**Grant Application Instructions**

**Completing the Application**

Please fill out all fields completely. Please provide as much detail as possible. Completed applications should be emailed to the Underground Plant Protection Account Program Manager, Darby Miller, at [DarbMiller@urc.in.gov](mailto:DarbMiller@urc.in.gov). Questions regarding your application should be directed to Mr. Miller. Legal questions may be directed to Assistant General Counsel, DeAnna Poon, at [dpoon@urc.in.gov](mailto:dpoon@urc.in.gov).

**Granting of Funds**

Your completion of this grant application does not guarantee that the Indiana Utility Regulatory Commission (IURC) shall award grant funds. Should the IURC provide a grant award, it will do so in writing. The IURC shall make every attempt to respond to application requests within thirty days.

Applicants shall be required to enter into a fully executed Grant agreement prior to the provision of Underground Plant Protection Account funds. A sample Grant agreement is posted at <http://www.in.gov/iurc/2847.htm>.

**Exhibit A – Grant Application**

# Grantee Contact Information

1. **Name**: Kim Howe
2. **Business Name (if applicable)**: Huntingburg Energy Department
3. **Phone number**: 812-683-3622 ext 3044
4. **Address for notices**: P. O. Box 10, Huntingburg, IN 47542
5. **Email**: khowe@huntingburg-in.gov
6. **Company website (if applicable)**: www.huntingburg-in.gov
7. **Alternate contact person, phone, and email (if applicable)**: John Reutepohler 812-683-3622 ext 3010 jreutepohler@huntingburg-in.gov

# Metrics Information

1. **How did you learn about the UPP Account Fund?** 811-INPAA-SW Damage Prevention Council
2. **What is your current role in pipeline safety?** Public Awareness Administrator

# Grant Project Scope

1. **Under IC 8-1-26-24, the Underground Plant Protection Account is established to provide funding for programs established and administered by the commission as listed below. This project will be [please check at least one box]**:

A public awareness program concerning underground plant protection.

A training or educational program for contractors, excavators, locators, operators, and other persons involved in underground plant protection.

An incentive program for contractors, excavators, locators, operators, and other persons involved in underground plant protection to reduce the number of violations of Ind. Code chapter 8-1-26.

1. **Please provide a detailed description regarding how your project will benefit the public by enhancing underground plant protection**: We hope to educate the public more to prevent future damages. This would be in a relaxed, fun setting that may help people to retain the information better than just reading a brochure. Also through the 250 shirts and 250 koozies we give out to keep 811 visible in the community.
2. **Please provide your target audience/demographics for this project**: Homeowners, Excavators, and the Public in general.
3. **Please provide a description of how your program’s results will be measured to determine the value and relative effectiveness of your program**: By having fewer damages and tracking the number of conversations with the homeowners and excavators on 811 education during the game.
4. **Estimated start date for project**: June 18, 2016
5. **Estimated length of time for project**: 1 day
6. **Please describe the specific details of your proposed project, including a schedule and/or milestones**: Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  | **Milestones** | **Estimated Completion Date** |
| 1 | Order shirts and koozies | 4/4/2016 |
| 2 | Hang 811 banners at Stadium | 6/10/2016 |
| 3 | Dubois County Bombers baseball game | 4/18/2016 |
| 4 | Click here to enter text. | Click here to enter a date. |
| 5 | Click here to enter text. | Click here to enter a date. |
| 6 | Click here to enter text. | Click here to enter a date. |
| 7 | Click here to enter text. | Click here to enter a date. |
| 8 | Click here to enter text. | Click here to enter a date. |
| 9 | Click here to enter text. | Click here to enter a date. |
| 10 | Click here to enter text. | Click here to enter a date. |

UPP Account Committee Approval Date Approved

**Exhibit B – Project Budget**

Instructions: Insert your project budget here. 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.

**Total amount requested: $ 1200**

**Project Budget:**

|  |  |  |
| --- | --- | --- |
|  | **Budget Item** | **Cost** |
| 1 | T-shirts/Can Koozies | $ 1100 |
| 2 | Sponorship/Tickets for game | $ 100 |
| 3 | Click here to enter text. | $ Click here to enter text. |
| 4 | Click here to enter text. | $ Click here to enter text. |
| 5 | Click here to enter text. | $ Click here to enter text. |
| 6 | Click here to enter text. | $ Click here to enter text. |
| 7 | Click here to enter text. | $ Click here to enter text. |
| 8 | Click here to enter text. | $ Click here to enter text. |
| 9 | Click here to enter text. | $ Click here to enter text. |
| 10 | Click here to enter text. | $ Click here to enter text. |
|  | **Total Cost** | **$ 1200** |

**Description of Costs:**

**We will be ordering 250 shirts in safety colors with the 811 logo and Huntingburg Energy Department printed on them. We are also ordering 250 Koozies with the 811 logo on them. These will be handed out throughout the evening by the 811 Mole. We will also have banners hanging from the Stadium at the entrance of the park and 2 inside. There is an electronic scoreboard that will display “Huntingburg Energy Department with 811 and INPAA remind you to always dig safe” during the game. At this game there is a local business that is having their corporate night and have purchased 2200 tickets. This will put attendance well above the average of 1062 for 2015 games. The tickets we purchase will be given to gas employees and fire department personnel who will wear 811 shirts to help us promote safe digging. The remaining tickets will be given to local excavators and public officials**