

FY2007

Anhydrous Ammonia Security Grant Program Pilot Project



Application Deadlines: October 2 • February 1

In 2005, the Illinois General Assembly passed legislation instructing the Department of Agriculture to establish a grant program to improve safety and security at anhydrous ammonia facilities by encouraging the industry to utilize industry approved ammonia additives, install tank locking devices, or install security systems to prevent the use of anhydrous ammonia in the illegal manufacture of methamphetamine. \$1.6 million in funds were included in the Department of Agriculture's fiscal year 2007 budget for this program.

These guidelines are intended for use by individuals developing proposals and carrying out the administrative and procedural requirements involved in applying for Anhydrous Ammonia Security Grant Program projects.

Program Scope

Anhydrous Ammonia Security Grant Program funds can be requested for a portion of the costs associated with obtaining and implementing approved facility safety and security measures including the utilization of anhydrous ammonia additives, installing tank locking devices, and installation of other security measures to prevent the use of anhydrous ammonia in the illegal manufacture of methamphetamine and

to protect the safety of Illinois farmers, agribusinesses, farm workers, neighbors, law enforcement, first responders and members of the public.

This pilot project will focus efforts on a 21-county area in Illinois; although the pilot project may be extended to other geographic areas of the state depending upon the merit of individual proposals. The 21-county area includes: Henderson, Warren, Hancock, McDonough, Fulton, Adams, Schuyler, Mason, Brown, Cass, Menard, Pike, Scott, Morgan, Sangamon, Calhoun, Greene, Jersey, Macoupin, Montgomery and Christian Counties.

Eligibility and Matching Requirements

Any person or agribusiness that owns, operates or manages an anhydrous ammonia facility in Illinois that sells and distributes anhydrous ammonia for agricultural purposes in Illinois is eligible to receive a grant. Based on availability of funding the Department may establish pilot programs.

Below is a list of the approved cost reimbursement percentages allowable for a variety of approved security measures which are eligible costs under this program for anhydrous ammonia tanks. All enhancements will be covered 2/3 by the state and 1/3 by the applicant.

Security Device	Grant Applicant Cost	% Covered by Grant
Additives	33%	67%
Signage (Example: Signs marking tanks treated with additives.)	33%	67%
Valve Locking Devices	33%	67%
Video Surveillance Equipment & Security Systems	33%	67%
Other Safety & Security Enhancements	33%	67%

NOTE: There are several companies that provide a number of the approved security devices/enhancements that are willing to provide bulk purchase discounts for those individuals awarded grants through this pilot project. For a complete list of potential vendors, please visit the Illinois Fertilizer and Chemical Association’s website (www.ifca.com).

Applicants will be required to pay for 100% of the project initially and as a portion of the final report will submit a cost reimbursement request form (provided by IDOA at time grant is awarded) to the Department for reimbursement for the original approved costs under the grant agreement.

NOTES:

- Fencing is not allowable under this grant program.
- Any individual or entity providing financial and/or in-kind support to a project is required to provide a letter of financial support indicating the approximate financial contribution they are making towards the project. Applications failing to include a financial letter of support for all parties involved in the project will be considered incomplete and applicants will be asked to provide them in order for the application to be considered for funding in future rounds.
- Travel and administrative costs are **not** allowable expenditures under this grant program; however, they can be included as part of a matching or in-kind expense the applicant or a third party supporting the project is providing. If provided by a third party – please include a letter of commitment for that financial support.

Application Procedures and Requirements

Application Deadline

There will be two application rounds for this pilot project. Application deadlines are October 2 (limited to eligible applicants in 21-county pilot project area only) and February 1 (open to any eligible applicant in the state).

Any application received after 5:00 p.m. on the deadline date (regardless of the postmark date) will be held for consideration in the next application review cycle.

Please submit one original and 6 copies of the application to the Department by the appropriate submission date as outlined above.

Application Procedures

Submit one original and six copies of the application to the Department of Agriculture by the appropriate submission date. If you are mailing the applications send to:

Illinois Department of Agriculture
Attn: K. Janssen
State Fairgrounds
801 E. Sangamon Ave.
Springfield, IL 62702

Application

All applications, including the cover page and budget page **must** be typed or computer generated. Applicants must also submit a W-9 form (included in application packet). When submitted, applicants should submit a total of seven copies of the application or the applicant will receive notice it was not reviewed as application materials were not complete upon submission.

Copies of the required application forms may be requested from the Illinois Department of Agriculture and are also available through the Illinois Department of Agriculture's website (www.agr.state.il.us). All application forms are included in this packet.

Applicants may also choose to add additional documentation to the end of the application including a list of project partners and/or letters of support from community members and other businesses that are in support of the project.

