

1

State of Alaska
NATIONAL PETROLEUM RESERVE – ALASKA (NPR-A)
IMPACT MITIGATION PROGRAM
Second Round FY 2022 Application
MUST BE POSTMARKED NO LATER THAN MONDAY, NOVEMBER 15, 2021

APPLICANT (BOROUGH OR CITY) INFORMATION

Name: _____ (Borough or City)
Physical Address: _____
City: _____ State: _____ Zip code: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip code: _____
Contact Person (Name & Title): _____
Phone: _____ Fax: _____
Email: _____

PROJECT INFORMATION

Project Title: _____
Community(ies) to Benefit: _____

Type of Project:
☐ Planning
☐ Construction, Maintenance, or Operation of Public Facility
☐ Other Necessary Public Service

Proposed Budget:
\$ _____ NPR-A Request
\$ _____ Match
\$ _____ Total Project Cost (total of above two lines)

CERTIFICATION
I, the undersigned, certify that I am authorized to represent the applicant, that to the best of my knowledge and belief, all information in this application and attachments is true and correct, that the documents have been duly authorized by the governing body of the applicant, that the community is empowered by statute to perform the functions and provide the services encompassed by the proposed project, and that the applicant will comply with all applicable State and Federal laws and regulations in implementing the proposed project if it is selected for funding.

Authorized Signature: _____ Date: _____
Printed Name: _____ Title: _____

Postmark Date: _____

2

**RESOLUTION OF APPLICANT'S LOCAL GOVERNING BODY
AUTHORIZING SUBMISSION OF THE APPLICATION AND PARTICIPATION IN
THE NPR-A IMPACT MITIGATION PROGRAM**

RESOLUTION NUMBER _____

A RESOLUTION of the _____⁽¹⁾ authorizing participation in the National Petroleum Reserve – Alaska (NPR-A) program. _____⁽²⁾ wishes to provide _____⁽³⁾ for use in the community; and

WHEREAS, the municipality is an applicant for a grant in the amount of \$ _____⁽⁴⁾ from the Alaska Department of Commerce, Community and Economic Development under the NPR-A Impact Mitigation Program authorized by Chapter 53, S.A. 1986 as amended;

NOW THEREFORE BE IT RESOLVED that the _____⁽⁵⁾ hereby authorized to submit this application and negotiate and execute any and all documents required for granting and managing funds on behalf of this municipality.

The _____⁽⁶⁾ is also authorized to execute any subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or task and based upon the needs of the project.

PASSED AND APPROVED BY THE _____⁽⁷⁾ on _____⁽⁸⁾, 2021.

IN WITNESS THEREOF:

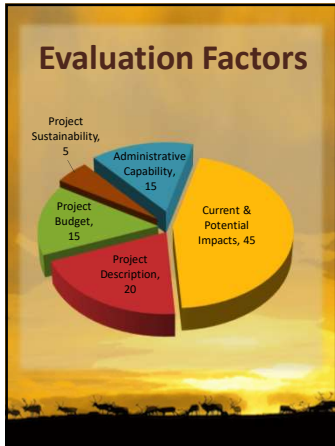
By: _____⁽⁹⁾
Signature and Title

Attest: _____⁽¹⁰⁾
Signature and Title

(1) Resolution Number
(2) Name of Municipality
(3) Project Title
(4) Amount of NPR-A grant funds
(5) Chief Administrative Officer or Highest Elected Official
(6) Municipal governing body
(7) Date resolution was adopted
(8) Clerk of Municipality

FY 2022 NPR-A Application - 1 -

3



4

CRITERION #1 / Maximum Points Available 15

Administrative Capability

A. Previous Experience
What is the city or borough's previous experience in accomplishing, providing, and/or managing similar projects? Discuss both A. grant projects, other grant programs, and other projects funded through other means. Attach additional pages as needed.

- What grants has the city or borough received in the past?
- For operations grants, what good has your local government done for the community?
 - Did the local government provide utility services?
 - Did it run any special programs?
 - What are the strengths of your local government?
- For community development or infrastructure grants, what was the outcome?
 - Is the facility continuing to have a positive impact on your community?
 - Did you complete the project on-time and within the budget?
- What have you learned from managing similar projects in the past?
 - In what ways has your administrative capability improved from past experiences?

FT 2022 NPB-A Application - 2 -

5

B. Key Personnel
Identify the key personnel who will be working on this project including, at a minimum, the project manager and financial or administrative manager, and provide the following information for each individual (attach additional pages as needed):

1. Name and position title
2. Responsibilities in relationship to this project
3. Previous experience with similar projects and/or any projects funded by grants from other state or federal agencies
4. Attach individual résumés of key personnel

Include information about the following individuals:

- Project Manager
- Financial Manager
- Administrative Manager
- Department Managers
- City Administrator
- City Clerk

What related projects or experience does each individual have?

