



Missouri Military Community Reinvestment Grant Program

FY 2020 Guidelines & Application
July 1, 2019 – June 30, 2020

Application Deadline: September 30, 2019

Revised 10/21/19

Business and Community Solutions
P.O. Box 118 ● Jefferson City, MO 65102
(573) 751-4539 ● FAX (573) 522-4322

SECTION A PROGRAM OVERVIEW

1. Overview

This announcement is to solicit grant applications from eligible applicants to support community-based activities that assist military communities in supporting and sustaining their installations, that encourage the communities to initiate coordinated response programs and action plans in advance of future federal government realignment and closure decisions, and that support community efforts to attract new or expanded military missions.

The project should include a plan for ensuring close cooperation between civilian and military authorities in the execution of the funded activities and a plan for public involvement.

2. Funding Availability

Per statute, up to \$300,000 may be appropriated to qualifying projects through the Missouri Military Community Reinvestment Grant Program Fund. (Note: State financial regulations require three percent of the appropriation amount be held for the Governor's standard reserve) An applicant may request up to \$100,000 initially. Subject to availability of funds, number of applicants and amounts requested, and need for additional investment, the Department of Economic Development (DED) reserves the right to award funds in excess of \$100,000. Grantees must enter an Agreement with the Department of Economic Development (DED) to receive funds.

3. Grant Award Period

Funding through May 29, 2020.

4. Eligibility

Eligible applicants may be:

- a) Any community-based organization, defined as a Missouri nonprofit corporation in good standing with the State that is organized under Chapter 355, RSMo and which has as its primary or substantial purpose the support and sustainment of a military installation or installations; or
- b) A local government located in a military community.

5. Eligible Activities (Section 620.3300.8, RSMo)

Uses for the grant may include, but are not limited to, the following activities:

- a) Developing and implementing public-to-public partnerships with military installations, including agreements that reduce installation costs and increase funding available for mission performance;
- b) Developing local or regional marketing plans, techniques, and activities, including those that communicate the nature and value of military installations and military service;
- c) Implementing programs to assist with diversification of the military installation community's economy by increasing nondefense economic development and employment;

- d) Performing in-depth research and analysis regarding local or regional employment, housing, infrastructure, education, healthcare, and other factors that affect the attractiveness of the community for future military investments;
- e) Leading or participating in programs or activities to develop or improve the quality of life in military communities, including the areas of education, transportation, health care, and infrastructure development and transportation; and
- f) Developing plans for the reuse of closed or realigned military installations or facilities, including any plans necessary for infrastructure improvements needed to facilitate related marketing activities.

6. Funding Guidelines

Applicants should anticipate that all grants awarded will be paid on a cost-reimbursement basis. Grant recipients will be reimbursed only for allowable project costs resulting from obligations incurred during the Agreement period.

7. Matching Funds

The eligible amount for grants shall include the following match requirements:

- a) For an eligible applicant in operation five or more years from the application deadline, one dollar of state grant funds may be provided for every one dollar of funds provided or raised by the eligible applicant, including the value of in-kind services, supplies, or equipment; or
- b) For an eligible applicant in operation fewer than five years from the application deadline, two dollars of state grant funds may be provided for every one dollar of funds provided or raised by the eligible applicant, including the value of in-kind services, supplies, or equipment.

Matching funds may consist of the following types:

“Cash contributions” from the grantee, or cash contributions from outside sources that are directly applied to the MCRG activities, or a combination thereof; and

“In-kind contributions”, including donations of equipment, software, or staff valued on a prorated basis for amount of use and fair market value.

8. Reimbursable Expenses

Grant funds are intended to be one-time funds to support specific eligible activities. Grant dollars are not intended to support on-going operating costs. Examples of allowable expenses include, but are not limited to:

- a) **Salaries/Fringe** – Only a portion of one salary will be approved to provide oversight of the MCRG project. Limited to 10% of the grant award.
- b) **Contracts** – Paid services required for the MCRG project that are not compatible with the hiring of staff.
- c) **Travel** – Staff travel costs may include expenses required to participate in professional training.