Each application must be stapled in the upper left hand corner. Do not bind applications in notebooks, plastic bindings or specially printed covers. Applications should contain page numbers and the Cover Page provided by the Department is to be the first page of the application. Do not include instruction pages, additional cover sheets, etc... in your application.

Selection Criteria

In reviewing the applications, the Department **must** consider, but is not limited to, considering the following criteria.

Preference for grant funding will be given to, but is not limited to, the following.

- 1) The project has a reasonable assurance of enhancing the safety and security of anhydrous ammonia tanks and storage facilities in Illinois.
- 2) The applicant demonstrates a personal commitment by providing an equity contribution to the project.
- 3) There is an adequate and realistic budget projection.
- 4) Brief history of the anhydrous ammonia facility and description of problems with anhydrous ammonia theft at the facility and previous attempts to stop the theft.

- 5) There is favorable community support for the project including support from local law enforcement officials.
- 6) The application meets the eligibility requirements and the project costs are eligible under the Act.
- 7) The applicant has established a need for the grant.
- 8) Geographic location of project.
NOTE: During the first round of funding only eligible applicants from the 21-county pilot project geographic focus area are eligible. Eligible applicants statewide can apply during the second round.

Preference for grants will be given to, but is not limited to the following:

- 1) Proposals for improving the safety and security at anhydrous ammonia storage facilities and tanks.
- 2) Proposals that demonstrate that the applicant has invested his or her own funds, time and/or other valued consideration in the project.
- 3) Proposals that are reasonably expected to result in an increase in security at anhydrous ammonia storage facilities and those that improve the security of nurse tanks in an effort to deter the production of methamphetamine.
- 4) Proposals that demonstrate that the applicant will install or utilize more than one type of safety or security device or measure that will result in providing a layer of security for ammonia storage tanks or nurse tanks at the facility.

Announcement of Grant Awards

The Department of Agriculture will notify all grant applicants in writing of grant awards. In addition, the Department will issue a press release announcing the projects. All awards remain confidential until a formal announcement by the Governor's Office and/or Department of Agriculture has been made.

Post-Award Management of Anhydrous Ammonia Security Grants

All grantees will work with the Department of Agriculture's designated representative on all grant related issues.

Reporting Requirements for Awarded Grants Progress and Final Reports

Progress Reports

Grantees will be required to submit quarterly reports to the Department. Reports will need to be e-mailed or faxed and the Department will provide a report template to use. The grant agreement will outline the specific dates reports are due. Any report NOT received on that date will be considered late. Grant progress report submissions and prior grant history are used when evaluating future grant applications. Failure to provide two reports in a row could be cause for termination of the grant.

Surveys

All grant applicants will be required to fill out three surveys related to their acceptance of grant funds. Surveys will be designed to help measure the effectiveness of the grant program.

Final Report

A final written report, describing the work performed, results obtained and impact is due to the Department within 30 days after the completion of the grant. The final written report shall include a project narrative evaluating the success of the project and identify the performance measures used in the evaluation. The final report shall also include as an attachment(s) all necessary invoices and receipts for cost-share reimbursement and a narrative describing the project and proposed impact on the Grantee's business. The Department can also request the Grantee make a formal presentation to the Department reviewing the results of the grant.

Record Retention

The Grantee is accountable for all funds received under this Agreement and shall maintain, for a minimum of three years following the later of the expiration or termination of the grant, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the grant. All books, records and supporting documents related hereto shall be available for inspection and audit by the Department, the Auditor General of the State of Illinois, or any of their duly authorized representatives, and the State may require an independent audit of the grant at the Grantee's expense.

If any of the services to be performed under this Agreement are subcontracted, the Grantee shall include in all subcontracts covering such services, a provision that the Department and the Auditor General of the State of Illinois, or any of their duly authorized representatives, will have full access to and the right to examine any pertinent books, documents, papers and records of any such subcontractor involving transactions related to a grant for a period of three years from the later of the expiration or termination of a grant.

Grant Contact Information

Jim Larkin
Illinois Department of Agriculture
State Fairgrounds
801 E. Sangamon Ave.
Springfield, IL 62794-9281
Telephone: 217-785-8212
Fax: 217-524-7801
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E-mail: kim.janssen@illinois.gov



**Anhydrous Ammonia
Security Grant Program
Project Request Form**

<p>Applicant _____</p> <p>Address _____ _____</p> <p>County _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>E-mail _____</p>	<p>Project Contact _____</p> <p>Address _____ _____</p> <p>County _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>E-mail _____</p>
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<p>Employer's I.D. Number or SS# _____</p> <p>Funding Status</p> <p><input type="checkbox"/> New Project</p> <p><input type="checkbox"/> Continuation of Current Project <i>(for Application Rounds 2 & 3)</i></p> <p><input type="checkbox"/> Enhancement of Existing Security Measures</p>	<p>Project Title _____</p> <p>Funding Request \$ _____</p> <p>Applicant Match \$ _____</p> <p>Total Project Cost \$ _____</p>
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Signature of Legal Applicant

Signature of Project Director

Project Director's Title

Application Submission Date

- October 2**
(Open to only eligible applicants from 21-county pilot project area.)
- February 1**
(Open to eligible applicants statewide)

Anhydrous Ammonia Security Grant Program

1. *Project Description*

a. Project Summary

b. Background Outlining Existing Security Issues

(Include previous attempts by grant applicant to solve problems.)