Remember to attach résumés!

FT 2022 NPB-A Application - 3 -

6

15
Points
Possible

Scoring Criteria

Administrative Capability

- Did the applicant complete and provide the NPR-A Signature Sheet and Certifications, which includes the name, title and signature of the applicant's authorized official?
- Did the applicant provide their complete name, mailing address, and physical address?
- Did the applicant provide the contact person's name, title, phone number, and email address (if available)?
- Did the applicant provide a printout of the applicant's active DUNS and CCR #?
- Did the applicant identify prior experience with accomplishing, providing, and/or managing similar projects?
- Did the applicant include a copy of their most recent Audit or Certified Financial Statement?
- Was the following information included for the applicant's key personnel (at a minimum the project manager, financial or administrative manager): name and position title, responsibilities in relationship to this project; resumes, and previous experience with similar projects and/or any projects funded by grants from other state or federal agencies?
- Did the application disclose the applicant's intent to hire a contractor(s) to perform portions of the project?

7

CRITERION #2 / Maximum Points Available 45

Current & Potential Impacts

A. Clearly identify current impacts and/or potential impacts resulting from oil and gas development within the NPR-A and how this project **alleviates** those impacts. The more direct or severe the impact(s) the higher priority the project will receive in funding consideration. For potential impact(s) the applicant should provide an anticipated timeframe. Attach documentation whenever possible to support your complete and thorough discussion of impacts.

Below is a list of potential areas of impact. Check all that are addressed by your project. In the narrative section below, discuss each checked impact, how these impacts are related to oil and gas development, and how your project **alleviates** those impacts. Attach additional pages as needed.

- Population
- Employment
- Recreation
- Social and Cultural Values
- Air and Water Quality
- Fish and Wildlife/Habitats
- Ability to Provide Essential Public Services
- Other: _____

Narrative:

For each impact identified:

- How does it **directly** relate to oil and gas development?
- How **severely** or **directly** has it impacted your community?
- How does your project **alleviate** that impact?
- Attach documentation

8

Narrative Continued:

Examples of types of documentation:

- Census data showing demographic or population changes over time
- Pictures (color pictures if you want to show detail of a specific issue)
- Health reports or studies showing changes over time
- Wildlife reports or studies showing changes to subsistence resources

- Include potential and future impacts
- Be specific
- Always bring it back to oil and gas development

9

Scoring Criteria

Current and Potential Impacts

45 Points Possible

- Did the applicant identify **current or potential impacts** on the community which will or have resulted from oil and gas development within the NPR-A? For current impacts, did the applicant identify when the impact was first identified? For potential impacts, did the applicant provide an anticipated timeframe?
- Did the applicant identify how the proposed project **alleviates** those impacts?
- Did the applicant identify and substantiate the **degree** to which the impacts are **directly caused** by NPR-A oil and gas development?
- Did the applicant substantiate the **severity** of the impacts on the community?
- Did the applicant discuss impact(s) in the context of one of more of the following elements: population; employment; finances; social and cultural values; air and water quality; fish and wildlife habitats; public services; and/or other things of demonstrable importance to the applicant which can be attributed to oil and gas development?
- Did the applicant include adequate **documentation** to support the identified impact(s)?

10

CRITERION #3 / Maximum Points Available 20

Project Description

A. Provide a detailed project description, including the type project (planning, public facilities, or other necessary public services). Who in the community will benefit from this project, and how? If your project is a continuation of, or similar to, an existing NPR-A grant activity, provide details on the status of the ongoing grant(s). For projects which are similar in nature, clearly define the expected outcomes for the proposed grant versus the existing grant(s). Attach current status reports including available balance of funds for continuation or similar open grants to the application. Attach additional pages as needed.

- Identify type of project**
 - Planning
 - Public facility
 - Other necessary public service
- Describe project**
 - Be specific.
 - Which positions will be funded? Include position descriptions.
 - What specific materials will you be purchasing?
 - How will you construct your project? With force account labor or a hired contractor?
- For continuation or similar projects:**
 - Discuss what's going on with the active grant.
 - If this project is different in any way, how is it different?
 - How will the outcomes be different?
 - Remember to attach a current status reports for the active grant.

FT 2022 NPR-A Application - 6 -

11

B. Describe the end goal of your project. What will be accomplished? What will be the end result? How does this goal mitigate current or potential impacts identified in the previous section?

RESULTS!

