

# DELTA REGIONAL AUTHORITY -- 2003 FEDERAL GRANT PROGRAM

## TIMELINE & INSTRUCTIONS

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### May 1 -- DRA 2003 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 M.J. “Mike” Foster Louisiana,
- Governor Paul E. Patton Kentucky,
- Governor Ronnie Musgrove 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 2003 Federal Grant Program.

The DRA’s 2003 “Uniform Pre-Application Package” will include the:

1. Cover Letter,
2. Simplified Process and Timeline,
3. DRA 2003 Grant Timeline and Instructions,
4. DRA 2003 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 2003 “Uniform Pre-Application Package” can also be accessed through:

- DRA’s web site, [www.dra.gov](http://www.dra.gov), “DRA 2003 Federal Grant Program”, or by
- Calling: 1-888-GO TO DRA,
- Emailing: [Pre-App.team@dra.gov](mailto:Pre-App.team@dra.gov) or
- Writing: DRA 2003 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](http://www.dra.gov) “DRA 2003 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](http://www.dra.gov) “DRA 2003 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](http://www.dra.gov) “DRA 2003 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](http://www.dra.gov) “DRA 2003 Federal Grant Program” to learn of these updates.***

### **Commencing May 5 – 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 2003 Federal Grant Program’s pre-application process. Specifically, commencing May 5, each LDD will begin publicizing the DRA 2003 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 2003 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 2003 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.***

**(Tentative) May 15 – All LDDs Host Public Forums**

In addition to the other public forums each LDD will host, the DRA will also facilitate with all of the 44 LDDs in the Region to host, simultaneously, a public forum, with the date tentatively set for May 15. The depth and breadth of such a combined meeting will have tremendous publicity and public education impacts for the DRA 2003 Federal Grant Program.

***Please note: when the definitive date is set, ample notice will be disseminated.***

**Between May 19 Through June 3 – DRA “Pre-Review Window” for Eligibility is Open**

Between the dates of May 19 and June 3, the DRA Central Office will offer a “window of opportunity” for pre-applications to be pre-reviewed by the DRA staff and/or the prospective Administering Agency staff, whereby pre-applicants could be assured whether their project concept (as submitted for pre-review) would be subsequently deemed eligible by the Federal Co-Chairman.

Specifically:

1. DRA and/or the prospective Administering Agency staff will pre-review such pre-applications, and
2. If needed, the DRA staff would provide appropriate commentary, as to whether or not their project concept would be deemed eligible by the Federal Co-Chairman, and will respond in time for pre-applicants to effect any changes necessary to meet the deadline for submission.

This service by the DRA Central Office staff should provide for more, and more-acceptable, pre-applications being submitted and subsequently deemed eligible for funding from the DRA 2003 Federal Grant Program.

Accordingly, if you as a pre-applicant have any doubt as to whether your concept will be deemed eligible or not, ***please do not hesitate to take full advantage of this opportunity.***

To be assured of DRA pre-review, such packages must be received at DRA Central Office no later than 5pm CDT, May 30, 2003.

Please submit your inquiries by either:

1. Emailing: [Pre-Review.Team@dra.gov](mailto:Pre-Review.Team@dra.gov) or
2. Writing: DRA 2003 Federal Grant Program – Pre-Review Team  
Delta Regional Authority  
236 Sharkey Avenue – Suite 400





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 2003 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 July 8 -- 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.

### **August 8 -- Applications Must be Prepared and Received by DRA**

Using the packages provided by the Federal Co-Chairman, and the 31 days allowed, each applicant must complete such application packages and have the DRA receive their application packages – no later than 5pm CDT, August 8, 2003:

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 August 8, 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 September 1 -- DRA Staff Review of Applications Completed and Forwarded to Governors**

By September 1, DRA staff will have forwarded all the completed applications to each Governor for the state's "evaluation and certification" as prescribed by the "Delta Regional Authority Act of 2000", as amended.

**By September 8 -- Governors Will Evaluate and Certify Projects**

Upon receiving each application for their state, and on or before September 8, 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 10 – The Delta Regional Authority Votes on Funding 2003 Projects**

On September 10, 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 11 -- The Region's Members of Congress Notified**

On September 11, 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.

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***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 2003 Federal Grant Program, please do not hesitate to:***

Call: 1-888-GO TO DRA,

Email: [DRA03FGP@dra.gov](mailto:DRA03FGP@dra.gov)

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

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