

Underground Utility Damage Prevention Grant Application Instructions and Information

Thank you for considering applying for a grant from the Tennessee Underground Utility Enforcement Board (“Board”). Pursuant to Tenn. Code Ann. § 65-31-117, the Board has the authority to award two types of grants:

Option “A” Grant – The purpose of an Option A grant is to assist small utilities with less than 5,000 customers to assist them in complying with one-call notification requirements. Qualifying applicants may seek reimbursement for expenses and investments made to comply with mandatory notification center requirements of the Tennessee Underground Utility Damage Prevention Act at Tenn. Code. Ann. § 65-31-101, *et seq.* Grants will not be awarded to reimburse operating expenses.

Option “B” Grant – The purpose of an Option B grant is to provide reimbursement for new public awareness, educational programs or materials regarding safety issues and practices related to the Tennessee Underground Utility Damage Prevention Act at Tenn. Code. Ann. § 65-31-101, *et seq.*

There is a \$40,000.00 cap per grant award. Please be specific and detailed in your application and provide a budget and/or cost allocation plan. Grant funds may not be used to reimburse expenses for of the following:

- Alcoholic beverages
- Bad Debts
- Contingencies
- Contributions and Donations
- Entertainment
- Fines and Penalties
- Fundraising and investment management
- Legal services related to claims against the federal government

Please fill out all fields completely in the Board’s grant application and provide as much detail as possible, particularly when describing the scope of your project and the budget. A successful application is clear and thorough and demonstrates value with identifiable goals and measurable outcomes. You must indicate which grant option you are applying for.

If you have questions about submitting your grant application, please contact Brittany Shaw at Brittany.J.Shaw@tn.gov.

Completed applications and any attachments should be emailed by March 15, 2024, to UUDEB.GrantProgram@tn.gov.

After Submission of Grant Application

After submission of your grant application, the Board will make a final determination on April 9, 2024. Your completion of the grant application does not guarantee that the Board will award grant funds. Should the Board award a grant, it will do so in writing. Once a grant application has been initially received and reviewed, a draft grant contract may be drafted and sent to you for review and signature. Applicants must enter into a fully-executed grant contract prior to the provision of grant funds.

Grant contracts are not final until they have been reviewed and approved by the Tennessee Central Procurement Office and the Tennessee Comptroller Office. General terms listed in the generic State of Tennessee grant contract are applicable to the award of any grant award. See generic contract at:

<https://www.tn.gov/content/dam/tn/publicutility/documents/uudeb/GenericStateTennesseeGrantContract.pdf> are applicable to the award of any grant award.

Review times vary, but review is expected to take one to two weeks after the Board has made a final determination on April 9, 2024. Staff working on behalf of the Board will guide the grant contract through the State of Tennessee's approval process. Please note Section D.5 of the generic sample contract. Any sub-contract entered into by a grant recipient for explicit purpose of work carried out with this grant must be reviewed by the Tennessee Central Procurement Office. Review of sub-contracts is generally limited to the requirements of Section D.5 and generally in a swift manner.

Project Budget:

- Your budget should be detailed and must include a total.

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 and if applicable, 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.

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 (Grant specific email) via or by mail to the following address:

Attn.:

Samantha Lamon
Tennessee Public Utility Commission
502 Deaderick St.
4th Floor
Nashville, Tennessee 37243

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.