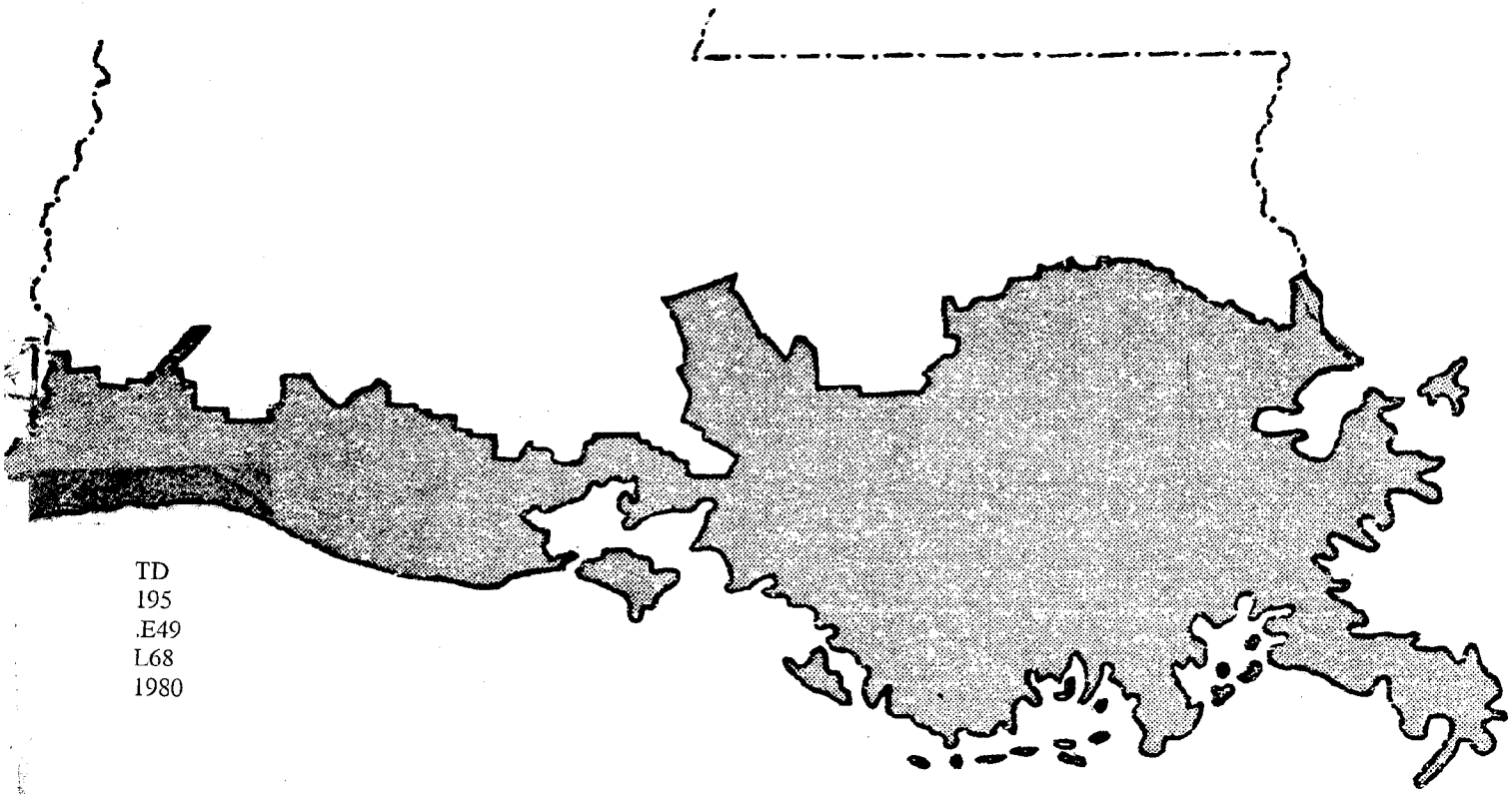
COASTAL ENERGY IMPACT PROGRAM

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

OFFICE OF THE SECRETARY

PROCEDURES AND GUIDELINES



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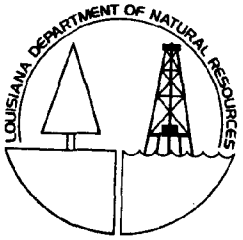
COASTAL ENERGY IMPACT PROGRAM



PROCEDURES AND GUIDELINES

PREPARED BY

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

COASTAL ZONE MANAGEMENT SECTION

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INTRODUCTION

In accordance with Section 308 of the Coastal Zone Management Act of 1972, as amended (16 U. S. C. 1451 et seg) the governor of a coastal state must designate a state agency or agencies:

1. To submit applications and requisitions for financial assistance under Section 308;
2. To assure, to the maximum extent practicable, that financial assistance provided under Section 308 is apportioned, allocated, and granted to units of local government within such state on a basis which is proportioned to the extent to which such units need such assistance; and
3. To receive and administer Section 305 grants pursuant to Section 920.42 of the federal regulations to receive and administer Section 306 grants pursuant to Section 923.23 of the federal regulations or to administer a state coastal management program which is being developed in a manner consistent with Section 303.

On April 1, 1977, Governor Edwin E. Edwards designated the Department of Transportation and Development to be responsible for items 1 and 2, listed above. By Executive Order No. 80-15, dated July 8, 1980, the Coastal Zone Management Program and CEIP were transferred to the Department of Natural Resources.

GENERAL DESCRIPTION

The Coastal Energy Impact Program (CEIP) was established under Section 308 of the Coastal Zone Management Act, as amended. It provides coastal states and local governments in such states with federal financial assistance to meet certain needs that result from specified energy development activities. Such assistance includes:

a. Grants to coastal states under subsection b(5)(B) for the study of, planning for, development of, and the carrying out of projects and programs to provide new or improved public facilities or public services required as a result of outer continental shelf energy activity;

b. Grants under subsections (b)(5)(C) and (d)(4) for preventing, reducing, or ameliorating unavoidable losses of valuable coastal environmental or recreational resources when such losses result from coastal energy activity;

c. Grants under subsection (c)(1) for the study of, and planning for significant economic, social, or environmental consequences in the coastal zone when such consequences result from the siting, construction or operation of new or expanded energy facilities;

d. Credit assistance under subsections d(1) and d(2) and appropriate forms of repayment assistance under subsections d(3) and b(5)(A) to provide new or improved public facilities or public service required as a result of coastal energy activity;

e. Grants under subsection c(2) to assist coastal states likely to be affected by outer continental shelf energy activity in carrying out their responsibilities under the Outer Continental Shelf Lands Act.

PURPOSE

The purpose of these guidelines is:

