upon request.

**Q What is The Kresge Foundation Science Initiative?**

The Science Initiative is a challenge grant program to upgrade and endow scientific equipment and

laboratories in colleges and universities, teaching hospitals, medical schools, and research institutions. You may submit a Science Initiative application even if a proposal for our capital projects program, as described in this pamphlet, is under consideration.

For additional information, please contact the Foundation for a pamphlet describing the Science Initiative.

### **Application Information**

A proposal to The Kresge Foundation is a comprehensive document describing the organization and its programs, project and campaign. We request a significant amount of information and believe this material helps us make informed decisions.

#### **Q What information should you include in a complete proposal?**

1. Cover letter, signed by the senior administrative official, which briefly describes the project and grant request.
2. Fact Sheet and Gifts Chart Form (available on File Downloads Page)
3. Narrative Statement containing the following basic elements:

#### ***Organizational Information***

Provide a brief history of organization.

Describe the services provided and persons served. Discuss fluctuations in demand for your programs and services. If there is a decrease in the number of people served or enrolled in your programs, provide a detailed plan to stabilize this trend.

Indicate external evidence or program quality and distinctiveness.

Identify the key issues facing your field and organization at this time.

Discuss the extent to which your organization encourages inclusiveness and demonstrates, through governance, staff, and individuals served, a significant commitment to serving diverse populations. The Kresge Foundation believes its philanthropy should serve the needs and concerns of humanity in all its diversity. Accordingly, you should discuss the participation of women and racial/ethnic minorities in your organization as well as other groups and constituencies within your service area.

The Foundation recognizes that diversity includes, but is not limited to race, gender, religion, age, disability, income, and sexual orientation.

Describe major affiliations, partnerships and collaborations with other nonprofit organizations. For hospitals, we view a medical school teaching affiliation as a competitive feature.

Discuss your policy for maintaining the present physical plant. Provide plan for addressing any serious deferred maintenance issues.

List your governing board members and their professional and volunteer affiliations.

Submit your most recent audit. Our review of this information will note the following as negative factors: a qualified opinion letter; net cash used by operating activities on cash flow statement; current liabilities exceeding current assets; over 6% endowment utilization rate for operations; excessive debt or debt service obligations; and patterns of unusual interfund borrowing. Consequently, to the extent your audit reflects these concerns, you should discuss them in your narrative. Describe the plan adopted to restore an operating break-even budget and achieve positive Net Assets. Evidence that the plan is working is important.

Submit a complete copy of your most recent accreditation and/or licensure report. Include the site team's report (not your self-study) with a brief update on your progress to address any major concerns, recommendations, or deficiencies cited. If not accredited, include qualifications of key professional staff. Provide the background for the organization's decision not to seek accreditation (if offered in your

field) or schedule of future plans to seek it.

Submit your IRS ruling letters indicating that your institution is tax-exempt as a 501 (c) (3) organization and not classified as a private foundation under IRS Code Section 509 (a). Confirm that these rulings remain in effect.

### ***Project Information***

Describe the project physically (square footage, scope of work, program spaces to be contained in new and/or renovated building, etc.).

Discuss how your project will help your organization position itself to respond more effectively to the issues described under the Organizational Information Section.

Describe the status of architectural plans.

Discuss the basis for project cost estimates. When architectural plans are not needed, indicate the alternative basis for the estimates.

Confirm all regulatory approvals for the project are in place or provide timetable for approval.

Discuss the effect of completed project on organization's over all budget. Indicate amount project will increase or decrease both the operating and the maintenance budgets and how increases, if any, will be met. If the project will result in new programs, provide proforma operating budgets for at least two years from project completion. Explain the assumptions on which the projected budget is based.

Confirm the amount of long-term financing for the project (in excess of five years from the end of your fund raising timetable) that is in place or anticipated; describe the date of commitment, maturity, pre-payment provision, and interest rate. If a bond sale, attach Official Statement. Make sure the "sources and uses" section of the Official Statement and the principal maturity schedule reconcile with the totals you have described in your narrative and have shown on the Fact Sheet.

Submit a small photograph or drawing (elevation) of the project, if available. Do not send blueprints.

### ***Fund Raising Information***

Describe your organization's previous fund raising track record, including annual giving appeals, endowment efforts, and earlier capital campaigns.

Describe in detail your fund raising plan for your current capital effort.

Indicate the total dollar goals for each category (corporate, individual, foundation, etc.) listed on the Fact Sheet. Estimate the percentage of donors you expect will be new contributors to your organization.

Describe the campaign committee and the role of volunteers in your solicitation process.

Identify the three largest gifts shown as available in each category on the Fact Sheet.

Indicate the amount of fund raising progress expected during four to six months while the proposal is under consideration.

Describe the constituencies likely to respond to a Kresge challenge grant after its approval. Provide a scale of gifts chart with the number of prospect and expected levels of giving by category.