- d) **Equipment** – The purchase, lease, or rental of equipment, furnishings, appliances, and other related items that will be used in the MCRG project. Costs should be reasonable and correspond to fair market values. MCRG funding of the lease/rental of equipment may be limited or prorated.
- e) **Supplies** – Program supplies that are necessary to implement the project.
- f) **Marketing**
- g) **Feasibility Study**
- h) **Audit** – A one-time project audit is required if the organization uses \$25,000 or more in State funds.

9. Evaluation

Applications are rated in a competitive process. DED will evaluate each application and make recommendations to the Missouri Military Preparedness and Enhancement Commission (MMPEC), which has authority to approve or reject any application. Total possible points for the evaluation are 80 points.

10. Bonus Points (Up to 5 bonus points will be given if the project addresses one of the following priority areas)

While many types of projects qualify for the Missouri Military Community Reinvestment Grant, the Department of Economic Development will recognize as its key priorities projects that:

- a) Improve the community's infrastructure that supports a military installation or installations;
- b) Diversify the community's economy by creating non-defense related jobs; and
- c) Develop the workforce, particularly transitioning Service members and their families, and Veterans.

11. Vendor Registration

Prior to entering into an Agreement with DED to receive grant funds, selected grantees will be required to register with MissouriBUYS.

The vendor registration portal is available on the MissouriBUYS website at <https://missouribuys.mo.gov>

Clicking on the 'register' link will allow you to get a username and password. There are links to informational documents and a training video if you need help with the process. Prior to starting registration, please make sure you have the following information available:

- a) Organization's Taxpayer ID Number (TIN)
- b) Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- c) Email Address
- d) ACH-EFT Payment Information
- e) Internal Revenue Service W-9, Request for Taxpayer Identification Number (TIN) and
- f) Certification

12. Reporting Requirements

For approved MCRG projects, organizations are required to submit the following items:

- a) Request for Reimbursement due February 14, 2020; and
- b) Request for Final Reimbursement due May 29, 2020

13. Closed records (Section 620.014, RSMo)

Documents submitted as part of a MCRG grant application may be deemed closed records, protected from public disclosure, if they relate to financial investments in a business, sales projections or other business plan information which may endanger the competitiveness of the business, or business prospects regarding which DED and the applicant are negotiating.

Applicants seeking confidential treatment of information or documents are strongly encouraged to provide a written explanation of the need for confidentiality.

14. Repayment

If an organization fails to complete the approved project or is found to be non-compliant with MCRG requirements, DED may require any and all amounts reimbursed to be repaid to the State of Missouri by the grantee.

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SECTION B

APPLICATION PREPARATION AND SUBMISSION

Project Summary (5 points)

- 1) Provide a short summary of the project to be funded, including:
Purpose and summary of activities to be undertaken.

Service Area and Community Need (25 points)

- 2) Describe the project service area. Cite sources from which data is obtained.
 - a) Military community description (geographic description, demographics, socio-economic data, crime rates, educational data, etc.); and
 - b) Demographics of other counties impacted within the service area.
- 3) Identify the community need(s) to be addressed by this project.
 - a) Discuss the extent to which the need has become more prevalent in the community and/or the nearest military installation; and
 - b) Discuss who identified the need, how and when the need was identified.

Impact (10 points)

- 4) Describe the impact on the military community. This may include, but is not limited to the following:
 - a) How the project might increase mission success of the local military installation(s);
 - b) How the project increases nondefense economic development and employment;
 - c) How the project enhances the community's attractiveness for future military investments;
 - d) How the project develops or improves the quality of life in military communities including in the areas of education, housing, transportation, infrastructure development and transportation; or
 - e) How the project benefits other military communities.

Project Goals, Outcomes, Milestones and Verification (20 points)

- 5) Identify the project's goals and outcomes, and describe specific activities the organization will take to implement the project and achieve outcomes, including:
 - a) List 1-3 short term goals that are relevant to the target military community.
 - b) List an outcome for each goal;
 - c) Identify specific activity(ies), including milestones sufficient to monitor the progress of the project;
 - d) The date the activity is projected to be completed and outcome(s) achieved; and
 - e) Describe the performance measures to evaluate the project outcomes results.

