**Underground Plant Protection Account Grant Application**

**Instructions and Information**

Thank you for considering applying for a grant from the Indiana Utility Regulatory Commission’s (Commission) Underground Plant Protection Account (UPPA) fund.

Please fill out all fields completely in the attached application and provide as much detail as possible, particularly when describing the scope of your project and the budget. Generally, the start date for any proposed event must be at least 30 days after the date you submit the application; applications for events that occur earlier than this might not be approved.

If you have questions about submitting your grant application, please contact Darby Miller, UPPA Program Manager at [darbmiller@urc.in.gov](mailto:darbmiller@urc.in.gov). Legal questions may be directed to the IURC General Counsel’s Office at [URCGeneralCounsel@urc.in.gov](mailto:URCGeneralCounsel@urc.in.gov).

**Completed applications should be emailed to** [**darbmiller@urc.in.gov**](mailto:darbmiller@urc.in.gov)**.**

Additional guidance on filling out the budget portion of the grant application can be found on the next page. Frequently asked questions about the grant process can be found at <https://www.in.gov/iurc/2861.htm>.

**After Submission of Grant Application**

After submission of your grant application, the Commission will make every attempt to respond to the request within 30 days. Your completion of the grant application does not guarantee that the Commission will award grant funds. Should the Commission award a grant, it will do so in writing. Once a grant application is approved, the grant agreement will be drafted and sent to you for review and signature. Applicants must enter into a fully-executed grant agreement prior to the provision of UPPA funds. A sample grant agreement can be found at <http://www.in.gov/iurc/2847.htm>.

Commission legal staff will guide the grant agreement through the State of Indiana’s approval process. All grant agreements must be approved by the Indiana Department of Administration, the State Budget Agency, and the Indiana Office of Attorney General. Review times vary, but on average it takes about three weeks for grants to be electronically approved by these agencies. Hard copies are strongly discouraged and add significant delays to approval times.

# Project Budget:

* Your budget should be detailed and must include a total.
* Generally, claims shall be submitted to the IURC within 35 calendar days following the date the services were provided and claims may be submitted on a monthly basis only. If you are requesting payments in advance, you must provide the justification for the advance.
* **Detailed Budget and Budget Narrative:**
  + Applicants must present a detailed budget for the proposed project that includes both requested funds and any matching funds.
  + Items included in the budget must be reasonable and necessary for the project.
  + At a minimum, the budget should separate total cost of the project into the following categories where possible.

**Budget Categories:**

* + **Consultants/Contracts:**
  + *Consultant Fees:* For each consultant, include the consultant name, if known, service to be provided, hourly/daily rate, and the estimated time on the project.
  + *Consultant Expenses:* List all expenses to be paid from the grant to the individual consultants in addition to their fees (travel, meals, lodging, etc.).
  + *Contracts:* Provide a description of the product or service to be procured by contract and an estimate of the cost. Provide a narrative describing the procurement method to be used. Applicants are encouraged to promote free and open competition in awarding contracts.
  + **Equipment:** List non-expendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life after the conclusion of the proposal’s end date. Expendable items should be included either in the Supplies category or in the Other category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment should be listed in the Consultants/Contracts category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.
  + **Personnel:** List each position by title and name of employee. As applicable, show either the hourly wage rate or the annual salary rate and the percentage of time to be devoted to the project, and include employee benefits, if any, in those rates. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant’s organization.
  + **Supplies:** List items by type (office supplies, postage, training materials, copy paper) and show how you determined your supply needs. Generally, supplies include any materials that are expendable or consumed during the course of the project. Limit requests for expendable equipment items to $5,000 or provide a detailed explanation of why such equipment is necessary for the project.
  + **Travel Packages:** Itemized travel must be listed at the travel rates for State of Indiana employees found at <https://www.in.gov/idoa/2459.htm>. You may include itemized travel or travel packages, if known (ex. $300 for an overnight stay with registration). Itemize travel expenses of project personnel by purpose (training, interviews, meetings, etc.).

**Other:** List items (rent, reproduction, telephone, janitorial or security services, etc.) by major type and how the costs were determined. For example, provide the square footage and the cost per square foot for rent.

**Requesting Grant Payments**

Following approval of the grant agreement, in order to receive grant funds, you must submit a request for payment. Please submit requests for grant payments to Darby Miller via email to [darbmiller@urc.in.gov](mailto:darbmiller@urc.in.gov) or by mail to the following address:

Attn.: Darby Miller

Indiana Utility Regulatory Commission

101 West Washington Street, Suite 1500 E

Indianapolis, IN 46204

Generally, grantees will submit an invoice or a request on company letterhead. At minimum, the invoice/request for payment must include the following:

1. Contract ID # (found at the top of the front page of the grant)
2. Company name
3. Name, phone number, and email address for a person who can answer possible questions
4. Amount requested
5. A description of what the payment covers.

Please turn in invoices timely. By state statute, the Indiana Auditor of State does not pay invoices until, at least, 35 days after submission.