

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 97

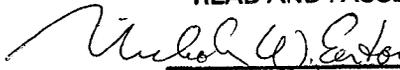
Approved February 12, 1986

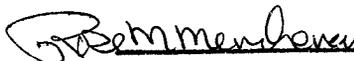
Resolved that the City Council authorize His Honor, the Mayor, to file an application in the amount of \$15,000. for consultant fees for a development and land use study for the Port of Providence. Said funds are available under the Rhode Island Coastal Community Assistance Program, administered by the Rhode Island Office of State Planning.

IN CITY COUNCIL

FEB 6 1986

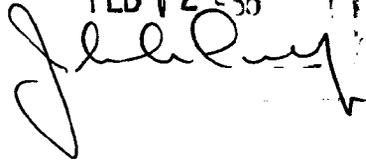
READ AND PASSED

 PRES.

 CLERK

APPROVED

FEB 12 1986



12/13/85

Dec 13 11 24 AM '85

DEPT. OF PUBLIC WORKS
PROVIDENCE, R.I.

IN CITY COUNCIL
DEC 19 1985

FIRST READING URBAN REDEVELOPMENT
REFERRED TO COMMITTEE ON RENEWAL & PLANNING

Rose M. Mendonca CLERK

THE COMMITTEE ON
URBAN REDEVELOPMENT
RENEWAL & PLANNING

Approves Passage of
The Within Resolution

Rose M. Mendonca
Clerk Chairman

January 14, 1986

Councilman Gavin, Councilman Dillon and
Councilwoman Furyuli (By Request)

ARTHUR J. MARKOS
DIRECTOR



JOSEPH R. PAOLINO, JR.
MAYOR

Department of Planning and Development

"Building Pride In Providence"

December 13, 1985

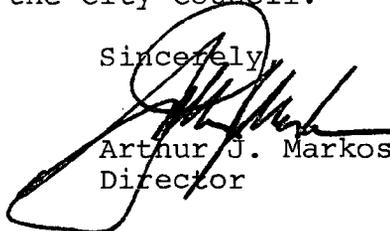
Mrs. Rose M. Mendonca
The Honorable City Clerk
City Clerk's Office
City Hall
Providence, Rhode Island

Dear Mrs. Mendonca:

Attached is one (1) original and fifteen (15) copies of a resolution to the City Council authorizing the Mayor to apply for a grant of fifteen thousand dollars (\$15,000) from Coastal Community Assistance Program for consultant fees for a development strategy and land use plan for the Port of Providence. The report will be part of the City's efforts to utilize and develop its Port facilities.

We are hereby requesting that you submit this resolution for the next scheduled meeting of the City Council.

Sincerely,


Arthur J. Markos
Director

AJM/cd
enc.



Executive Chamber, City of Providence, Rhode Island

JOSEPH R. PAOLINO, JR.
MAYOR

December 19, 1985

Mr. Daniel W. Varin, Chief
Office of Statewide Planning
265 Melrose Street
Providence, Rhode Island 02907

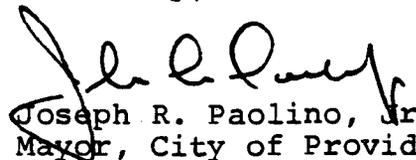
Dear Mr. Varin:

We are pleased to submit an original and six copies of the City of Providence's application for the Port of Providence Development Strategy under the Coastal Community Assistance Program for a grant in the amount of \$15,000.

The Port of Providence is one of the State's unique coastal features and an economic asset to the City of Providence whose potential has not been fully realized. We have invested considerable amounts of our own resources into the Port including a \$1 million redevelopment project to dredge several berths and other physical improvements. We have asked the State Department of Transportation to improve access to the area and we have been looking closely at an overall development strategy for the area. The approval of this grant will greatly enhance our ability to achieve our objectives.

We appreciate all your assistance and look forward to a favorable review of our proposal.

Sincerely,


Joseph R. Paolino, Jr.
Mayor, City of Providence

JRP/jp

Enclosure

RHODE ISLAND COASTAL COMMUNITY ASSISTANCE PROGRAM

APPLICATION COVER

A. Applicant:

1. Community City of Providence
2. Contact Person Samuel J. Shamoon Assistant Director/
Title Comprehensive Planning
3. Mailing Address Dept. of Planning & Development
55 Eddy St.
Providence, RI 02903 Telephone No. 351-4300

B. Funds Requested: \$ 15,000.

C. Project Director:

1. Name/Title same as above
2. Address _____
3. Telephone No. _____

D. Financial Officer:

1. Name/Title Joseph Casale, Chief of Fiscal
2. Address Dept. of Planning & Development
55 Eddy St., Providence, R.I. 02903
3. Telephone No. 351-4300

E. Project:

1. Title Port of Providence Development Strategy
2. Duration 12 months
3. Start Date Feb. 10, 1986
4. End Date Jan. 30, 1987

F. Authorizing Resolution of the Local Governing Body:

This is certified as a true copy of a resolution adopted by the City Council of the City of Providence at a meeting held on _____.