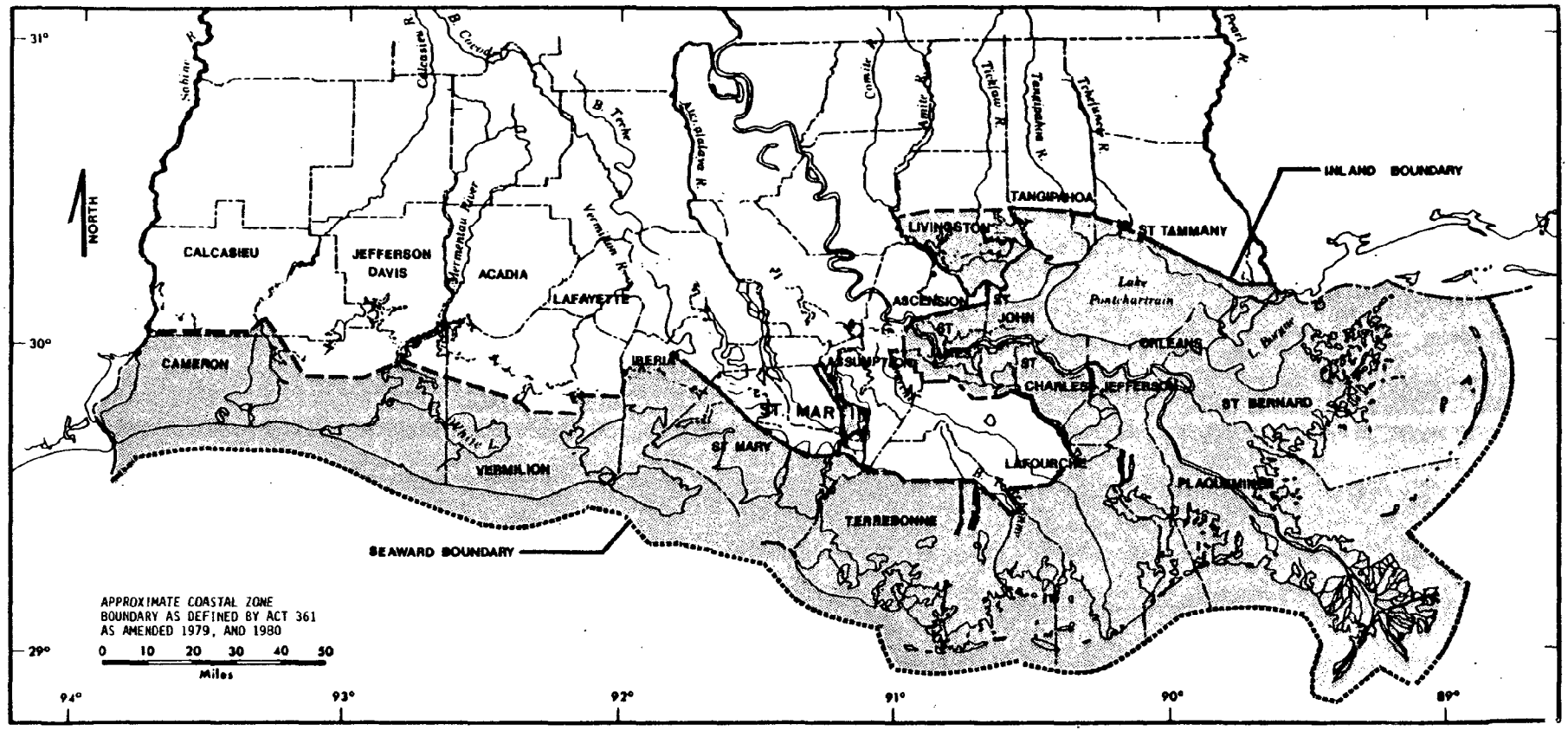
1. To define the allocation process.
2. To provide guidance to local governments and agencies on how to meet the requirements of the legislation.
3. To present a procedure that will be used in the submission of applications for federal financial assistance.
4. To outline factors the Department of Natural Resources will consider in reviewing and approving applications.
5. To describe the method of assigning priority to projects based on criteria to include protection of the environment, need, severity of impacts, and beneficial effect.

COASTAL ZONE

The coastal boundary presently recognized for planning purposes by the Office of Coastal Zone Management was established by the Legislature effective January 1, 1980. The following is a list of parishes which are in this coastal boundary.

1. Assumption
2. Calcasieu
3. Cameron
4. Iberia
5. Jefferson
6. Lafourche
7. Livingston
8. Orleans
9. Plaquemines
10. St. Bernard
11. St. Charles
12. St. James
13. St. John the Baptist
14. St. Martin
15. St. Mary
16. St. Tammany
17. Tangipahoa
18. Terrebonne
19. Vermilion

Figure 1 is a map showing the coastal area within the designated boundary.


NORTH
CALCASIEU
JEFFERSON DAVIS
ACADIA
LAFAYETTE
CAMERON
VERMILION
IBERIA
ST MARY
ST MARTIN
ASSUMPTION
ASCENSION
ST JOHN
ST CHARLES
JEFFERSON
ORLEANS
ST BERNARD
PLAQUEMINES
LAFOURCHE
TERREBONNE
LIVINGSTON
TANGIPAHOA
ST TAMMANY
Lake Pontchartrain
INLAND BOUNDARY
SEAWARD BOUNDARY
APPROXIMATE COASTAL ZONE
BOUNDARY AS DEFINED BY ACT 361
AS AMENDED 1979, AND 1980
0 10 20 30 40 50
Miles
31°
30°
29°
94°
93°
92°
91°
90°
89°

ALLOCATION OF FEDERAL ASSISTANCE FROM THE COASTAL ENERGY IMPACT PROGRAM (CEIP)

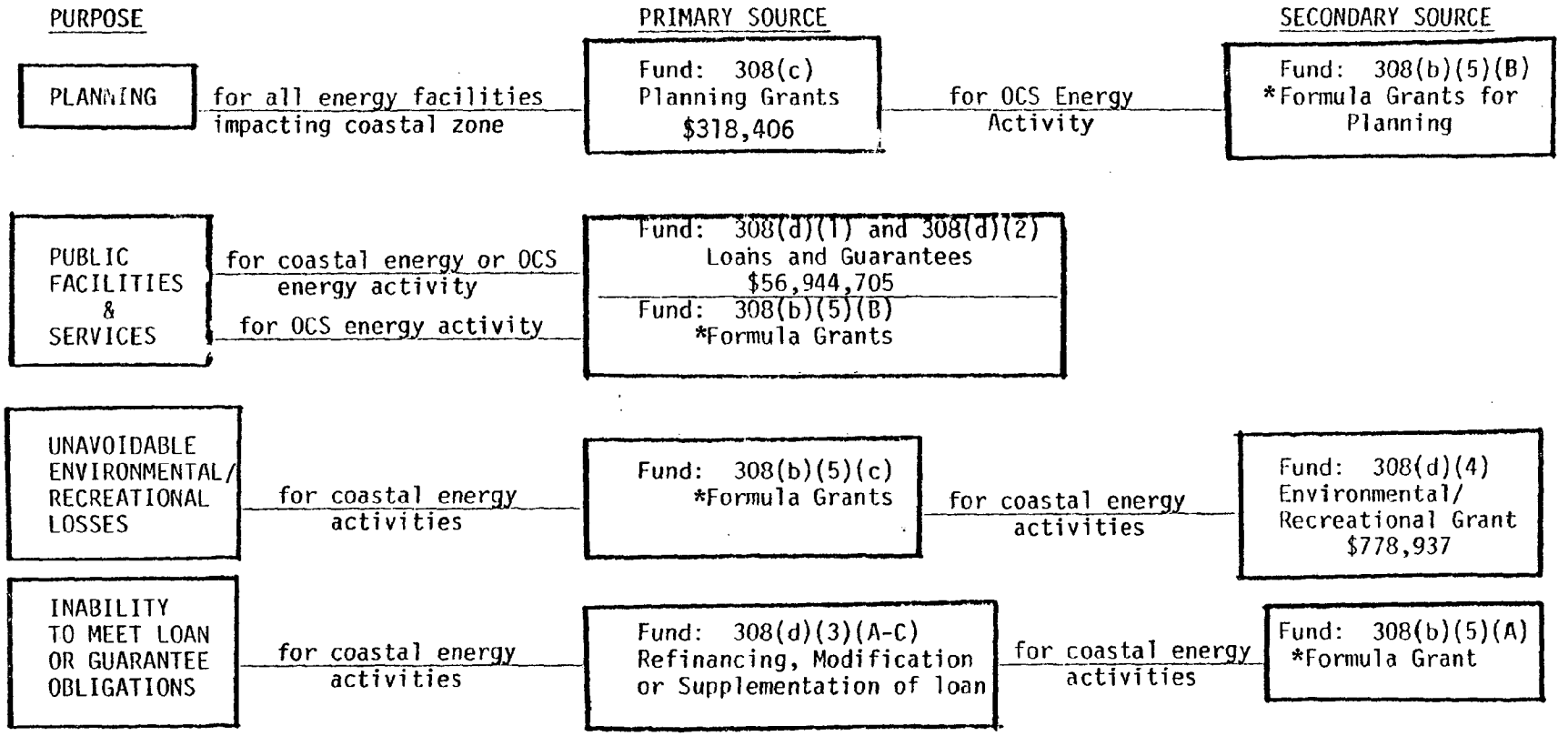
In accordance with Section 308(g)(2) of the Coastal Zone Management Act each coastal state must have an approved allocation process prior to receipt of federal assistance from the CEIP. The Governor of Louisiana has a high degree of discretion as to the manner in which these grants will be made. The Governor has chosen not to suballocate the funds allotted to the State.

Requests for federal financial assistance will be submitted to the Secretary of DNR and each project will be considered on its individual merits. Funds will be requisitioned and allocated on a project priority basis.

Figure 2 is a graphic presentation of the CEIP Allocation for Fiscal Years (FY) 1977, 1978, 1979 and 1980.

Federal financial assistance under Section 308 must be related to energy activity in the coastal zone, including outer continental shelf (OCS) activities. Table 1 is a list of energy facilities.

