

# DELTA REGIONAL AUTHORITY 2010 FEDERAL GRANT PROGRAM

## DRA Uniform Grant Pre-Application Form

**PLEASE REFER TO CLARIFICATION NOTES BEFORE COMPLETING THIS PRE-APPLICATION**

<b>[1.] Applicant Information:</b> Applicant: _____ Type of Entity _____ Authorized Official: _____ Street/PO Box: _____ City/State/Zip: _____ Telephone: _____ Fax Number: _____ Email Address: _____ For notification: _____ County: _____ No stamps: <a href="#">Blue Ink</a> Official's Signature: _____	<b>[2.] Application Preparer:</b> Relationship to applicant: _____ Name: _____ Agency: _____ Street/P.O. Box: _____ City/State/Zip: _____ Telephone: _____ Fax Number: _____ Email Address: _____ Project's Congressional District: _____
<b>[3.] DRA Goal/Objective:</b> <input type="checkbox"/> Committed Economic Development Project <input type="checkbox"/> Committed Job Retention Project <input type="checkbox"/> Project included in a "Recruiting Process"	<b>[4.] Project Focus (check all that apply):</b> <input type="checkbox"/> Transportation Infrastructure <input type="checkbox"/> Basic Public Infrastructure <input type="checkbox"/> Workforce Development <input type="checkbox"/> Business Development <input type="checkbox"/> "Distressed County" (see <a href="http://www.dra.gov">www.dra.gov</a> -- as defined in "Attachment A.1" -- DRA 2009 Federal Grant Program).
<b>[5.] Funding Sources for the Project:</b> DRA Funds Requested: \$ _____ Applicant Funds: Cash: \$ _____ In-kind: \$ _____ CDBG Funds: \$ _____ Other State Funds: \$ _____ Other Funds Label: _____ \$ _____ _____ \$ _____ Total Project Cost: \$ _____ Private Entity Investment: Name _____ \$ _____ <b>Mark funding sources- C = committed, AP =Application pending, N = No application made</b> <b>Has a budget prepared with professional estimates of cost been used to determine total project costs? Yes ___ No ___</b> <b>Has a grant administrative cost been included here and on the 424 Form? Yes ___ No ___ <span style="color: red;">DRA grant administration charges will be deducted from DRA grant funds.</span></b>	<b>[6.] Job Creation (Full-Time Equivalency) Impact of DRA Project:</b> Retention of Existing Jobs: _____ FTE New Jobs to be Created: _____ FTE <b>Total Jobs:</b> _____ FTE <b>[7.] Business/Industry Information: Committed</b> Company Name: _____ Contact Person: _____ Title: _____ Street/P.O. Box: _____ City/State/Zip: _____ Telephone: _____ Fax: _____ <b>Include per project type; 1. Participation Agreement from private business to document job retention/creation: 2. application of incubator tenants: 3. business commitment letter to use job training to fill immediate job openings, or retain current jobs.</b> <b><i>If jobs are to be retained, document how they will be lost but for this project and grant.</i></b>

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**[8.] Project Description:** Please provide a brief specific description of the proposed project, along with specific outcomes of the project activities. State how this project conforms to the goals and objectives of the DRA Comprehensive Action Plan, your state's Development Plan, and the State Strategy Statement and Investment Program. You can use one additional page, if necessary.

**[9.] Project Funding:** Give status of all additional funding sources for this project. i.e., approved and committed, application submitted & date / date anticipate source decision, application not made & why.

**[10.]** If the project is presumed to be "on-going", please detail the project's ability to sustain itself WITHOUT future DRA funding.

**[11.]** Include a resolution by the "board of directors" authorizing the executive to make and sign this pre-application to Delta Regional Authority , and the authority to sign any DRA grant documents to bind this entity.

**[12.]** Project Administration will be assigned by DRA if not administered by DRA.

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**PLEASE RETURN THE ORIGINAL and TWO COPIES OF THE DRA UNIFORM PRE-APPLICATION  
and LIKEWISE THE ORIGINAL and TWO COPIES of the APPROPRIATE FEDERAL STANDARD FORMS 424 set TO:  
Pre-applications will only be accepted through Local Development District listed on the transmittal cover letter.**

**Your Local Development District  
See Local Development District list for contact information @ [www.dra.gov](http://www.dra.gov)**

**DELTA REGIONAL AUTHORITY**  
**FEDERAL GRANT PROGRAM 2010 ELIGIBILITY CLARIFICATION NOTES**

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**PREAMBLE**

The Delta Regional Authority (DRA) follows a concise set of guidelines when determining the eligibility of projects submitted for grant funding. This document provides DRA staff with the necessary means to make those determinations. DRA's role in this process is to ultimately provide the governor of your state with a list of eligible projects for his or her selection.

Potential applicants for DRA funding should familiarize themselves with this document and provide conclusive evidence, within the pre-application package, which clearly describes the eligible nature of the project. This determination must be consistent with the definitions found below and supported with proper documentation.