Partners and Community Involvement (10 points)

- 6) Describe the extent of community involvement, including:
- a) Names and brief description of the roles of project partners, (local government, civilian and military authorities, etc.);
 - b) How the plan ensures close cooperation between civilian and military authorities in the conduct of the funded activities; and
 - c) How the plan involves the public.

History and Key People (10 points)

- 7) Describe your organizational capacity, including:
- a) Organization's history and brief description of previous year's accomplishments; and
 - b) Roles of key staff members, board members, and/or volunteers.

Matching Funds (Eligibility Requirement)

- 8) Identify all the matching funding to be used to implement the project, including:
- a) Name of each funding source;
 - b) The amounts of funding secured or expected;
 - c) All yet-unsatisfied conditions to the receipt of expected funds; and
 - d) All restrictions on the use of funds.
- 9) Note: Local match funds must be paid out after the project has been approved and prior to the Agreement end date.

Application Format

Application, narrative section and all attachments should be typed in at least a 12 point font and include 1-inch top margins. The application should not exceed twenty (20), single-sided pages in length.

Application Deadline

Eligible applicants must submit the application, narrative section and all attachments in full by electronic format and one (1) signed original to:

Missouri Department of Economic Development
Military Community Reinvestment Grant
301 West High Street, Suite 770
P.O. Box 118
Jefferson City, MO 65102
tyler.trusk@ded.mo.gov

Applications must be received in DED's office by 5:00 pm on September 30th, 2019.

Application Attachments

Application attachments and appendices should be kept to a minimum. Where these items are included, they should be referenced and be clearly labeled with an identifying section letter, which corresponds to the application.

1) Attachment A – Budget

Budget Instructions

- a) List estimated costs of activities and the total project cost.
- b) The term for the expenditures and matching funds must be concurrent with the Agreement period.
- c) Must correlate budget/activities to the plan of action.
- d) All expenses should be itemized, include detailed breakdowns and list amounts rounded to the nearest dollar.

2) Attachment B - Letters of Support

- a) Letters of support from both the State Representative and State Senator representing the district in which the project is located are required.
- b) A letter of support from the Installation Commander, Garrison Commander, Mission Support Group/Wing Commander, or other senior leader responsible for cooperating with the community based organization or local government applicant is optional.

3) Attachment C – Applicant Certification

This form certifies that the information contained in the application is true, correct, and complete, and that your organization: has read and understands the Guidelines; does not employ unauthorized workers; does not have any delinquent federal, state, or local taxes; etc. The Certification Form must be signed (by the Executive Director or Board Chair of Community-Based organizations or an authorized representative for a Local Government entity ie. Mayor or Presiding Commissioner) and notarized.

4) Attachment D – Current Members of the Board, Council, or Commission

List ALL individuals who are presently serving as members of the applicant's Board or governing legislative body, as applicable. In addition, provide each member's: name, day phone, occupation, and position, and indicate whether the individual is a resident of the project area.

5) E-Verify Memorandum of Understanding (MOU)

All applicants must: 1) enroll in E-Verify, and 2) provide supporting documentation. All applicants must complete this form and attach a copy of the E-Verify Memorandum to be eligible for MCRG.

The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment. E-Verify requires that participating companies use the automated Verification

Information System (VIS) to verify the employment authorization of ALL newly hired employees. An employer's participation in E-Verify is currently free. To access E-Verify, go to: <http://www.uscis.gov/e-verify> or contact the E-Verify toll free Help line at (888) 464-4218.