CEIP ALLOCATIONS
FYS 77, 78, 79 and 80



* Total 308(b) funds for FY 77-80 totaled $40,735,340

TABLE 1

Examples of Outer Continental Shelf Facilities

1. Gas processing and treatment plants
2. Platform fabrication yards
3. Pipe coating yards
4. Service bases
5. Marine pipelines
6. Drilling rigs and drill ships
7. Production platforms
8. Offshore terminals
9. Marine repair and maintenance facilities
10. Oil storage terminals

Examples of Energy Facilities

1. Electric generating plants
2. Petroleum refineried and associated facilities
3. Gasification plants
4. Facilities for the transportation, conversion, treatment, transfer, or storage of liquefied natural gas
5. Uranium enrichment or nuclear fuel processing facilities
6. Coal storage, transportation, or transfer facilities
7. Drilling rigs, platforms, subsea completions, and subsea production systems
8. Construction yards for platforms and exploration rigs, pipe coating yards, bases supporting platforms and pipeline installation, and crew and supply bases
9. Oil and gas storage facilities
10. Marine pipeline systems

11. Oil and gas processing facilities
12. Facilities, including deepwater ports, for the transfer of petroleum
13. Facilities for geopressurized gas
14. Terminals which are associated with any of the foregoing

PLANNING ASSISTANCE

Objectives: The objectives of providing planning assistance under CEIP, Sections 308(c) and 308(b)(5)(B) of the Coastal Zone Management Act are as follows:

(1) To assist coastal States and units of local government in the study of and planning for any economic, social, or environmental consequence which has occurred, is occurring, or is likely to occur in such State's coastal zone as a result of the siting, construction, expansion, or operation of new or expanded energy facilities;

(2) To encourage rational, timely, and thorough planning for and the management of the impacts from energy resource development;

(3) To help coastal States and units of local government plan for the provision of public facilities and public services required as a result of OCS energy activity.

Sources of Assistance: The primary source of financial assistance is Section 308(c), which is a fund grant. The fund grant may be used for planning related to any energy facility. Section 308(c) grants are funded through an 80-20 ratio, with the federal portion being 80 percent.

Allowable used of Section 308(c)(1) funds include the following:

1. Studying and planning for any economic, social, or environmental consequence that has occurred, is occuring, or is likely to occur in the coastal zone as a result of siting, constructing, expanding of operating new or expanded energy facilities that significantly affect the coastal zone including but not limited to the following:

(i) Effects on population;

(ii) Effects on employment patterns;

(iii) Effects on demand for housing, and public facilities and services;

(iv) Effects on economic resources such as tourism and fishing;

(v) Effects on environmental and recreational resources such as wetlands beaches, barrier islands, estuarine and marine sanctuaries, and air, water and noise quality.

(vi) Effects on ecological systems and wildlife habitat;

(vii) Effects on shoreline erosion;

(viii) Effects on public safety;

(ix) Effects on local economic conditions such as local price inflation;

(x) Effects on tax and user fee revenues and intergovernmental transfers.

2. Planning studies, such as the following, provided they are related to the siting, construction, expansion or operation of new or expanded energy facilities that significantly affect the coastal zone.

(i) Analyzing federal, state or local regulatory decisions or policies;

(ii) Performing cost/benefit analyses or otherwise comparing the consequences of alternative energy facility sites or types;

(iii) Devising strategies or plans for protecting valuable coastal environmental or recreational resources;

(iv) Devising strategies for preventing or mitigating adverse social or economic impacts;

(v) Devising strategies or plans for maintaining or improving public safety;

(vi) Forecasting employment, population, public facility and service needs and costs, and tax or user-fee revenues.

(vii) Supplementing or coordinating on-going planning activities such as Water Quality Management Plans under the Clean Water and Air Quality Plans under the Clean Air Act.

3. Any allowable use described in paragraphs (a)(1) or (2) of this section if it is related to the phasing out or termination of operation of

new or expanded energy facilities.

4. Paying for the reasonable costs of administering the provision of assistance under section 308 including designing and carrying out an intrastate allocation process as described in Subpart J.

5. Developing and applying to specific locations and energy facilities an energy planning process that meets the requirements of section 305(b)(8).

6. Preparing the environmental analysis required for any project that is funded under section 308.

7. Planning for the provision of public facilities eligible for funding under section 308 including engineering feasibility studies.

A secondary source of planning assistance, in the event that the primary source is exhaused, is the formula grant, Section 308(b)(5)(B). The formula grant must be used for planning related to OCS energy activity.

Allowable uses of Section 308(b) planning grants consist of the following:

1. Planning and study that are necessary to provide new or improved public facilities and public services which are required as a result of OCS energy activity including, but not limited to the following:

(i) Architectual and engineering services for the design and construction of new or improved public facilities required as a result of OCS energy activity;

(ii) Preparing the environmental analysis required for any project or program which is necessary to provide new or improved public facilities or services required as a result of OCS energy activity;

(iii) Foregoing the demand for new or improved public facilities or services which may be required as a result of OCS energy activity;

(iv) Analyzing the effect of secondary development that may be induced by the construction of new or improved public facilities or the provision of public services required as a result of OCS energy activity; and

(v) Performing cost benefit analysis or otherwise evaluating or comparing the consequences of alternate sites, designs or types of public facilities and public services required as a result of OCS energy activity.

2. Paying for the reasonable costs of administering the provision of assistance under Section 308 including designing and carrying out the intrastate allocation process to the extent that funding for these administrative costs is not available under Section (c) (1).

PUBLIC FACILITIES AND SERVICES

Objectives: The objectives of providing assistance to finance new or improved facilities and public services under Sections 308(d)(1) and (2) and 308(b)(5)(B) and (c) of the Coastal Zone Management Act are as follows:

1. To help coastal States and units of general purpose local government provide new or improved public facilities and public services needed because of coastal energy activity or OCS energy activity;

2. To provide front-end financing that can be expected to be repaid later from revenues generated by the coastal energy activity;

3. To assure that necessary development in coastal areas is consistent with State coastal zone management objectives, the safeguarding of valuable national coastal environmental and recreational resources, and public safety; and

4. To discourage unnecessary development in the coastal zone by providing assistance only for those public facilities and public services actually needed because of coastal energy activity or OCS energy activity.

Sources of Assistance: Section 308(d)(1) and (d)(2) is the primary source for loans provided to state and local governments at federal rates of interest. Alternatively, bonds issued by governments can be guaranteed by the federal government. If the level of impact is less than originally projected and revenues are not sufficient to either repay the loans or the bonds, the federal government will modify loan terms or provide outright grants.

Formula grants, Section 308(b)(5)(B) and (c) are another source of funding for public facilities and services. Grant assistance under these sections is to be used for the development of, and the carrying out of projects and programs necessary to provide new or improved public facilities

and public services that are required as a result of OCS energy activity.

Allowable uses of financing public facilities and services are as follows:

1. Land acquisition including fee simple, leases, easements, and rights-of-way.

2. Architectural, engineering, and other technical service fees or costs except that:

(i) Compensation must be comparable to the cost of similar work awarded through open competitive bidding;

(ii) Compensation must not be based on a cost plus a percentage-of-cost; and

(iii) Design and performance standards must conform to professionally recognized national standards.

3. Construction expenses, including, but not limited to, construction materials, fixtures, appurtenances, and fixed machinery and equipment. The purchase of movable construction related equipment such as dump trucks and excavating equipment will be allowable only if expressly authorized in the grant or loan agreement;

4. Site preparation and improvement;

5. The acquisition of movable equipment essential for the maintenance of new or improved public facilities or services; and

6. Public services to the extend that the applicant can illustrate that State or local funds will be available to meet the cost of the service in the future; or that the service is of the type that a one-time expenditure of funds will meet a stated goal without the dependency of future funding for successful completion.

7. The assessment and mitigation of environmental, social, and economic impacts of the proposed project.

8. The following, but only if the project or program is funded under sections 308(d)(1) or (2):

(i) Capitalized interest during construction for a project in which it is necessary or advantageous for the recipient to borrow funds to finance construction costs and where State law permits such a loan.

(ii) Capitalized interest during development limited to that which is required to meet interest payments after the program is operating but before income is sufficient to provide such payment. However, such amounts will be an eligible project cost only to the extent that the recipient does not have any other funds or sources of revenue for such interest payments.

(iii) Initial public service expenses (operating costs) including supply inventories salaries and utilities limited to those required to meet public service expenses after the project is operating but before income is sufficient to provide for such services. However, such amounts will be an eligible project cost only to the extent that the recipient does not have any other funds or sources of revenue for such public service expense.

When a borrower cannot forecast sufficient revenue to amortize a loan, a grant may be available if the associate administrator determines that revenues at current rates and methods will not be sufficient to amortize fully the cost of a new or improved public facility or public service that is required as a direct result of new or expanded OCS energy activity.

