

Scope of Work
Rural Business Development Grant
Town of Pinetop-Lakeside, Arizona

The Town of Pinetop-Lakeside is applying for a Rural Business Development Grant (RBDG) from USDA, Rural Development (hereafter referred to as "Grantor"). The following Scope of Work will be used to measure the performance of the [Town] (hereafter referred to as "Grantee").

1) The specific purposes for which grant funds will be utilized:

The grant award will partially fund the creation of an Economic Development Plan. The Plan will focus on strengthening and growing the economic base of the Grantee.

2) Timeframes or dates by which action surrounding the use of funds will be accomplished:

The Grantee anticipates having all documentation completed for the purposes of closing the grant within eleven months after notification of grant funding. The Grantee also anticipates having all grant funds utilized within ten months after notification of grant funding.

3) Who will be carrying out the purpose for which the grant is made (key personnel should be identified).

The Grantee will carry out the purpose of the grant funds. After receiving notification of grant funding, the Grantee will procure a qualified consultant to lead the creation of the Economic Development Plan and the formation of a committee to implement the Plan. The Grantee's point of contact and project manager is Keith Johnson, Town Manager. Mr. Johnson joined the Grantee on July 13, 2016. His experience includes terms as a County Commissioner, and then as a City Council member and Mayor of Bloomfield, NM, after which he served as Bloomfield's City Manager for four years. The qualified consultant has not yet been procured. Once the consultant is procured, then the Grantee will immediately provide USDA the consultant's credentials. The members of the implementation committee have not been selected. Once the committee membership is determined, the Grantee will immediately provide USDA their credentials.

4) How the grant purposes will be accomplished.

The Grantee's economy is changing and is taking a proactive approach to adapt to the changes. The Grantee has learned about the changes, through resources such as the Northern Arizona Council of Governments: Economic Development District: Comprehensive Economic Development Strategy [CEDDS], the responses to the 2022 Pinetop-Lakeside Community Survey [Survey], and the upcoming partial or full closure (within ten years) of three coal power plants within seventy-five miles of the Grantee. The Grantee's proactive approach is defined within their 2022-2027 Strategic Plan. A top priority of the Strategic Plan is to strengthen and diversify the economic base. One step that the Grantee will take to meet this priority is to create a five-year Economic Development Plan. The Grantee needs assistance, from this grant source, to pay for the creation of the Economic Development Plan. This plan will specifically benefit two zip codes that have been defined as economically distressed. The Distress Communities Index map (included with application) shows one zip code within the Grantee's area as At Risk and another one as Mid-Tier.

5) Documentation regarding the availability and amount of other funds to be used in conjunction with the grant funds.

The Grantee will contribute a ten percent cash match towards a grant award. The cash match is included in their FYE2023 budget and will be included in the FYE2024 budget.

6) Project Budget by Task.

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Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
Contractor develops the economic development plan in collaboration with Town staff and resources.	10/1/2023	6/30/2024	\$45,000	\$4,500	\$49,500
Formation of the implementation committee.	5/1/2024	7/31/2024	\$5,000	\$500	\$5,500
Implementation of the plan will continue after the conclusion of the grant cycle.	7/1/2024				
TOTAL PROJECT			\$50,000	\$5,000	\$55,000

After receiving notification of grant funding, the Grantee will procure a qualified consultant to lead the creation of the Economic Development Plan and the formation of a committee to implement the Plan. The Plan will complement the Grantee's unique assets and give specific outcomes that are to be accomplished with the implementation of the Plan. The consultant will also work with the Grantee to create a committee that will focus on implementing the Plan and tracking the Plan's performance criteria. The Plan will be the creation of the consultant guiding Grantee staff, the committee, and others, as determined by Mr. Johnson. Other resources that will guide its development are the Survey, Strategic Plan, and CEDS.

This Scope of Work is submitted by the Grantee. The Grantee agrees that no changes will be made to the Scope of Work without prior written approval by the Grantor.

Town of Pinetop-Lakeside, Arizona (GRANTEE)

By: , Town Manager 2/28/2023
 (Signature) (Title) (Date)