To retrieve a copy of your electronically signed MOU:

- After receiving a confirmation email that your organization is successfully enrolled, log back into the Account
- Click on “Edit Company Profile” in the left menu
- Click on “View MOU” button

ONLY the Program Administrator can access the electronically signed MOU

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MILITARY COMMUNITY REINVESTMENT GRANT PROGRAM
FY2020 APPLICATION
 (Section 620.3300, RSMo)

Applicant (Official/Legal Name as Registered)		NAICS	MO Tax ID	FEIN
Year Established (required)		Project location (Street, City, County, 9-digit Zip Code)		
Contact Person/Project Administrator (First Name, Middle Initial, Last Name, Title)				
Mailing Address - Street Address, P.O. Box, City, State, 9-digit Zip Code (Required)				
Day Phone (include extension)		Fax Number		E-mail Address
Agency Director (First Name, Middle Initial, Last Name)			Date of Birth (Required)	
Title			Day Phone (include extension)	
Counties and Bases/Installation(s) affected			Number of Employees <input type="checkbox"/> < 100 <input type="checkbox"/> 100-500 <input type="checkbox"/> >500	
<p>*NAICS, North American Industry Classification System, is the industry classification system used by the statistical agencies of the United States. NAICS replaces the 1987 Standard Industrial Classification (SIC). The NAICS is used for classifying business establishments to assist with gathering data related to measuring productivity, unit labor costs, and the capital intensity of production, employment and other information. Missouri businesses are assigned a NAICS when the company files a "Report to Determine Liability Status" with the Missouri Department of Labor and Industrial Relations to determine Unemployment Tax Liability. Normally, a general business employer becomes liable for the tax and responsible for providing unemployment insurance for its workers when it:</p> <ul style="list-style-type: none"> • Pays \$1,500 in wages (cash and in-kind) in a calendar quarter, or • Has an employee in some portion of a day in each of 20 different weeks, or • Becomes liable under the Federal Unemployment Tax Act (FUTA) and employs a worker in Missouri, or • Acquires and continues without interruption substantially all the business of a liable employer. <p>If you don't know your NAICS code please call (573) 751-3340. If your organization is not required to have an UI account and NAICS code, please indicate N/A on this form.**Provide the physical location where your project will take place. If your project takes place at more than one site, submit the addresses for all sites (street, city, county, 9-digit zip). You can find the 9-digit Zip code at: www.usps.com Click on Quick Tools, then Look Up a ZIP Code.</p>				

ORGANIZATION ELIGIBILITY

Mark your organization's eligibility and attach supporting documents. Choose only one.

- Incorporated in the state of Missouri as a domestic not-for profit corporation under Chapter 355 RSMo on the following date:_____. Attach Articles of Incorporation
- Missouri county, city, town or village.

Litigation History

1) Organization:

- a. Has the organization ever been convicted of a violation of any state or federal laws?
 Yes No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

2) Principal (CEO, CFO, Principal, Managing Partner, and Executive Director):

- a. Has any "principal" ever been convicted of a violation of any state or federal law?
 Yes No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

3) Contact:

- a. Has the "contact person" or project administrator ever been convicted of a violation of any state or federal law?
 Yes No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

MCRG BUDGET PAGE

Attachment A

Budget Category – Provide a detailed breakdown of expenses, showing amounts to be funded by MCRG and amounts to be funded by local match.	MCRG	Grantee Match	Total Projected Cost*
Salary Project Manager * limited to 10% of the MCRG budget			\$ -
Contract(s)			
Travel			
Equipment			
Supplies			
Feasibility Study/Plan			
Marketing			
Other Costs			
GRAND TOTAL	\$ -	\$ -	\$ -
Match Eligibility <input type="checkbox"/> \$1 <input type="checkbox"/> \$2			

*The Total Project Cost column should reflect all budget expenses necessary to implement the project, listing the total cost of each line item.