Types of Public Facilities: The term public facility consists of facilities that are owned, operated, or financed by the State or unit of general purpose local government and that they do not primarily serve industrial facilities. Public facilities include the following:

(1) Education. Day care centers; primary, secondary, and general - vocational schools, including portable classrooms and temporary facilities; school equipment; libraries, including books and equipment.

(2) Environmental protection. Facilities and equipment used to: improve, monitor, or prevent degradation of air, water, noise or solid waste standards; prevent or mitigate damage to environmental or recreational resources; assure the continued viability of fish, shellfish, and wildlife habitat; prevent or control erosion. Land acquisition for environmental protection;

(3) Government administration. Facilities and equipment essential for general government administration;

(4) Health care. Emergency medical facilities and equipment, including ambulances; clinic and hospital buildings and equipment; alcohol and drug abuse centers; emergency shelter and sanitary facilities; and epidemiological screening or other assistance to assure community health.

(5) Public safety and law enforcement. Detention centers, police equipment and stations, fire stations and firefighting equipment, fire training centers, animal control facilities, communication facilities and equipment, and rescue facilities and equipment;

(6) Recreation. Facilities and equipment for amateur sports and performing arts, community recreation centers, local parks and playgrounds acquisition of parkland or beaches or of public access to such land or beaches;

(7) Transportation. Street and street lighting, roads, bridges, road maintenance equipment, parking associated with public facilities, docks, air and water navigation aids, canals and navigation facilities; air terminals in remote areas, mass transit including buss and ferry systems;

(8) Public utilities. Electric generating plants and distribution

systems; natural gas distrubition systems; solid waste collection systems; waste collection and treatment systems, including drainage; water supply systems; and telephone systems.

(9) Housing. Single and multi-family housing owned and operated by a public entity and all necessary public infrastructure to support public housing developments.

The term "public service" means any service authorized by law to be provided by a state or unit of general purpose local government to the extent that it is provided or financed by a state or unit of general purpose local government. The term "public service" does not include a service to the extent it primarily serves industrial users unless:

(1) Industrial user charges will be a primary source of revenue to repay the loan received or obligation guaranteed; or

(2) The Assistant Administrator finds that this service is necessary to prevent or mitigate significant adverse impacts in the coastal zone.

GRANTS FOR UNAVOIDABLE LOSSES OF VALUABLE COASTAL ENVIRONMENTAL AND RECREATIONAL RESOURCES

Objectives: The objectives for providing assistance under sections 308(b)(5)(C) and 308(d)(4) are:

1. To help coastal States and units of local government in such States to prevent, reduce or ameliorate losses in the coastal zone of valuable environmental or recreational resources when such losses result from coastal energy activity;

2. To ensure that the person or persons responsible for these environmental or recreational losses pay for their full cost whenever possible; and

3. To encourage the prevention of environmental or recreational losses by providing assistance only when the lossess cannot be prevented through a reasonable exercise of State or local regulatory authorities.

Terminology: The term "valuable environmental resource" refers to any of the following to the extent they are located in a State's coastal zone.

1. Areas of land or water that are or have been largely in a natural state, or whose value derives primarily from ecological considerations;

2. Important animal and plant populations and their habitat;

3. Air, water, or noise quality; or

4. An area that has been deisngated under a State's approved coastal zone management program or other regional, State or local plans as an area of particular concern for environmental purposes.

The term "valuable recreational resource" refers to areas of land or water located in a State's coastal zone that have characteristics making them desirable for one or more types of recreational activities, or which have been designated under a State's approved coastal zone management pro-

gram, or other regional, State and local plans, as areas of particular concern or potential use for recreational, preservation or restoration purposes. Included are areas that have important cultural, historic or archeological significance which are essential to the well being of all citizens.

The term "loss" refers to any damage to, or degradation of, or any threat of damage to, or degradation of, a valuable environmental or recreational resource, including the impairment or threat of impairment of public access to that resource and any degradation, or threat of impairment of public access to that resurce and any degradation, or threat or degradation, of the use of a resource that may result from overcrowding.

A loss of a valuable environmental or recreational resource will be considered "unvoidable" if:

1. The loss is caused by coastal energy activity; and

(i) the loss cannot be attributed to an identifiable person or persons; or

(ii) the costs of reduction or amelioration of the loss cannot feasibly be directly or indirectly assessed against an identifiable person or persons because no reasonable cause of action exists for the collection of money damages; or

Allowable Uses: Assistance is provided in sections 308(b)(5)(C) and 308(d)(4) to help States and units of local government design and implement projects to prevent, reduce or ameliorate unavoidable losses to valuable coastal environmental and recreational resources resulting from coastal energy activity including, but not limited to:

1. Protection, restoration, replacement, acquisition or improvement of environmental or recreational resources.

2. The design and implementation of programs and strategies to prevent, reduce or ameliorate unavoidable environmental and recreational losses, including the cumulative effects of coastal energy activity.

3. The cost differential between methods of providing a public facility required as a result of coastal energy activity which meets minimum State environmental and construction standards, and a higher cost method that further reduces an environmental loss.

The following are allowable project costs under this Subpart to the extent they are reasonable and necessary to prevent, reduce, or ameliorate unavoidable losses to valuable environmental or recreational resources in the coastal zone:

(1) Land acquisition including fee simple, leases, easements, and rights-of way.

(2) Architectural, engineering, and other technical service fees or costs except that:

(i) Compensation must be comparable to the cost similar work awarded through open competitive bidding;

(ii) Compensation must not be based on a cost plus a percentage-of-cost; and

(iii) Design and performance standards must conform to professionally recognized National standards.

(3) Construction expenses, including but not limited to, construction materials, fixtures, appurtenances, and fixed machinery and equipment. However, the purchase of movable construction related equipment such as dump trucks and excavating equipment will be allowable only if expressly authorized in the grant or loan agreement;

(4) Site preparation and improvement;

(5) The acquisition of movable equipment essential for the protection, reduction or amelioration of unavoidable losses to valuable coastal environmental or recreational losses.

Sources of Assistance: The primary source of assistance is the Formula Grant - 308(b)(5)(C). These are 100% federal funds and require no matching funds from the applicant. The secondary source is the Fund Grant - 308(d)(4).

REPAYMENT ASSISTANCE

Objectives: The purpose of repayment assistance under sections 308(d)(3)(A-C) is to assist a borrower who is temporarily unable to meet scheduled repayments of loans or guaranteed obligations.

The purpose of a repayment grant under section 308(b) is to assist a borrower in meeting scheduled repayments of a guaranteed bond when the remedies of sections 308(d)(3)(A-C) are inadequate.

The purpose of a repayment grant from a State's allotted credit assistance from the Fund under section 308(d)(3)(D) is to assist a borrower in meeting scheduled repayments of a loan or guaranteed obligation when the remedies of sections 308(d)(3)(A-C) are inadequate and formula grants are not available for that purpose. If the State's allotment is insufficient, a grant will be made from the Fund.

Sources of Assistance: The primary sources of repayment assistance are modification of credit assistance terms and conditions under section 308(d)(3)(A), refinancing of a loan under Section 308(d)(3)(B), or making a supplemental loan under section 308(d)(3)(C) to enable the borrower to repay principal and interest pursuant to the terms of a lown or guaranteed obligation.

If the borrower is unable to meet scheduled repayments by means of one or more of the primary sources of repayment assistance, and if the inability to repay results from a change in scope of the coastal energy acitivity or the related new population, the secondary sources of repayment assistance may be used to meet obligations. These secondary sources are the proceeds of the State's allotment of formula grants under section 308(b) and grants from the State's allotment of moneys from the Fund under section 308(e)(1), or directly from the Fund if the State's allotment

of moneys from the Fund under section 308(e)(1), or directly from the Fund if the State's allotment is insufficient.

Eligibility for Repayment Assistance: A borrower is eligible for repayment assistance only if:

1. It has a loan under section 308(d)(1) or a guarantee under 308(d)(2); and

2. It has submitted a report updating the information required as part of the fiscal management schedule.

A borrower does not have to be in default before qualifying for repayment assistance. The default of a borrower will nevertheless automatically occasion review for repayment assistance by the Assistant Administrator.

PRIORITY RATINGS

When preapplications for federal assistance are received in-house they receive a priority rating. The following factors are considered in the rating process:

1.) Type of project

2.) Need for the project

3.) Degree of compatibility with Coastal Zone Program

4.) Beneficial or adverse impacts

Each of these factors is discussed in greater detail below.