Anhydrous Ammonia Security Grant Program

Project Description continued...

c. Specific Project Objectives

(List safety/security enhancements grant applicant intends to make. Refer to list of allowable expenditures under this grant program.)

Example: Applicant intends to purchase 45 tank locking devices, etc....

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3. Site Security Assessment

1. Please indicate, on average, how many times a month this facility is targeted for theft of anhydrous ammonia. _____/month

Fill in the answer that applies to your facility

- | | Yes | No |
|--|-----------------------|-----------------------|
| 2. Are anhydrous ammonia storage tanks located on-site?..... | <input type="radio"/> | <input type="radio"/> |
| 3. Are all storage tanks located within a fenced area?..... | <input type="radio"/> | <input type="radio"/> |
| 4. Are all storage tanks equipped with valve locks?..... | <input type="radio"/> | <input type="radio"/> |
| 5. Is an alarm system utilized at this facility?..... | <input type="radio"/> | <input type="radio"/> |
| 6. Are security related ammonia additives utilized?..... | <input type="radio"/> | <input type="radio"/> |
| 7. Are filled anhydrous ammonia nurse wagons stored on-site?..... | <input type="radio"/> | <input type="radio"/> |
| 8. Are all nurse wagons located within a fenced area?..... | <input type="radio"/> | <input type="radio"/> |
| 9. Are all nurse wagons equipped with valve locks?..... | <input type="radio"/> | <input type="radio"/> |
| 10. Are all transfer hoses removed from nurse tanks when not in busy season?..... | <input type="radio"/> | <input type="radio"/> |
| 11. Does this facility use video surveillance equipment?..... | <input type="radio"/> | <input type="radio"/> |
| 12. Does this facility monitor inventory levels of anhydrous ammonia.....
at the beginning of each shift? | <input type="radio"/> | <input type="radio"/> |
| 13. Does this facility have a fence or other physical barriers installed.....
around the entire property or sensitive areas that prevents the entry
of unauthorized individuals? | <input type="radio"/> | <input type="radio"/> |
| 14. Does this facility utilize private security guards to monitor.....
sensitive areas, control access or perform patrols? | <input type="radio"/> | <input type="radio"/> |
| 15. Has this facility arranged for local law enforcement to
routinely check on (drive around or drive through) this facility after.....
hours, on weekends and on holidays? | <input type="radio"/> | <input type="radio"/> |

16. Does this facility account for all pull-type equipment such as.....
anhydrous ammonia nurse wagons, on a daily basis?
17. Are customers allowed to return equipment to facility property.....
after business hours?
18. Does this facility have regular contact with law enforcement officials?.....
19. This facility has no contact with law enforcement officials.
20. What is the response time of law enforcement to this facility?.....
Less than five minutes?.....
Five to ten minutes?.....
Ten to twenty minutes?.....
More than twenty minutes?.....
21. Does this facility have a current written security plan which addresses
the storage, handling and transport of hazardous materials as defined
by the Department of Transportation?
22. Do employees have access to the security plan for this facility?.....
23. On a scale from 1 to 10, where 10 is perfectly safe from crime and 1
is not at all safe from crime, how would you rate the safety of this
facility?..... _____

Anhydrous Ammonia Security Grant Program

5. Professional Service Contributors

Grant Applicant

Is prepared to hire the following companies/individuals to aid in the installation and procurement of the necessary security enhancement projects outlined in this grant application. *(Please include with the application if applicant knows vendor they plan to utilize.)*

Vendor Name

Address

City, State, Zip

Telephone

Fax

Website

Complete for each proposed vendor – if more than one will be required for project.

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6. Letter of Commitment

DATE

Grant Applicant Name

Address

City, State, Zip

Dear Grant Review Committee:

This letter of commitment indicates BUSINESS NAME is in support of this project through in-kind and/or financial match contributions toward its anhydrous ammonia security grant project.

BUSINESS NAME is committed to providing \$_____ in in-kind funds. In-kind contributions will consist of _____. BUSINESS NAME will also be providing \$_____ in matching funds toward this proposed project which will be used as the required cost-share portion of the project.

Sincerely,

SIGN HERE

PERSON WRITING LETTER

BUSINESS NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

E-MAIL

Please put letter on company letterhead.