

DELTA REGIONAL AUTHORITY -- 2004 FEDERAL GRANT PROGRAM

TIMELINE & INSTRUCTIONS

February 2 -- DRA 2004 Federal Grant Program Announced

The Delta Regional Authority (DRA), consisting of the Federal Co-Chairman and the Governors of the eight participating member states:

- Patrick H. “Pete” Johnson Federal Co-Chairman,
- Governor Mike Huckabee State Co-Chairman, Arkansas,
- Governor Kathleen Babineaux Blanco Louisiana,
- Governor Ernie Fletcher Kentucky,
- Governor Haley Barbour Mississippi,
- Governor Bob Holden Missouri,
- Governor Rod R. Blagojevich Illinois,
- Governor Phil Bredeson Tennessee and
- Governor Bob Riley Alabama,

will make available to its Members of Congress, the Region’s 44 local development districts (LDDs) and the general public its pre-application package for the DRA 2004 Federal Grant Program.

The DRA’s 2004 “Uniform Pre-Application Package” will include the:

1. Cover Letter,
2. Simplified Process and Timeline,
3. DRA 2004 Grant Timeline and Instructions,
4. DRA 2004 Uniform Grant Pre-Application Form,
5. Application for Federal Assistance – Standard Form 424 and subordinate forms,
6. “Attachment A – Eligibility” -- Determined by the Delta Regional Authority Act of 2000, as amended,
7. “Attachment A.1 – Distressed Counties” -- Determined by the Delta Regional Authority in 2002,
8. “Attachment B – State Plans” -- Described by the Delta Regional Authority Act of 2000, as amended and
9. “Attachment C – State Certification Process” -- Described by the Delta Regional Authority Act of 2000, as amended.

The DRA 2004 “Uniform Pre-Application Package” can also be accessed through:

- DRA’s web site, www.dra.gov, “DRA 2004 Federal Grant Program”, or by
- Calling: 1-888-GO TO DRA,
- Emailing: Pre-App.team@dra.gov or
- Writing: DRA 2004 Federal Grant Program – Pre-Application Team
Delta Regional Authority
236 Sharkey Avenue – Suite 400
Clarksdale, MS 38614

Additionally:

1. The “Uniform Pre-Application Packages” will be available from each local development district. For a list of the Region’s LDD contacts, please refer to www.dra.gov “DRA 2004 Federal Grant Program”.
2. Each participating state member’s Authority-approved “State Plan”, which provides its specific priorities, can be found, downloaded and/or printed from www.dra.gov “DRA 2004 Federal Grant Program”.
3. Similarly, the Delta Regional Authority’s “2002/2003 Comprehensive Action Plan” can be found, downloaded and/or printed from www.dra.gov “DRA 2004 Federal Grant Program”.

Please note: as DRA will periodically update its site with new information, clarification, etc., it will be to your advantage to frequently refer to www.dra.gov “DRA 2004 Federal Grant Program” to learn of these updates.

Commencing February 2 – Local Development Districts – Publicize, Educate and Assist

The LDDs will be the “front-line” facilitators, within their districts, to publicize, educate and provide technical assistance for the DRA 2004 Federal Grant Program’s pre-application process. Specifically, commencing February 2, each LDD will begin publicizing the DRA 2004 Federal Grant Program through their hosting of public-information forums plus all other means appropriate to their respective client bases.

Each LDD will be the principal contact for the provision of technical and pre-application assistance to the pre-applicants in its area throughout this forty-day period, from announcement to pre-application deadline.

On a separate but important note, most DRA 2004 Federal Grant Program projects will be administered by agencies other than the DRA. These agencies are referred to as “Administering Agencies”. Because of this early-integration into the 2004 grant process, these Administering Agencies will be represented at LDD forums, and further, a great benefit of this inclusion of Administering Agencies, is that it will allow for much-earlier coordination of the grant closing processes.

Please note: these services (publicity, education and technical assistance for pre-application preparation) to be provided by the Region's LDDs will be provided at no cost to the public, as the Delta Regional Authority has allocated the funds to, and has an agreement with, each LDD specifically for these purposes.

During February – All LDDs Host Public Forums

The Local Development will hold public forums to educate and assist the public concerning the Delta Regional Authority 2004 Federal Grant Program.

April 7 -- Pre-application Due at Local Development District

Please note: All pre-application packages must be received by the Local Development District no later than Noon CDT, April 7, 2004. The Local Development Districts will screen the pre-applications for completeness. Packages received after that time will automatically be deemed ineligible for DRA 2004 Federal Grant funds, with no recourse.

All submitted pre-application packages MUST include both the completed "Uniform Pre-Application Form" and the appropriate Federal Standard Forms 424.

Please include in your submission to DRA:

1. One set of originals for DRA review,
2. One set of copies, which DRA will send to the participating state member and
3. One set of copies, which DRA will send to the (prospective) Administering Agency

And please send the packages to:

Your Local Development District office. The address can be found at www.dra.gov Local Development Districts in the 2004 Federal Grant program tab.

April 21 – Local Development Districts Forward Pre-Applications

Local Development Districts package complete Pre-Applications and send original plus one copy to DRA. Local Development Districts will also send a copy to their Governor's office DRA contact at the same time.

Please note: Failure to submit complete pre-application packages and/or the requisite number of copies will automatically render the submission automatically ineligible for DRA 2004 Federal Grant funds, with no recourse.