TYPE OF PROJECT:

Projects requesting CEIP funding are classified under four types - natural enhancement, cultural improvement, development impact and other.

Natural enhancement projects are our highest rated projects. Projects or programs that foster natural enhancement are those which propose planned management of a natural resource to prevent exploitation, destruction or neglect of a coastal feature or system or those projects which tend to keep renewable resources safe from over exploitation and development. The concept of natural enhancement includes restoration of deteriorated or conservation of endangered areas.

List of Potential Projects and Programs:

Projects	Programs
Siphon	Scenic Rivers
Water Diversion	Assessing Loss
Marsh Building	Enforcing a Regulatory Action
Erosion Prevention or Control	Game Preserves
Barrier Islands	Wildlife Protection Easements
Salt Water Barriers	

Cultural improvements include projects or programs that foster a balanced interaction between the social and natural systems. These programs include restoration or protection of historic or prehistoric sites and managed uses or renewable and non-renewable resources. Such programs should not stimulate significant primary or secondary adverse impacts on coastal features or systems.

List of Potential Projects and Programs:

Projects	Programs
Restoration of historic forts, buildings, or other structures	Regulation of historic districts.
Protection of Archaeological Sites	Education Programs
Boat launches	Monitoring status of historical or prehistorical sites
Scientific excavation of endangered sites (man or natural)	Recreational programs.
Park developments	

Development impacts include those programs or projects that lessen significant primary or secondary stresses on physical or cultural features or systems.

List of Projects and Programs:

Projects	Programs
Protection levees	Reclamation programs
Canals	Drainage programs

The "other" category includes projects or programs not identified elsewhere.

Projects	Programs
Transportation facilities	Development Programs
Industrial Parks	
Port Facilities	

NEED FOR THE PROJECT:

This rating is dependent on the information supplied in the preapplication. Factors considered include area of impact (regional or local), number of persons affected by the project, the degree of OCS or energy-related facility impact in the project area, and whether or not OCS activities are increasing or decreasing in the project area. Thus, projects which occur in areas of new or expanding energy development and which will serve a wide scope of people and geographical areas will be rated higher than others.

COMPATIBILITY WITH PROGRAM:

This factor considers how closely the project follows the guidelines and procedures of the approved Coastal Zone Management Program. The goals of the Program are designed:

(1) To protect, develop, and where feasible, restore or enhance the resources of the State's coastal zone.

(2) To support and encourage multiple use of coastal resources consistent with the maintenance and enhancement of renewable resource management and productivity, the need to provide for adequate economic growth and development and the minimization of adverse effects of one resource use upon another, and without imposing any undue restriction on any user.

(3) To employ procedures and practices that resolve conflicts among competing uses within the coastal zone....

Projects coinciding with the goals and policies of the Program will rate higher than those not in concurrence.

BENEFICIAL AND ADVERSE IMPACTS:

This applies mainly to construction projects. Projects having an obvious adverse impact on the social, economic or environmental atmosphere in the vicinity of the project would obviously receive a lower rating than one having a lesser degree of impact.

FUNCTIONS AND RESPONSIBILITIES

CMS/DNR

1. Coordinate CEIP for Louisiana
2. Review preapplication for Federal Financial Assistance, determine priority.
3. Obtain certification from 306 agency.
4. Determine eligibility from preapplication.
5. DNR will notify applicant of eligibility.
6. If project is approved for funding, DNR will request applicant to submit complete application.
7. CMS/DNR will review completed application.
8. CMS/DNR will requisition planning and formula grants.
9. CMS/DNR will forward approved applications for Loans and Loan Guarantees directly to OCZM for negotiation between applicant and OCZM.
10. CMS/DNR will notify applicant of grant approval and enter into contract/agreement with applicant.
11. DNR will assign project number and issue work order.
12. DNR will monitor construction projects using staff project engineers.
13. DNR will audit all grant projects and programs.
14. CMS/DNR will assist applicants where practical and within the capabilities of existing staffing.

POLICE JURY

The responsibilities of the police jury in the Coastal Energy Impact Program are:

1. To review preapplications for federal financial assistance submitted by local governments and other agencies within their jurisdiction, to include the police jury itself, for the purpose of coordinating programs and eliminating duplication of effort within their parish.
2. Provide comments as to the merits of the project if considered applicable.
3. Insure that proposed projects and programs are compatible with parish plans and objectives.
4. Transmit preapplications for federal financial assistance by resolution or letter to Secretary of La DNR with comments.

The police jury may choose to handle the review process in a number of ways. Some examples are:

a. The police jury itself

b. A committee composed of jurors, municipal representatives, etc.

c. Through a regional planning commission of which it is a member.

It should be noted that the Police Jury does not have the authority to approve or disapprove requests for federal financial assistance.

APPLICANT

General: Any unit of general purpose local government or state agency can submit an application for federal financial assistance. Application will be submitted to the Secretary of DNR.

The applicant will:

1. Prepare a Preapplication for Federal Assistance Standard Forms 424.
2. Submit copies of the Preapplication for Federal Assistance to the Parish Police Jury for comment and subsequent transmittal to CMS/DNR.
3. Upon notification of approval for federal assistance from DNR, applicant will prepare a complete application for requested funding. Complete applications for federal assistance will be sent directly to the CMS/DNR.
4. When notified of application approval by DNR, the applicant will enter into contractual agreement with DNR (Note: This is for grant assistance only). Applicant will be required to provide any matching funds necessary to obtain federal assistance. (Planning Grants have an 80-20 match ratio with the 20% provided by the applicant.)
5. Upon issuance of a work order by DNR, the applicant will be authorized to proceed.
6. Applicant will prepare and submit invoices for costs incurred until project is completed.
7. Applicant will maintain adequate records pertaining to the project and will be subject to review and audit by DNR.