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**SUSTAINABILITY**

Applicants must demonstrate through a sound, comprehensive business plan based on hard data, proven methodology and reasonable forecasts acceptable to the DRA that the applicant is capable of maintaining the project after DRA funding to assure the sustainability of the project and achievement of the level of service outlined in the project description.

Sustainability, by definition, includes all costs associated with management, operation and maintenance necessary to maintain an acceptable level of service. A project will NOT be deemed sustainable if it is dependent on future grants to meet its normal operating expenses.

Feasibility/marketing type studies will be considered non-sustainable and speculative, therefore they will NOT be considered eligible.

Projects deemed "speculative" in any of the four funding areas will NOT be eligible.

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**ENTITIES**

**ELIGIBLE**

The DRA federal grant program is ONLY available to participating member states, local governments (city and county) and non-profit entities, for projects within the DRA member states' counties and parishes.

**INELIGIBLE**

The DRA federal grant program is NOT available to private/for-profit entities and those entities normally deemed eligible but due to prior grant history have been identified as ineligible for future grants.

**PURPOSES**

**ELIGIBLE**

The following four funding categories as found in the Delta Regional Authority Act of 2000, as Amended in the 2002 Farm Bill, represent the continued focus for all DRA grant dollars. This document has been organized under each one of these categories.

1. Basic public infrastructure in distressed counties and isolated areas of distress.
2. Transportation infrastructure for the purpose of facilitating economic development in the region.
3. Business development, with emphasis on entrepreneurship.

4. Job training or employment-related education, with emphasis on use of existing public educational institutions located in the region.

## **INELIGIBLE**

Eligible entities may NOT be conduits for private-sector entities.

NO financial assistance will be authorized to assist any relocation from one area (of the region) to another, except as authorized, to attract businesses from outside the DRA region to the DRA region.

DRA federal grant funds CAN NOT be used to “supplant” existing funding streams.

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## **FUNDING CATEGORY SPECIFICS**

### **BASIC PUBLIC INFRASTRUCTURE**

For the purposes of the Delta Regional Authority’s Federal Grant Program the term “Basic Public Infrastructure” shall mean Water and Wastewater Facilities, Electric and Gas Utilities, Broadband Delivery, and Solid Waste Landfills, all of which are fundamental services necessary to promote growth and attract business, which have a useful life of 20 years or more.

1. To be deemed eligible, projects shall document job-creation or job- retention, however, basic residential infrastructure projects for communities in distressed counties/parishes, or isolated areas designated distressed in non-distressed counties/parishes may be considered provided they meet the program requirements set out in other applicable clarification notes. “Isolated Areas of Distress” shall mean areas of distress identifiable by census track (distressed county criteria) within a non-distressed county.
2. DRA federal grant funds will NOT be used for projects deemed to be “Maintenance” or “Deferred Maintenance”. Maintenance shall mean the work of keeping something in proper condition or upkeep. Deferred Maintenance shall mean to put off, postpone, or procrastinate the act of maintenance.
3. Geographic Information System (GIS) and Broadband projects (not to include speculative or feasibility-type studies – rather, complete and sustainable projects) will be considered technological infrastructure, a subpart of “basic public infrastructure”, and will be deemed eligible for State, County/Parish, or Municipal government entities, if they do not directly subsidize for-profit entities.
4. Government-facility construction and/or improvements (including but not limited to, local/state government offices, libraries, fire stations, multi-purpose buildings and public education buildings/schools) will NOT be eligible.

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### **TRANSPORTATION INFRASTRUCTURE**

5. Transportation Infrastructure shall mean basic physical structures needed to support and/or create a transportation system, which shall include roadways, bridges, rail, port facilities, airports, and other structures deemed to be central to an overall transportation system. To be deemed eligible, projects shall document job-creation or job- retention impact.
6. Local, state and/or federal road, highway and/or bridge maintenance projects will NOT be eligible for DRA funding.

## **BUSINESS DEVELOPMENT** (with an emphasis on entrepreneurship)

7. Business Development shall mean those areas of business development which include entrepreneurship, the creation of new businesses or the retention or expansion of existing businesses in the local communities and to be deemed eligible, projects shall document job-creation or job-retention.
8. Allow expansion of existing business incubators and industrial parks; only allow funding start-up facilities if a committed economic development project or committed business incubator tenants.
9. Applicants must document that a need exists per standards of research described by National Business Incubation Association. A plan should also be developed to coincide with standards and operation as set forth in the National Business Incubation Association.

“Business incubation shall mean a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with any array of targeted resources and services.

## **WORKFORCE DEVELOPMENT**

10. Workforce Development shall mean job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs, which are documented as such by that specific employer. Delivery of such training shall be through the use of existing public educational facilities (EPEFs) located in the Region. However, if, the pre-applicant demonstrates (1) sufficient documentation demonstrating an EPEF’s inability (as examples, insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the pre-applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then the Federal Co-Chairman can waive this requirement and deem a project eligible. To be deemed eligible, projects shall document job-creation or job-retention.
11. Other than for “Workforce Development” projects as described above, start-up or ongoing operating costs (including but not limited to, salaries, vehicles, equipment and maintenance) will NOT be deemed eligible.