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FUNDING REQUEST POLICIES AND PROCEDURES FOR MISSISSIPPI PROPANE EDUCATION AND RESEARCH FUND WITH FUNDING REQUEST FORM

§ I. Purpose

Miss. Code Ann. § 75-57-119 (Supp. 1998) establishes the "Mississippi Propane Education and Research Fund" (hereinafter "Fund") and provides that the State Liquefied Compressed Gas Board (hereinafter "Board") may expend certain of the proceeds of said Fund on research and development of more cost effective uses of propane and on educational programs, safety programs and on market development of propane. Accordingly, it is the purpose of this document to set forth policies and procedures for interested parties who wish to apply to the Board for funding from the proceeds of the Fund.

§ II. Funding Request Form

All applications for funding shall be submitted to the Board on a standard Funding Request Form. A copy of said Funding Request Form is attached hereto and made a part of these policies and procedures, and may be obtained from the Board upon request. At a minimum, to be valid all applications submitted shall include the following information:

- (a.) Complete identification of the applicant, including name, address, phone, fax and e-mail addresses. If applicant is a subsidiary of another entity, identify the parent.
- (b) Identification of officers or owners of the applicant, and the name of the contact person.
- (c) An Executive Summary of the project to be finished.
- (d) A statement of how the project addresses the priorities listed in § 75-57-119 (8).
- (e) A time line for completion of the project.
- (f) Anticipated results of the project and planned deliverables.

- (g) A complete statement of projected costs and a detailed budget. This budget shall include specific information on direct costs, salaries, overhead, and any subcontractor costs, fees or expenses.
- (h) A daily statement of how much the applicant is contributing toward the costs. This may be in cash or in-kind services. The applicant shall identify the source and the amount of expected funding, the status of such funding, and any conditions imposed on the applicant with respect to the use of those funds.
- (i) The amount of the Board funding requested.

§ III. Acknowledgment of Funding Requests

The board shall promptly acknowledge in writing the receipt of each funding request and shall identify any information that may be missing or any additional information as the Board may require. The acknowledgment also shall indicate when the proposal will likely be considered for funding by the Board and when the applicant can expect a response.

§ IV. Approval by Board

Proposals for funding which meet the requirements of § 75-57-119 and the policies and procedures set forth herein may be approved by the Board.

§ V. Quarterly Report

The Board shall provide the Commissioner of Insurance with a quarterly report on all projects that have been approved.

§ VI. Pre-meeting Summaries

Thirty (30) days prior to the next regularly scheduled meeting of the Board, the Executive Summary of each funding request received since the last meeting will be sent to the Board members by the L. C. Gas Staff with an itemization of the total amount of funding requested by all such proposals, a budget status report, and staff recommendations.

§ VII. Board Discretion

Members of the Board shall decide, by majority vote, which projects shall be considered and/or funded and at what level. The Board shall make an on the record factual finding clearly enumerating the statutorily permissible use (s) [§ 75-57-119 (8)] to be fulfilled by the expenditure.

§ VIII. Modification of Terms

In making its decision, the Board may make approval contingent upon modification of the terms of the proposal.

§ IX. Oral Presentation

The Board may, at its discretion, require an applicant to make an oral presentation to the Board.

§ X. Expedited Review

Subject to approval by the Commissioner of Insurance, the Board may develop written procedures for expedited review of proposals.

§ XI. Notification of Board Action

As soon as practical, and in no case more than ten (10) business days after action is taken by the Board on a funding request, L. C. Gas Staff shall notify the applicant of action taken.

§ XII. Implementation of Board Funding Decisions

L. C. Gas Division Staff shall implement the decisions of the Board with respect to funding requests.

§ XII. Disbursement of Funds

The Board shall have authority to disburse funds only in a manner consistent with § 75-57-119, the policies and procedures set forth herein, and any terms specified in the Board's approval of a funding request.

§XIV. Audits

The Mississippi Insurance Department may conduct periodic audits of the Board to the extent necessary to verify that the Fund is being administered in accordance with the provisions of § 75-57-119, and the policies and procedures set forth herein. The Mississippi Insurance Department may also conduct periodic audits of any applicant receiving proceeds from the Fund to the extent necessary to ensure that expenditures have been made in accordance with representations contained in the application for funding, and to further ensure that expenditures are in compliance with the provision of § 75-57-119, and the policies and procedures set forth herein.

§ XV. Final Report

Upon completion of any project for which Fund proceeds were obtained from the Board, the applicant shall provide a Final Report to the Board detailing exactly how said proceeds were spent. The Final Report shall contain a detailed statement of projected costs and actual costs, and shall include specific information on amounts actually spent on direct costs, salaries, overhead, and any subcontractor costs, fees, or expenses. The final Report shall also, describe the results of the project, and whether project goals and objectives were met.

§ XVI. Effective Date

The policies and procedures set forth in this document shall become effective immediately.