COMMUNITY-BASED ORGANIZATION CERTIFICATION PAGE ATTACHMENT C

I, the undersigned, acting on behalf of the Applicant named below, hereby certify and agree to the following:

- The information submitted by the Applicant to the Department of Economic Development (DED) in connection with the Project is true and correct and such information is consistent with documents provided to lenders, other government programs, or investors. The Applicant hereby authorizes DED to verify such information from any source;
- Neither the Applicant, nor any person actively engaged in the management of the Applicant:
 - a) Has committed a felony, is currently charged with having committed a felony, or is currently on parole or probation;
 - b) Is delinquent with respect to any non-protested federal, state or local taxes or fees;
 - c) Has filed (or is about to file) for bankruptcy, unless otherwise disclosed to DED; or
 - d) Has failed to fulfill any material obligation under any other state or federal program;
- There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person identified on the application which is likely to have a material impact on the Applicant's viability;
- Neither the operations of the Project itself nor the receipt of incentives for the Project would violate any existing agreement;
- The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses for the Project;
- I certify that the Applicant does NOT knowingly employ any person who is an unauthorized alien and that the Applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien;
- I certify that the Applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify Applicant for this program. I certify that the Applicant will maintain, and upon request, provide to DED documentation demonstrating Applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify Applicant for this program;
- I certify that the Applicant shall include in any contract it enters with a subcontractor in connection with the activities that qualify Applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo, and shall not be in violation during the length of the contract. In addition the Applicant will receive a sworn affidavit from each subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide DED and the Missouri Department of Revenue access to documentation demonstrating compliance with this paragraph;
- I understand that, pursuant to Section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under Sections 285.525 to 285.550, RSMo when such general contractor or subcontractor contracts with its direct subcontractor who violates Section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of Section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States;
- I understand that if the Applicant is found to have employed an unauthorized alien, Applicant maybe subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo;
- I understand that if the Applicant is found to have employed an unauthorized alien in Missouri and did not, for that employee, examine the document(s) required by federal law, the Applicant shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for a period of five years following any such finding;
- I have read and understand the Military Community Reinvestment Grant Program guidelines;
- I will inform DED if, at any time before project completion, there is any change to any of the certifications made herein;
- I hereby agree to allow representatives of DED or the Missouri Department of Revenue reasonable access to the property and applicable records as may be necessary for the administration of this program; and,
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

I certify that I am a Corporate Officer/Member of the Applicant and have the proper authority to execute this document on behalf of the Applicant. I am authorized to make the statement of affirmation contained herein. I also realize that failure to disclose material information regarding the Applicant, any owners or individuals engaged in the management of the Applicant, or other facts may result in criminal prosecution.

Applicant Signature	Printed/Typed Name	Title	Date
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State _____ County _____ ss. _____
 On this ____ day of _____ in the year 20__ before me, _____, a Notary Public in and for said state, personally appeared _____ [name of Corporate Officer/ Member], _____ [Official Title], _____ [Name of Corporation/ Agency], known to me to be the person who executed the within Agreement on behalf of said Applicant and acknowledged to me that he or she executed the same for the purposes therein stated.

 Notary Public Signature

My commission expires _____

LOCAL GOVERNMENT ENTITY CERTIFICATION PAGE ATTACHMENT C

I, the undersigned, acting on behalf of the Local Government Entity (Applicant) named below, hereby certify and agree to the following:

- The Applicant possesses the legal authority to apply for the grant and execute the proposed Project, and has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and authorizing the undersigned to act in connection with the application and to provide such additional information as may be required;
- The information submitted by the Applicant to the Department of Economic Development (DED) in connection with the Project is true, correct, and consistent with documents provided to lenders, other government programs, or investors. The Applicant hereby authorizes DED to verify such information from any source;
- No elected official, City Manager, or City Administrator actively engaged in the management of the Applicant of the Project:
 - a) Has committed a felony, is currently charged with having committed a felony, or is currently on parole or probation;
 - b) Is delinquent with respect to any non-protested federal, state or local taxes or fees;
 - c) Has filed (or is about to file) for bankruptcy, unless otherwise disclosed to DED; or
 - d) Has failed to fulfill any material obligation under any other state or federal program;
- There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person identified on the application which is likely to have a material impact on the Applicant's viability;
- Neither the operations of the Project itself nor the receipt of incentives for the Project would violate any existing agreement;
- The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses for the Project;
- I certify that the Applicant does NOT knowingly employ any person who is an unauthorized alien and that the Applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien;
- I certify that the Applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo with respect to employees working in connection with the activities that qualify Applicant for this program. I certify that the Applicant will maintain, and upon request, provide to DED documentation demonstrating Applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify Applicant for this program;
- I certify that the Applicant shall include in any contract it enters with a subcontractor in connection with the activities that qualify Applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo, and shall not be in violation during the length of the contract. In addition the Applicant will receive a sworn affidavit from each subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide DED and the Missouri Department of Revenue access to documentation demonstrating compliance with this paragraph;
- I understand that, pursuant to Section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under Sections 285.525 to 285.550, RSMo when such general contractor or subcontractor contracts with its direct subcontractor who violates Section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of Section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States;
- I understand that if the Applicant is found to have employed an unauthorized alien, Applicant may be subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo;
- I understand that if the Applicant is found to have employed an unauthorized alien in Missouri and did not, for that employee, examine the document(s) required by federal law, the Applicant shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for five years following any such finding;
- I have read and understand the Military Community Reinvestment Grant Program guidelines;
- I will inform DED if, at any time before project completion, there is any change to any of the certifications made herein;
- I hereby agree to allow representatives of DED or the Missouri Department of Revenue reasonable access to the property and applicable records as may be necessary for the administration of this program; and,
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