FIGURE 3
PREAPPLICATION FOR FEDERAL
FINANCIAL ASSISTANCE
FLOW CHART

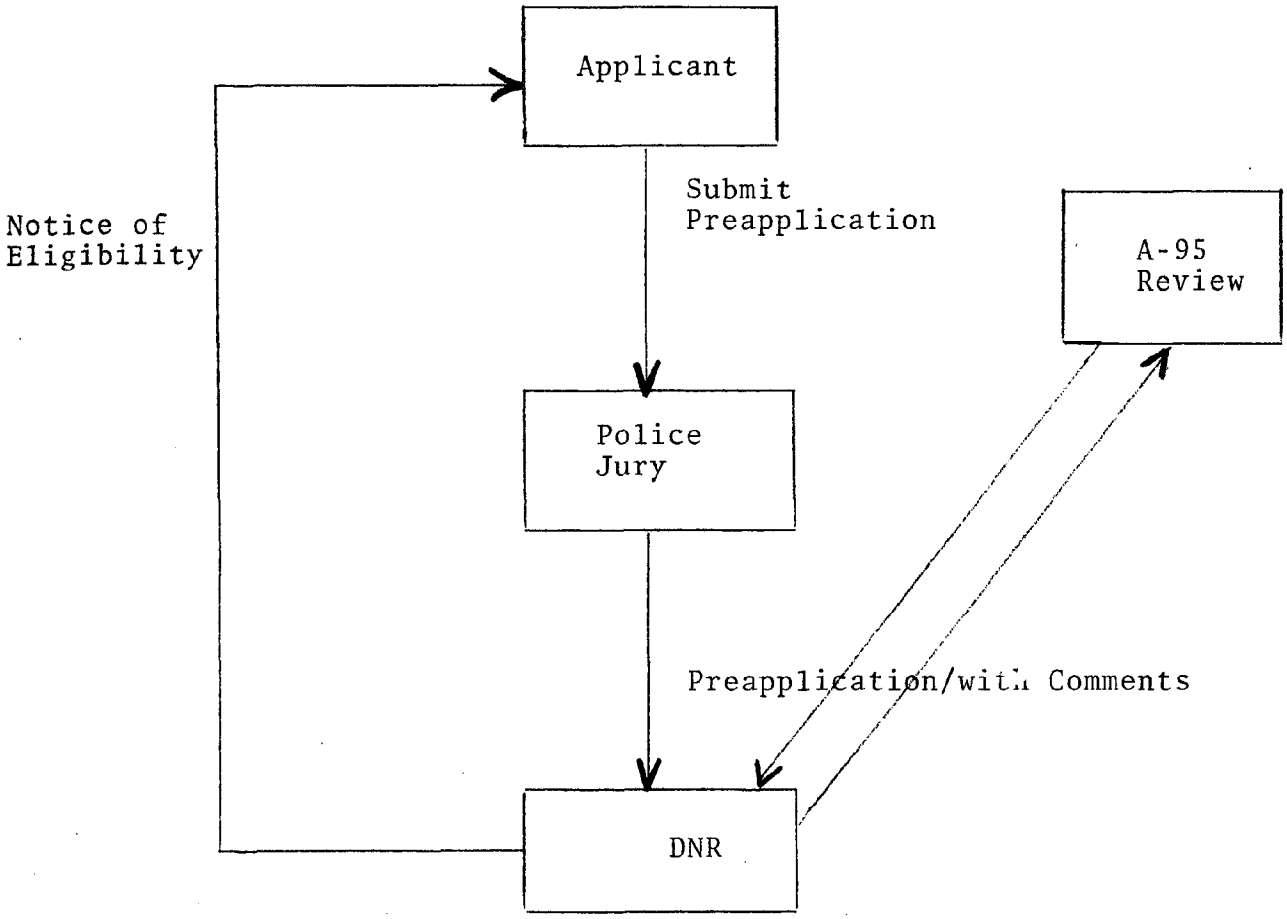


FIGURE 4
GRANT APPLICATION PROCESS
COMPLETE APPLICATION

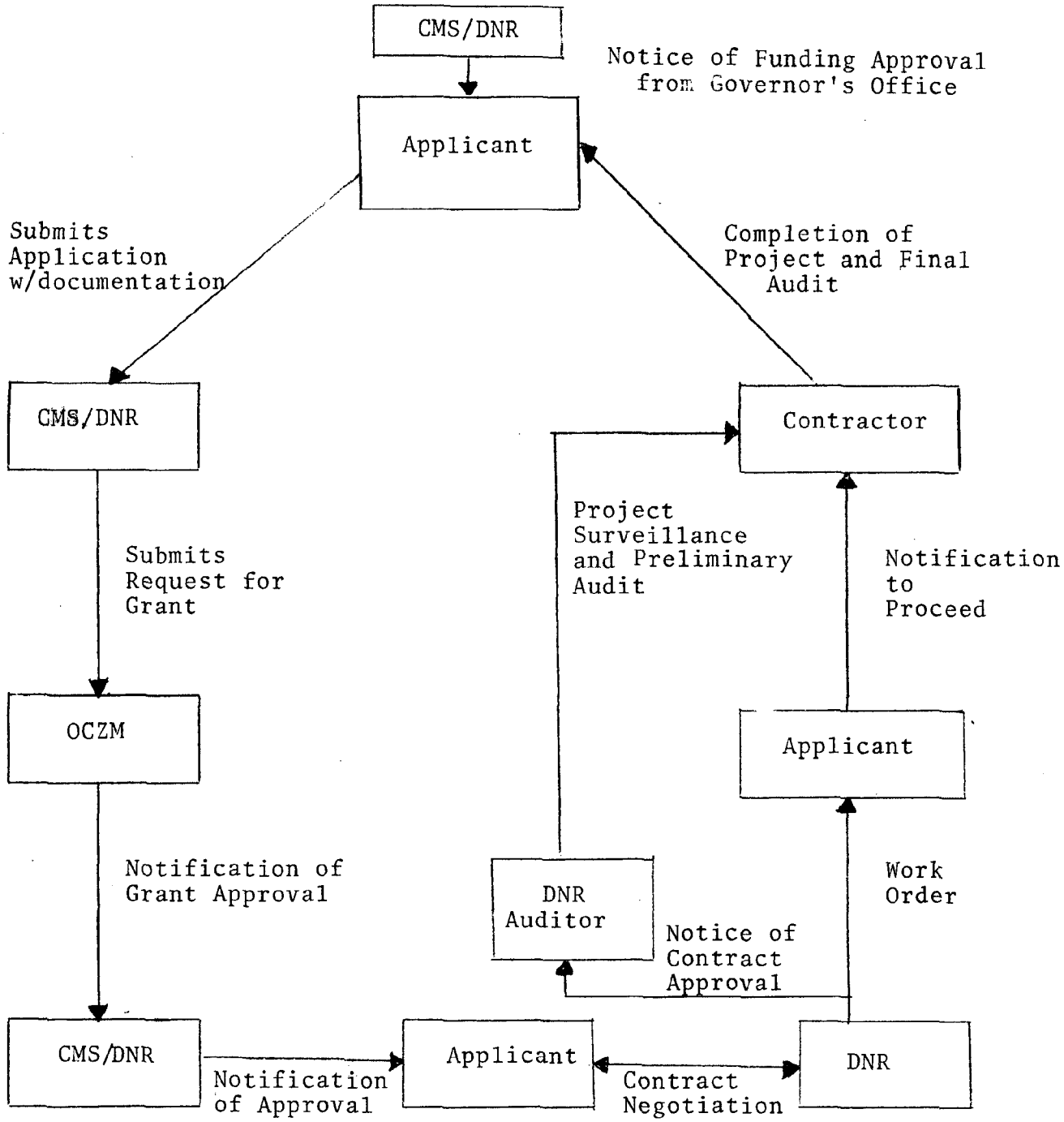
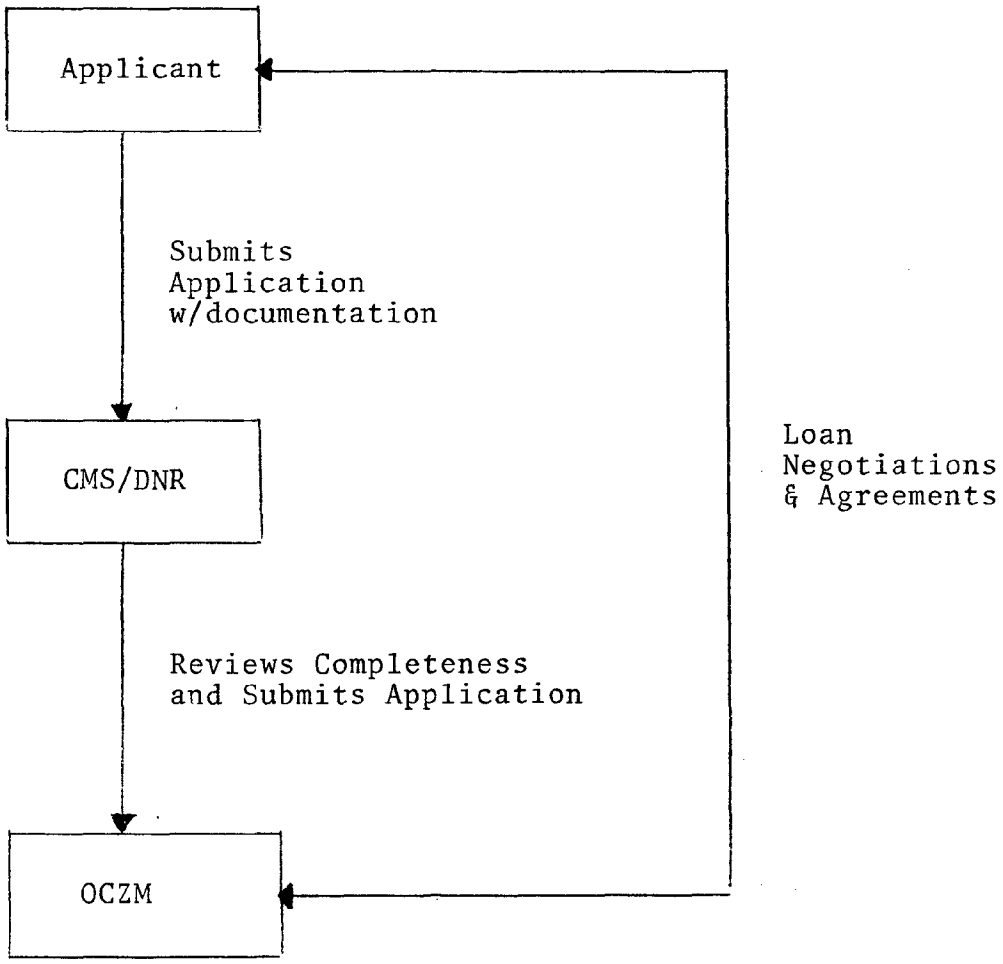


FIGURE 5
LOAN & LOAN GUARANTEE
COMPLETE APPLICATION



APPLICATION SUBMITTAL PROCESS

The following is an outline of procedures for submitting applications to the CMS/DNR for federal financial assistance under the Coastal Zone Management Act, Section 308.