- What will be the **long-term impact** of this project on your community?
- Bring it back to **oil and gas development**: How does it alleviate the impacts identified on page 7?
- How does this project improve **sustainability** in your community?

C. Identify your timeline. Describe specific goals, activities, and objectives to be accomplished, dates you expect each item to be completed, and a completion date for the entire project.

- Outline each step of the project:**
 - Funding received (July 2022)
 - Seasonal activities
 - How long will the funding last? (Expected closeout date)
- For each step of the project:**
 - Include realistic dates that each step will be completed
 - Describe what will be accomplished or end results

FT 2022 NPR-A Application - 7 -

12

D. For construction/renovation projects or projects involving the use of real property

a. Indicate which document you have that proves ownership or your legal and enforceable right to use the parcel of land you will use for this project:

Did you attach a copy?

<input type="checkbox"/> Deed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Lease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Easement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

b. Provide a legal description of the property (e.g., the description on your deed):

This will look something like:
Lot 2 Block 11A of U.S. Survey 4615 Tract A

c. How did you include engineering design which includes technical specifications?

☐ Yes ☐ No ☐ N/A

d. How will you address state and federal land use standards when choosing a site and constructing your project? Have you considered coastal zone management? (Erosion control? Flood plain management?) Environmental or industry permits? Will you be required to obtain any certifications or meet special requirements? Have you contacted any agencies about potential permitting requirements?

Examples of what you may want to provide in this section:

- Army Corps of Engineers permits
- Floodplain maps and/or certifications
- Clearance from U.S. Fish & Wildlife Service
- Correspondence with permitting agencies
- Erosion maps
- Fire marshal approval

FT 2022 NPR-A Application - 8 -

13

Scoring Criteria

20 Points Possible

Project Description

☐ Did the applicant identify the community the proposed project will benefit and whether it is for (1) planning, (2) construction, maintenance and/or operation of essential public facilities; or (3) other necessary public services?

☐ Did the application clearly identify the project goal, what will be accomplished, and how the end result relates to and/or *mitigates* the current or potential impacts identified?

☐ Did the applicant address why the project is important and how the proposed activities are currently being addressed?

☐ Did the applicant identify timelines, goals, and specific activities and objectives to be completed and at what stages, completion date of each stage, and completion date of the entire project?

☐ If the project is facility, equipment, or property related: Did the applicant identify and attach, as appropriate, construction design and specifications, engineering designs, technical specifications, and/or maps and documentation of site control?

14

Scoring Criteria

20 Points Possible

Project Description - Continued

☐ If the project is facility or property related, did the applicant identify how the project will be sited and constructed in a manner that addresses State land-use standards (i.e., coastal zone protection, erosion control, floodplain management, etc.) and attach documentation?

☐ Did the applicant identify and attach, as appropriate, environmental and/or industry permits, certifications, and/or other pertinent special requirements and necessary approvals?

☐ Did the applicant identify whether other funding is necessary beyond the NPR-A request and if so, identify the source and status of securing the funding?

☐ If the project is a continuation of an existing NPR-A grant activity, did the applicant provide details and current status reports on the ongoing grant and define the expected outcomes of the proposed grant versus the existing grant?

15

CRITERION #4 / Maximum Points Available 15

Project Budget

A. Detailed Budget Summary
Use the form below to outline specific project costs. Under the "NPR-A Request" column, identify the amount you are requesting with this application. The "Match" column should identify the amount available to support the project, see Application Handbook. The "Total Project Cost" column should reflect the NPR-A Request in addition to other funding sources.

Cost Category	NPR-A Request	Match	Total Project Cost
Labor/Fringe Benefits	\$ NPR-A	\$ Applicant's	\$ NPR-A Grant
Contractual	\$ Grant	\$ Contribution	\$ Request + All
Equipment	\$ Request	\$	\$ Other Funding
Materials/Supplies	\$	\$	\$
Freight	\$	\$	\$
Travel	\$	\$	\$
Other: _____	\$	\$	\$
TOTAL	\$	\$	\$

B. Have you included independent cost estimates, engineering estimates, quotes, or other documentation to support your budget above?
☐ Yes ☐ No
Attaching backup documentation will strengthen your application!

FF 2022 NPR-A Application - 9 -

16

C. Budget Narrative
All applicants must complete and submit the **NPR-A Detailed Budget Summary Sheet**. The application must include a narrative which explains how proposed costs were computed. The narrative discussion should include, but not be limited to the following:

- Identify and explain, labor and fringe benefits, equipment rental and/or purchases, materials and supplies, freight, travel, and similar costs.
- Identify contractual or professional services. The applicant is required to go out to bid and hire a licensed contractor to perform portions of the project.
- Only federally approved and documented indirect administrative rates from a cognizant agency will be accepted.