Describe how success in the current campaign will broaden and deepen your giving constituency and strengthen your organization's capacity to seek gift support in the future when this campaign is over and the project is completed. List the three most important after-effects of the campaign and explain how they will enhance your on-going fund raising activities.

If the project is part of a larger campaign, outline the campaign goals and priorities. Indicate the gift and grant totals that have been designated for each goal. Also, indicate how unrestricted gifts have been or will be allocated to the proposed project.

Note:



- If leadership comes from a single source, address the concern that the proposed project may be donor-driven.
- If additional governmental grants are expected during the challenge period, describe alternative fund raising plans in case the governmental funds are not provided.
- If your fund raising deadline significantly lags (6 months or more) the project completion date, describe what special strategies you have incorporated into your campaign plan to keep the momentum strong after the project is completed.
- An offer to name a building or room after The Kresge Foundation is not an expectation or a requirement. It is not taken into consideration when reviewing an application.

All proposals should be typed and double-spaced. One copy is sufficient. Do not bind proposals.

Please do not send campaign or program videotapes or architectural renderings.

International applications: All applications must be in English and all funds listed in U.S. dollars. Provide the exchange rate utilized and discuss how you determined this exchange rate. Please note whether you are a registered charity and include a copy of the relevant document from your government.

Should you have specific questions after a careful reading of this pamphlet, please feel free to contact the Foundation in writing or by telephone. An Annual Report, which includes a summary of grant activity and financial statements, is available upon request.

Information is also available at our web site:  
[WWW.KRESGE.ORG](http://WWW.KRESGE.ORG)



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## 11.300 GRANTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FACILITIES

### FEDERAL AGENCY

ECONOMIC DEVELOPMENT ADMINISTRATION, DEPARTMENT OF COMMERCE

### AUTHORIZATION

Public Works and Economic Development Act of 1965, as amended; 42 U.S.C. 3141, Section 201, Public Law 105-393; 112 Stat. 3596.

### OBJECTIVES

To promote long-term economic development in areas experiencing substantial economic distress. EDA provides Public Works investments to support the construction of rehabilitation of essential public infrastructure and development facilities necessary to generate higher-skill, higher-wage jobs and private investment.

### TYPES OF ASSISTANCE

Project Grants.

### USES AND USE RESTRICTIONS

Investments in facilities such as water and sewer system improvements, industrial access roads, industrial and business parks, port facilities, railroad sidings, distance learning facilities, skill-training facilities, business incubator facilities, redevelopment of brownfields, eco-industrial facilities, and telecommunications infrastructure improvements needed for business retention and expansion. Eligible activities include the acquisition, rehabilitation, design and engineering, or improvement of public land or publically-owned and operated development facilities, including machinery and equipment. Projects may also include infrastructure for broadband deployment and other types of telecommunications-enabling projects and other kinds of technology infrastructure. Eligible projects must fulfill a pressing need of the area and must: 1) improve the opportunities for the successful establishment or expansion of industrial or commercial plants or facilities; 2) assist in the creation of additional long-term employment opportunities; or 3) benefit the unemployed/underemployed residents of the area or members of low-income families. In addition, all proposed investments must be consistent with the currently approved Comprehensive Economic Development Strategy for the area in which the project will be located, and the applicant must have the required local share of funds committed and available. Also, the project must be capable of being started and completed in a timely manner.

### ELIGIBILITY REQUIREMENTS

#### Applicant Eligibility

States, cities, counties, an institution of higher education or a consortium of institutions of higher education, and other political subdivisions, Indian tribes, the Federated States of Micronesia, the Republic of the Marshall Islands, Commonwealths and territories of the U.S. flag, Economic Development Districts, and private or public nonprofit organizations or associations acting in cooperation with officials of a Political Subdivision of a State or Indian Tribe. Individuals, companies, corporations, and associations organized for profit are not eligible.

#### Beneficiary Eligibility

Private firms and unemployed and underemployed persons and/or members of low-income families are the primary beneficiaries of EDA's investments.

#### Credentials/Documentation

Applications must describe the type of facility proposed, estimated costs, purpose of proposed project, permanent private sector job impact (estimated payrolls, estimated private investment), estimated time for construction implementation and completion, and assurances that the project will satisfy EDA's statutory requirements. Most important, documentation must demonstrate how the project will satisfy a pressing need of the area and have a positive impact on the economic development of the community.

### APPLICATION AND AWARD PROCESS

#### Preapplication Coordination

The Economic Development Representative (EDR) or other appropriate EDA official will meet with the applicant and community leaders to explore the applicability of the proposed project. If deemed appropriate, a proposal will be requested. After reviewing the proposal, the EDR and/or the regional office will notify the applicant regarding the decision to invite, or not invite an application. If the project appears viable, a pre-application conference with regional office personnel may be arranged at EDA's discretion. If EDA invites a formal application, the OMB-approved application form furnished by EDA must be used. An environmental impact assessment is required for this program. The review of the environmental impact assessment may result in an environmental impact statement being required. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the Single Point of Contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

#### Application Procedure

Applicants should contact the EDR servicing the State in which the project is located or other designated EDA official. The economic development representative or other appropriate EDA official assigned as coordinator for the project will provide necessary forms and assistance to interested applicants.