A preapplication for federal financial assistance will be required. The applicant will submit the preapplication (reference page 4-3) to the police jury for review and comment. The police jury will forward the preapplication, by letter of transmittal or resolution, to the CMS/DNR with comments, if applicable. Preapplications will be forwarded to:

Mr. Phil Pittman, Administrator
Coastal Management Section
Louisiana Department of Natural Resources
P. O. Box 44396
Baton Rouge, Louisiana 70804

The CMS/DNR will obtain certification of compliance with the Coastal Zone Plan from the designated Section 306 agency. The CMS/DNR will establish the project priority in accordance with procedures outlined in Section III. DNR will then notify the applicant of eligibility.

When the project has been approved for funding, DNR will notify the applicant and will transmit to them a copy of the formal application for their preparation. The original and five (5) copies will then be transmitted to DNR for their review and subsequent transmittal to Washington.

When requested to submit an application, the applicant will prepare a complete application in accordance with the type of financial assistance requested, including as appropriate any environmental impact assessments and preliminary engineering reports.

On approval of the formal application in Washington (usually requiring 3 - 6 months), a copy of the Grant-In-Aid Award will be sent to the applicant. DNR will then prepare a contract for submittal to the applicant. After the issuance of this contract, the applicant may then begin the bid process.

PREAPPLICATION FOR FEDERAL FINANCIAL ASSISTANCE

Completion of a preapplication and submittal is the first step in obtaining federal financial assistance.

The purpose of the preapplication is to:

1. Establish communication between the federal grantor agency and the applicant;
2. Determine the applicant's eligibility;
3. Determine how well the project can compete with similar applications from others;
4. Eliminate any proposals which have little or no chance for federal funding before the applicants incur significant expenditures for preparing an application.

Original and three (3) copies needed

GENERAL INSTRUCTIONS

This is a multi-purpose standard form. First, it will be used by applicants as a required facesheet for pre-applications and applications submitted in accordance with Federal Management Circular 74–7. Second, it will be used by Federal agencies to report to Clearinghouses on major actions taken on applications reviewed by clearinghouses in accordance with OMB Circular A–95. Third, it will be used by Federal agencies to notify States of grants-in-aid awarded in accordance with Treasury Circular 1082. Fourth, it may be used, on an optional basis, as a notification of intent from applicants to clearinghouses, as an early initial notice that Federal assistance is to be applied for (clearinghouse procedures will govern).

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I. If an item is not applicable, write "NA". If additional space is needed, insert an asterisk "*", and use the remarks section on the back of the form. An explanation follows for each item:

Item

N/A 1. Mark appropriate box. Pre-application and application guidance is in FMC 74–7 and Federal agency program instructions. Notification of intent guidance is in Circular A–95 and procedures from clearinghouse. Applicant will not use "Report of Federal Action" box.

N/A 2a. Applicant's own control number, if desired.

2b. Date Section I is prepared.

N/A 3a. Number assigned by State clearinghouse, or if delegated by State, by areawide clearinghouse. All requests to Federal agencies *must* contain this identifier if the program is covered by Circular A–95 and required by applicable State/areawide clearinghouse procedures. If in doubt, consult your clearinghouse.

N/A 3b. Date applicant notified of clearinghouse identifier.

N/A 4a–4h. Legal name of applicant/recipient, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of person who can provide further information about this request.

N/A 5. Employer identification number of applicant as assigned by Internal Revenue Service.

N/A 6a. Use Catalog of Federal Domestic Assistance number assigned to program under which assistance is requested. If more than one program (e.g., joint funding) write "multiple" and explain in remarks. If unknown, cite Public Law or U.S. Code.

N/A 6b. Program title from Federal Catalog. Abbreviate if necessary.

7. Brief title and appropriate description of project. For notification of intent, continue in remarks section if necessary to convey proper description.

N/A 8. Mostly self-explanatory. "City" includes town, township or other municipality.

N/A 9. Check the type(s) of assistance requested. The definitions of the terms are:

A. Basic Grant. An original request for Federal funds. This would not include any contribution provided under a supplemental grant.

B. Supplemental Grant. A request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).

C. Loan. Self explanatory.

Item

D. Insurance. Self explanatory.

E. Other. Explain on remarks page.

10. Governmental unit where significant and meaningful impact could be observed. List only largest unit or units affected, such as State, county, or city. If entire unit affected, list it rather than subunits.

11. Estimated number of persons directly benefiting from project.

N/A 12. Use appropriate code letter. Definitions are:

A. New. A submittal for the first time for a new project.

B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.

C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).

D. Continuation. An extension for an additional funding/budget period for a project the agency initially agreed to fund for a definite number of years.

E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.

13. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of the change. For decreases enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions: 13a, amount requested from Federal Government; 13b, amount applicant will contribute; 13c, amount from State, if applicant is not a State; 13d, amount from local government, if applicant is not a local government; 13e, amount from any other sources, explain in remarks.

14a. Self explanatory.

14b. The district(s) where most of actual work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."

15. Complete only for revisions (item 12c), or augmentations (item 12e).

Item		Item	
16.	Approximate date project expected to begin (usually associated with estimated date of availability of funding).	19.	Existing Federal identification number if this is not a new request and directly relates to a previous Federal action. Otherwise write "NA".
17.	Estimated number of months to complete project after Federal funds are available.	20.	Indicate Federal agency to which this request is addressed. Street address not required, but do use ZIP.
18.	Estimated date preapplication/application will be submitted to Federal agency if this project requires clearinghouse review. If review not required, this date would usually be same as date in item 2b.	21.	Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete items 23a, 23b, and 23c. If clearinghouse review is required, item 22b must be fully completed. An explanation follows for each item:

Item		Item	
22b.	List clearinghouses to which submitted and show in appropriate blocks the status of their responses. For more than three clearinghouses, continue in remarks section. All written comments submitted by or through clearinghouses must be attached.	23b.	Self explanatory.
		23c.	Self explanatory.
23a.	Name and title of authorized representative of legal applicant.	*Note:*	Applicant completes only Sections I and II. Section III is completed by Federal agencies.

FEDERAL AGENCY PROCEDURES FOR SECTION III

If applicant-supplied information in Sections I and II needs no updating or adjustment to fit the final Federal action, the Federal agency will complete Section III only. An explanation for each item follows:

Item		Item	
24.	Executive department or independent agency having program administration responsibility.	35.	Name and telephone no. of agency person who can provide more information regarding this assistance.
25.	Self explanatory.	36.	Date after which funds will no longer be available.
26.	Primary organizational unit below department level having direct program management responsibility.	37.	Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks.
27.	Office directly monitoring the program.	38.	For use with A–95 action notices only. Name and telephone of person who can assure that appropriate A–95 action has been taken—If same as person shown in item 35, write "same". If not applicable, write "NA".
28.	Use to identify non-award actions where Federal grant identifier in item 30 is not applicable or will not suffice.		
29.	Complete address of administering office shown in item 26.		
30.	Use to identify award actions where different from Federal application identifier in item 28.		
31.	Self explanatory. Use remarks section to amplify where appropriate.		
32.	Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions: 32a, amount awarded by Federal Government; 32b, amount applicant will contribute; 32c, amount from State, if applicant is not a State; 32d, amount from local government if applicant is not a local government; 32e, amount from any other sources, explain in remarks.		
33.	Date action was taken on this request.		
34.	Date funds will become available.		

Federal Agency Procedures—special considerations

A. *Treasury Circular 1082 compliance.* Federal agency will assure proper completion of Sections I and III. If Section I is being completed by Federal agency, all applicable items must be filled in. Addresses of State Information Reception Agencies (SCIRA's) are provided by Treasury Department to each agency. This form replaces SF 240, which will no longer be used.

B. *OMB Circular A–95 compliance.* Federal agency will assure proper completion of Sections I, II, and III. This form is required for notifying all reviewing clearinghouses of major actions on all programs reviewed under A–95. Addresses of State and areawide clearinghouses are provided by OMB to each agency. Substantive differences between applicant's request and/or clearinghouse recommendations, and the project as finally awarded will be explained in A–95 notifications to clearinghouses.

C. *Special note.* In most, but not all States, the A–95 State clearinghouse and the (TC 1082) SCIRA are the same office. In such cases, the A–95 award notice to the State clearinghouse will fulfill the TC 1082 award notice requirement to the State SCIRA. Duplicate notification should be avoided.