No Later Than May 10 -- Project Eligibility Shall Be Determined

Project eligibility for the DRA 2004 Federal Grant Program will be completed no later than May 10 and will be determined by the Federal Co-Chairman, based on:

1. The eligibility guidelines as prescribed by the U.S. Congress in the “Delta Regional Authority Act of 2000”, as amended (Attachment A -- Eligibility),
2. Delta Regional Authority policy promulgations (Attachment A.1 – Distressed Counties) and
3. The “Clarification Notes” described both on the “Uniform Pre-Application Form” and which may subsequently be described at www.dra.gov “DRA 2004 Federal Grant Program (please check for any updated “Clarifications”).

Upon completion of his eligibility determinations, the Federal Co-Chairman will forward that list to each participating state member, and he will also notify the pre-applicants and the Administering Agencies.

By June 9 -- Participating State Member Select Approved Projects and Notify the Federal Co-Chairman

Each state’s Governor will select his projects for DRA 2004 Federal Grant funding from the Federal Co-Chairman’s list of eligible pre-applications.

With the singular independence as prescribed by the “Delta Regional Authority Act of 2000”, as amended, each Governor will select his projects for funding, and will do so within the context of his own Authority-approved state plan and priorities.

When the Governors have selected their projects, these selections basically become “pre-certified” for DRA 2004 funding, needing now an application (“business plan”) sufficient to satisfy the Authority and the (if needed) Administering Agency that the project will work as described and be able to comply with all appropriate federal regulations.

As Governors make their selections, they will forward their lists to the Federal Co-Chairman, who will in turn, invite these full application for these “pre-certified” projects.

As stated above, in the main, projects funded through the DRA 2004 Federal Grant Program will be administered by other federal agencies. Specifically, each Administering Agency’s involvement will be:

1. Administering Agencies will receive the Federal Co-Chairman’s list of the eligible projects, which the Administering Agency may be requested to administer, when he forwards this list to the participating state members.
2. The Administering Agency will certify that it will administer such projects according to their identified programs.

3. Administering Agency will send DRA appropriate processing checklist and required documents for each project to be included in the full application packet and inform DRA of proposed funding for each project, if any.

Please note: When projects have been:

1. *Deemed eligible by the Federal Co-Chairman,*
2. *Pre-certified by the Governors and*
3. *Accepted by Administering Agencies,*

the applicants basically become “pre-grantees”.

Accordingly, the DRA staff will proceed to work collaboratively and collegially with these “pre-grantees” to best insure their applications are sound, all contingencies are satisfied, the projects will be closed and funded in a timely manner -- all to best insure each project will be successful.

On June 11 -- Federal Co-Chairman Issues “Invitations to Apply” to Governors’ Selections

Using the DRA 2003 Federal Grant “Uniform Grant Application Form”, which will include the Administering Agency’s required checklists and documents, the Federal Co-Chairman will invite a full application from each participating state’s lists of eligible and pre-certified projects.

July 26 -- Applications Must be Prepared and Received by DRA

Using the packages provided by the Federal Co-Chairman, and the 45 days allowed, each applicant must complete such application packages and have the DRA receive their application packages – no later than 5pm CDT, July 26, 2004:

1. One set of originals for DRA review,
2. One set of copies, which DRA will send to the participating state member and
3. One set of copies, which DRA will send to the (prospective) Administering Agency

Applicants shall send their packages to:

DRA 2003 Federal Grant Program – Review Team
Delta Regional Authority
236 Sharkey Avenue – Suite 400
Clarksdale, MS 38614

Beginning July 26, all applications shall be received to the DRA Central Office, and the DRA staff will conduct a final review of the details, while working collaboratively and collegially with each applicant.

**No Later Than August 27 -- DRA Staff Review of Applications Completed
And Reviews Forwarded to Governors**

By August 27, DRA staff will have forwarded all the completed application reviews to each Governor for the state's "evaluation and certification" as prescribed by the "Delta Regional Authority Act of 2000", as amended.

By September 3 -- Governors Will Evaluate and Certify Projects

Upon receiving each application for their state, and on or before September 3, each participating Governor shall evaluate and certify each application through his appropriate review process. The Governors will then forward their lists of evaluated and certified applications to the Federal Co-Chairman.

On September 7 – The Delta Regional Authority Votes on Funding 2004 Projects

On September 7, in Memphis, TN, each application will be voted on and approved by the participating state members and the Federal Co-Chairman, together, the Delta Regional Authority. Once projects are approved, the administration of each project will proceed in accordance with the "Memorandum of Agreement" between DRA and the appropriate Administering Agencies.

On September 9 -- The Region's Members of Congress Notified

On September 9, the Members of Congress from the Region will be notified by the Federal Co-Chairman of all projects funded in their states and districts.

On September 13 -- The Region's Governors are Notified

On September 13, the Governors of the Region will be notified by the Federal Co-Chairman of all projects funded in their states.

By September 30 -- (Most) Projects Closed and (All) Funded

By September 30, most DRA Board-approved projects will be closed and all will be funded. The Administering Agencies will then provide DRA with copies of appropriate closing documents.

Please note: Should you have any questions relating to pre-application requirements, timelines, process, instructions, eligibility requirements or any other matters relating to the DRA 2004 Federal Grant Program, please do not hesitate to:

Call: 1-888-GO TO DRA,

Email: DRA04FGP@dra.gov

Mail: DRA 2004 Federal Grant Program Team
Delta Regional Authority
236 Sharkey Avenue – Suite 400
Clarksdale, MS 38614