#### Award Procedure

Applications are invited and approved by the Regional Director and announced by the Assistant Secretary of Commerce for Economic Development.

#### Deadlines

Generally, the applicants are given 30 days after their applications have been invited to submit the formal application.

#### Range of Approval/Disapproval Time

Normally within 60 days of acceptance by EDA of a fully completed application.

#### Appeals

None.

#### Renewals

None.

### ASSISTANCE CONSIDERATIONS

#### Formula and Matching Requirements

The basic grant rate may be up to 50 percent of the project cost. Severely depressed areas may receive supplementary grants to bring the Federal contribution up to 80 percent of the project cost; recognized Indian tribes may be eligible for up to 100 percent assistance. Additionally, eligible areas located within and actively participating in the operations of Economic Development Districts are, subject to the 80 percent maximum Federal grant limit, eligible for a 10 percent bonus on grants for public works projects. On average, EDA's investment covers approximately 50 percent of project costs.

#### Length and Time Phasing of Assistance

EDA funds, which are disbursed for costs incurred, are generally not disbursed until after all contracts for construction have been awarded. Supports the long- range economic development of areas with severe unemployment and low family income problems; supports the development of public works infrastructure and development facilities and private enterprise to help create new, permanent jobs.

### POST ASSISTANCE REQUIREMENTS

#### Reports

Standard financial and performance reports are required, and special reports for specific projects may be requested. Compliance: Applicable statutes include the Architectural Barriers Act, Civil Rights Act, Davis Bacon Act, the Water Pollution Control Act, and other applicable Acts.

#### Audits

In accordance with the provisions of OMB Circular No. A-133, (Revised, June 27, 2003 with supplement of March 2003), recipients that are States, Local Governments, Non-profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). States, local governments, and non-profit governments that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

## Records

All financial and programmatic records, supporting documents, statistical reports, and other records of grantees or sub grantees are required to be maintained by the terms of the agreement. The grantee must retain records for 3 years from the date when the final expenditure report is submitted.

## FINANCIAL INFORMATION

### Account Identification

13-2050-0-1-452.

### Obligations

(Investments) FY 03 \$207,129,000; FY 04 est \$198,293,000; and FY 05 est \$200,100,000.

### Range and Average of Financial Assistance

No statutory minimum or maximum amount; average investment in FY 2003 was \$1,313,432.

## PROGRAM ACCOMPLISHMENTS

In FY 2003, 159 Public Works investments were approved.

## REGULATIONS, GUIDELINES, AND LITERATURE

Title 13 CFR Chapter III, Part 302, 304, 305, 316, 314 and 317; Annual Report; Economic Development Administration Civil Rights Guidelines. Department of Commerce Organization Order 10-4, as amended (40 FR 56702, as amended).

## INFORMATION CONTACTS

### Regional or Local Office

Refer to Appendix IV of the Catalog for EDA Regional Office addresses.

### Headquarters Office

Refer to Appendix IV of the Catalog for EDA Regional Office addresses and telephone numbers.

### Web Site Address

<http://www.commerce.gov/eda/>

## RELATED PROGRAMS

11.303, Economic Development\_Technical Assistance; 11.307, Economic Adjustment Assistance; 15.124, Indian Loans\_Economic Development; 23.001, Appalachian Regional Development (See individual Appalachian Programs).

## EXAMPLES OF FUNDED PROJECTS

(1) Infrastructure for industrial park development; (2) port development and expansion; (3)

infrastructure necessary for economic development (e.g. water/sewer facilities); (4) renovation and recycling of old industrial buildings; (5) construction of vocational/technical facilities and skill centers; (6) construction of incubator facilities; (7) redevelopment of brownfields; and (8) Eco-industrial development.

## CRITERIA FOR SELECTING PROPOSALS

Project proposals must be located within an economically distressed EDA eligible area and be in conformance with a Comprehensive Economic Development Strategy (CEDS) for the eligible area. Projects must also contribute to long-term economic development of the area by creating or retaining permanent jobs and raising income levels. In FY 2004, EDA will give priority consideration to projects that assist the nation's most economically distressed areas, such as (1) areas with persistently high rates of poverty; (2) previously unserved distressed areas and applicants; (3) involve innovative partnerships and private investment leveraging, (4) support sub-state regional networks and collaborations; and (5) areas undergoing significant economic downturns and dislocations. Proposal for investments must meet EDA's Investment Guidelines. Conformance with the Federal Register announcement and other EDA and/or Federal program requirements such as NEPA, Civil Rights, and Historic Preservation is part of the selection criteria.

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General Services Administration  
Office of Governmentwide Policy  
Office of Acquisition Policy  
Regulatory and Federal Assistance Publication Division (MVA)