670—16—83406—1 GPO

OMB Approval No. 29-R0213

FEDERAL ASSISTANCE

2. APPLICANT'S APPLICATION	a. NUMBER	3. STATE APPLICATION IDENTIFIER	a. NUMBER
	b. DATE Year month day 19		b. DATE ASSIGNED Year month day 19

1. TYPE OF ACTION (Mark appropriate box)
- [X] PREAPPLICATION
- [ ] APPLICATION
- [ ] NOTIFICATION OF INTENT (Opt.)
- [ ] REPORT OF FEDERAL ACTION

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
- a. Applicant Name : Louisiana Department of Natural
- b. Organization Unit : Resources
- c. Street/P.O. Box : P.O. Box 44396
- d. City : Baton Rouge
- e. County : E.Baton Rouge
- f. State : Louisiana
- g. ZIP Code: 70804
- h. Contact Person (Name & telephone No.) : Frank A. Ashby, Jr. (504) 342-4500

5. FEDERAL EMPLOYER IDENTIFICATION NO.: 72-0805459

6. PROGRAM (From Federal Catalog)
- a. NUMBER: 11.420
- b. TITLE: CEIP Section 308

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

8. TYPE OF APPLICANT/RECIPIENT
A–State; B–Interstate; C–Substate District; D–County; E–City; F–School District; G–Special Purpose District; H–Community Action Agency; I–Higher Educational Institution; J–Indian Tribe; K–Other (Specify): _____
Enter appropriate letter: A

9. TYPE OF ASSISTANCE
A–Basic Grant; B–Supplemental Grant; C–Loan; D–Insurance; E–Other
Enter appropriate letter(s): A

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)

11. ESTIMATED NUMBER OF PERSONS BENEFITING

12. TYPE OF APPLICATION
A–New; B–Renewal; C–Revision; D–Continuation; E–Augmentation
Enter appropriate letter: A

13. PROPOSED FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

14. CONGRESSIONAL DISTRICTS OF:
- a. APPLICANT
- b. PROJECT

15. TYPE OF CHANGE (For 12c or 12e)
A–Increase Dollars; B–Decrease Dollars; C–Increase Duration; D–Decrease Duration; E–Cancellation; F–Other (Specify): _____
Enter appropriate letter(s):

16. PROJECT START DATE Year month day 19

17. PROJECT DURATION Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY ▶ Year month day 19

19. EXISTING FEDERAL IDENTIFICATION NUMBER

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)
U.S. Office of Coastal Zone Management, Washington DC 20235

21. REMARKS ADDED
- [ ] Yes
- [ ] No

SECTION II—CERTIFICATIONS

22. THE APPLICANT CERTIFIES THAT ▶
a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:

	No response	Response attached
(1) Office of State Clearinghouse	[ ]	[ ]
(2)	[ ]	[ ]
(3)	[ ]	[ ]

23. CERTIFYING REPRESENTATIVE
- a. TYPED NAME AND TITLE: Frank A. Ashby, Jr. Secretary
- b. SIGNATURE:
- c. DATE SIGNED Year month day 19

SECTION III—FEDERAL AGENCY ACTION

24. AGENCY NAME

25. APPLICATION RECEIVED Year month day 19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN
- [ ] a. AWARDED
- [ ] b. REJECTED
- [ ] c. RETURNED FOR AMENDMENT
- [ ] d. DEFERRED
- [ ] e. WITHDRAWN

32. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

33. ACTION DATE ▶ Year month day 19

34. STARTING DATE Year month day 19

35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

36. ENDING DATE Year month day 19

37. REMARKS ADDED
- [ ] Yes
- [ ] No

38. FEDERAL AGENCY A-95 ACTION
a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

CONTACT PERSON:

2

Attachment M

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1 – Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.

Item 2 – Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.

Item 3 – Attach the clearinghouse comments for the application in accordance with the instructions contained in Office of Management and Budget Circular No. A-95. If comments were submitted previously with a preapplication, do not submit them again but any additional comments received from the clearinghouse should be submitted with this application.

Item 4 – Furnish the name of the approving agency and the approval date.

Item 5 – Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6 – Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 – Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 – Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9 – State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10 – Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and the amount of each project where there is related previous, pending or anticipated assistance. Use additional sheets, if needed.

Item 11 – Contact the Federal agency concerning the provisions of the Flood Disaster protection Act of 1973 (P.L. 93–234).

PART III

Complete: Lines 1-5 – Columns (a)-(e). Enter the catalog numbers shown in the Catalog of Federal Domestic Assistance in Column (a) and the type of assistance in Column (b). For each line entry in Columns (a) and (b), enter in Columns (c), (d), and (e), the estimated amounts of Federal funds needed to support the project. Columns (c) and (d) may be left blank, if not applicable.

Line 6 – Show the totals for Lines 1-5 for Columns (c), (d), and (e).

Line 7 – Enter the estimated amounts of State assistance, if any, including the value of in-kind contributions, in Columns (c), (d), and (e). Applicants which are States or State agencies should leave Line 7 blank.

Line 8 – Enter the estimated amounts of funds and value of in-kind contributions the applicant will provide to the program or project in Columns (c), (d), and (e).

Line 9 – Enter the amount of assistance including the value of in-kind contributions, expected from all other contributors in Columns (c), (d), and (e).

Line 10 – Enter the totals of Columns (c), (d), and (e).

PART IV

The program narrative statement should be brief and describe the need, objectives, method of accomplishment, the geographical location of the project, and the benefits expected to be obtained from the assistance. The statement should be typed on a separate sheet of paper and submitted with the preapplication. Also attach any data that may be needed by the grantor agency to establish the applicant's eligibility for receiving assistance under the Federal program(s).

3

Attachment M

OMB Approval No. 80-R0187

PREAPPLICATION FOR FEDERAL ASSISTANCE

PART II

1. Does this assistance request require State, local, regional or other priority rating? _____ Yes _____ No
2. Does this assistance require State or local advisory, educational or health clearance? _____ Yes _____ No
3. Does this assistance request require Clearinghouse review? _____ Yes _____ No
4. Does this assistance request require State, local, regional or other planning approval? _____ Yes _____ No
5. Is the proposed project covered by an approved comprehensive plan? _____ Yes _____ No
6. Will the assistance requested serve a Federal installation? _____ Yes _____ No
7. Will the assistance requested be on Federal land or installation? _____ Yes _____ No
8. Will the assistance requested have an effect on the environment? _____ Yes _____ No
9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms? _____ Yes _____ No
10. Is there other related assistance for this project previous, pending, or anticipated? _____ Yes _____ No
11. Is the project in a designated flood hazard area? _____ Yes _____ No

PART III – PROJECT BUDGET

FEDERAL CATALOG NUMBER (a)	TYPE OF ASSISTANCE LOAN, GRANT ETC. (b)	FIRST BUDGET PERIOD (c)	BALANCE OF PROJECT (d)	TOTAL (e)
1.				
2.				
3.				
4.				
5.				
6. Total Federal Contribution		$	$	$
7. State Contribution				
8. Applicant Contribution				
9. Other Contributions				
10. Totals		$	$	$

PART IV – PROGRAM NARRATIVE STATEMENT
(Attach per instruction)

Exhibit M-1. Preapplication for Federal Assistance
(Page 5 of 6)

OMB NO. 80-R0 186

INSTRUCTIONS

PART IV
PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE. ★

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.

b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded, or if individual budget items have changed more than the prescribed limits contained in Attachment K to Office of Management and Budget Circular No. A-102, explain and justify the change and its effect on the project.

c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

★The program narrative for each project should provide the name of the state agency or local government receiving the funds and/or carrying out the project; the amount; the funding source; i.e., 308(b), (c)(1), or (d)(4); and a brief description of the project to be undertaken which is sufficiently specific to show the relationship to allowable uses (see 15CFR Part 931) under the particular section – 308(b); (c)(1), or (d)(4) and which clearly identifies the energy activity. Cost estimates may be supported by any of the following: (1) a brief statement on how the amount was determined; (2) a detailed listing by object class of the costs comprising the amount; or (3) a certification by the 308 state agency that it has reviewed and approved line item budgets for each project.

Part IV Program Narrative

The program narrative should be brief and describe the need, objective, method of accomplishment, geographical location of the project, and the benefits expected to be obtained from the assistance. This information is given below.

INSTRUCTIONS

PART V

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grant or agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may not require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary
Lines 1-4, Columns (a) and (b).

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to *multiple* programs where *none* of the programs *require* a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g).

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period *only* if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should *not* equal the sum of amounts in Columns (e) and (f).

Line 5 – Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-h – Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.

Line 6i – Show the totals of Lines 6a to 6h in each column.

Line 6j – Show the amount of indirect cost. Refer to Office of Management and Budget Circular No. A-87.

Line 6k – Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.

Line 7 – Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

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PART V - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	$	$	$	$	$
7. Program Income	$	$	$	$	$

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