This is where you describe **what** you want to buy and **how** you came up with the dollar amount listed on the previous page.

- What materials will you purchase?
- Do costs include freight?
- Are you hiring a contractor or paying your own employees?
- Will you hire any new employees?
- How many hours will the employees work, how much will they be paid, and what are their benefits?
- Are you going to be purchasing or renting equipment?
- If this includes travel, who is traveling? Does this include per diem, if so, what is your per diem rate? Will you be paying for lodging?

Be as detailed as possible!
Include all possible supporting documentation

- City budgets
- QuickBooks reports
- Utility bills
- Cost estimates or quotes

FF 2022 NPR-A Application - 10 -

17

Scoring Criteria

Project Budget

15 Points Possible

- ☐ Did the applicant complete and submit the **NPR-A Detailed Budget Summary Sheet** that clearly identifies all costs associated with the project?
- ☐ Does the application include a detailed, reasonable, and comprehensive budget narrative?
- ☐ Did the applicant provide a match to the project?
- ☐ Does the application include supporting documentation (i.e., price quotes, independent cost estimates, matching funds, etc.) to justify the budget?
- ☐ Does the application identify all direct project costs by line item (i.e., facility modifications, equipment purchase/rental, freight, materials/supplies, contractual or professional services, labor/fringe benefits, etc.) and explain how costs were computed?
- ☐ Does the application identify all administrative costs and specify whether costs are computed as a direct or indirect percentage of the total project cost?

18

CRITERION #5 / Maximum Points Available 5

Project Sustainability

A. Describe the long-term sustainability of the project. How will this project continue to function and alleviate the impacts of oil and gas development on a long-term basis? Identify the continuing project costs including operation and maintenance, equipment and facility upgrades and replacement, and other improvements. Identify the source and amount of funds that will be available to sustain the project in the long-term. Attach additional pages as needed.

Think about what is going to happen after you have fully expended all the grant funds.

- Will you be able to keep the lights on?
- Where will the money come from to heat the facility?
- If you are adding local government positions, will you continue to fund them if this money isn't available next year?
- How are you using this money to improve your community's sustainability?
- If you are purchasing equipment, how long will it last? When will it have to be replaced?

FT 2022 NPR-A Application - 11 -

19

Scoring Criteria

Project Sustainability

5 Points Possible

- ☐ Does the application demonstrate that the proposed project will continue to function and alleviate the impact(s) of NPR-A oil and gas development on a **long-term basis**, beyond the initial project?
- ☐ Did the applicant demonstrate that the project is economically feasible by providing an operation and maintenance budget and/or identifying other continuing costs of the project, including equipment upgrades and replacement, facility upgrades and replacement, and other improvements?
- ☐ Did the applicant identify the source and amount of funds necessary to sustain the project, such as additional grants from DCCED, other State agencies, federal agencies, usage fees, etc.?

20

Supplemental Information

Application Checklist

In order to pass the threshold review and be considered for funding, your application must meet the following criteria. This checklist is provided for a courtesy only and does not guarantee your application will pass threshold review. Please refer to the application handbook for comprehensive instructions. If you have any questions about the application process, contact Parklands grant staff for clarification.

- ☐ Is the **Cover Page** included and signed by the authorized official?
- ☐ Did you include the **Printout** from www.dcms.gov of the active DUNS and CCR #?
- ☐ Is the executed **Resolution Authorizing Submission** of the application (page 5) attached?
- ☐ Did you complete and include the **Detailed Budget Summary** on page 5?
- ☐ Did you identify oil and gas development activity which resulted in current and/or potential impacts and demonstrate how the proposed project will **alleviate those impacts**?
- ☐ **Will your application be postmarked by November 21, 2021?**
- ☐ Did you include **one original** signed application and four copies?
- ☐ Did you attach the municipality's most recent **audit**, or if none exist, a **certified financial statement**?

We suggest you attach as much of the following documentation as applicable to your application in order to support the maximum amount of points from the RSC:

- ☐ Professional cost estimates and other documentation for budget items
- ☐ Design and engineering documents or site plan (for construction projects)
- ☐ Permits, if appropriate
- ☐ Site control document (deed, lease, or easement) if project involves the use of land or an existing facility
- ☐ Information showing that those who will carry out the project are qualified to do so (i.e., résumés)
- ☐ Documentation to support impacts and evidence that proposed project would alleviate those impacts (e.g., health studies, census data, harvest records)
- ☐ Documentation of other funding sources (e.g., grant award letters, municipal balance sheets, letter committing financial support from tribal government)

FT 2022 NPR-A Application - 12 -

21