I certify that I am the Mayor/Presiding Commissioner of the Applicant and have the proper authority to execute this document on behalf of the Applicant. I am authorized to make the statement of affirmation contained herein. I realize that failure to disclose material information regarding the Applicant, any owners or individuals engaged in the management of the Applicant, or other facts may result in criminal prosecution.

Applicant Signature	Printed/Typed Name	Title	Date
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State _____ County _____ ss.
 On this ____ day of _____ in the year 20__ before me, _____, a Notary Public in and for said state, personally appeared _____ [name of Mayor/Presiding Commissioner], _____ [Official Title], _____ [Name of City/County], known to me to be the person who executed the within Agreement on behalf of said Local Government Entity and acknowledged to me that he or she executed the same for the purposes therein stated.

 Notary Public Signature

My commission expires _____

CURRENT MEMBERS OF THE BOARD, COUNCIL OR, COMMISSION ATTACHMENT

List all members. DED staff may contact one or more governing body members to discuss their role, their general level of support for the project, and knowledge of this application. Make copies of this form if necessary.

Board Chair/President	Day Phone	Email Address
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	OCCUPATION	
MAILING ADDRESS	POSITION TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	
NAME	DAY PHONE	
POSITION	OCCUPATION	
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	
NAME	DAY PHONE	
POSITION	OCCUPATION	
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	
NAME	DAY PHONE	
POSITION	OCCUPATION	
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	
NAME	DAY PHONE	
POSITION	OCCUPATION	
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	
NAME	DAY PHONE	
POSITION	OCCUPATION	
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)	

MILITARY COMMUNITY REINVESTMENT GRANT PROGRAM APPLICATION CHECKLIST

Review your application to ensure all required information and attachments are included. Failure to submit required documentation may result in disqualification. The applicant shall provide the following information by electronic format and one hard copy:

Application

- Initial application pages 9-10

- Completed Section B - Responses to the questions on pages 5-6

- A complete copy of the **Articles of Incorporation**

Attachment A: Budget Page

- Military Community Reinvestment Budget Page

Attachment B: Letters of Support

- Complete and use the form provided
- Two letters of support is required – State Senator and State Representative.
- Installation Commander, Garrison Commander, Mission Support Group/Wing Commander, or other senior leader responsible for cooperating with the community based organization or local government applicant is optional.

Attachment C: Certification for Community-Based Organizations OR Local Government Entity

- Certifications from Community-Based Organizations must be signed by the Executive Director or Board Chair, with original signature and notary stamp.

OR

- Certifications from Local Government entities must be signed by an authorized representative of the unit of government (ie. Mayor or Presiding Commissioner), with original signature and notary stamp.

Attachment D: Current Governing Body Members

- Complete and use the form provided

Attachment E: E-Verify

- Copy of page 1, the company summary page, and the signature page of the E-Verify Memorandum of Understanding.