WHEREAS, funds available under the Rhode Island Coastal Community Assistance Program, administered by the Rhode Island Office of State Planning; and,

WHEREAS, the Governor of the State of Rhode Island has authorized the Chief of said Office of State Planning to disburse such funds; and

WHEREAS, it is in the interest of the citizens of the City of Providence that application be made to undertake a Coastal Project.

NOW THEREFORE, BE IT RESOLVED BY THE City COUNCIL OF THE City OF Providence _____:

That the filing of this application for the amount of \$ 15,000. to implement the activities proposed herein hereby authorized and that Mayor Joseph R. Paolino, Jr. (Chief Executive Officer)

is hereby authorized and directed to file this application with the Rhode Island Office of State Planning, to provide any additional information or documents required by said Office, to make any assurances required in connection with this program, to execute an agreement with the State of Rhode Island and to otherwise act as the Representative of the City of Providence in all matters relating to this application and any award which may be based upon this application.

Date: _____ Signed: _____

Seal: _____ Title: _____

G. Chief Executive Officer (Empowered by Resolution in F. above):

Name and Title (typed) _____

Signature: _____

Date: _____

RHODE ISLAND COASTAL COMMUNITY ASSISTANCE PROGRAM

ASSURANCES

The City of Providence hereby assures and certifies that:

1. It possesses the legal authority to make application for a grant under this program and to execute the proposed project, if approved and funded.
2. It will comply the regulations, policies, guidelines and requirements of OMB Circular Nos. A-87, A-102, and A-128 as they relate to this application, acceptance and use of Federal funds made available to the State for this Program by the Office of Ocean and Coastal Resources Management, National Oceanic and Atmospheric Administration, U. S. Department of Commerce.
3. It will comply with the provisions of: Executive Order 11296, relating to evaluation of flood hazards, and Executive Order 11283, relating to the prevention, control, and abatement of water pollution.
4. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
5. It will obtain approval by the appropriate state and Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate state and Federal agencies for prior approval changes that alter the costs of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
6. It will provide and maintain competent and adequate architectural engineering supervision and inspection of the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the state grantor agency may require.
7. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
8. It will give the grantor agency and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

10. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving staff agency, that funds have been approved and that the project will be prosecuted to completion with reasonable diligence.
11. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is longer.
12. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
13. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
14. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
15. It will comply with all requirements imposed by the state and Federal grantor agencies concerning special requirements of law, program requirements, and other administrative requirements, approved in accordance with Office of Management and Budget Circular A1-102.
16. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
17. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

Date: _____

Signed: _____

Title: Mayor

Chief Executive Officer

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No.

Approved

Resolved that the City Council authorize His Honor, the Mayor, to file an application in the amount of \$15,000. for consultant fees for a development and land use study for the Port of Providence. Said funds are available under the Rhode Island Coastal Community Assistance Program, administered by the Rhode Island Office of State Planning.

Note: City Council Resolution (see attached) has been submitted and entered on December 19, 1985. It has been referred to Committee on Urban Renewal Redevelopment and Planning. Once adopted the Resolution will be forwarded to supplement this application.

RHODE ISLAND COASTAL COMMUNITY ASSISTANCE PROGRAM APPLICATION

Form OSP/CCAP-03

CCAP Application INSTRUCTIONS: GOALS AND OBJECTIVES

At the top of page 1, enter the project title and name of applicant.

State your proposal for addressing the problem(s). This is the heart of the application, the content of which enables the reviewer to assess the probability that the measures proposed will produce the desired impact or results. This section should address: (1) the desired results in terms of goals and objectives, (2) the method chosen to achieve these goals and objectives, (3) the reason for choosing that particular approach, (4) status of essential proposal studies, and (5) proposal's job development potential.

1. **Goals and Objectives**

A goal may be defined as a general statement of an undesirable condition to be improved, or a desired state of affairs toward which to strive.

An objective is a specific statement of a measurable end condition to be achieved within a stated period of time.

The project's relationship to any one of three program objectives outlined in item 1 of the evaluation system on pages 13 and 14 of the Application Guidelines must be presented in this section of the application.

2. **Method/Approach**

Having specified the Goals and Objectives, state the approach or means you propose to use. These questions should also be addressed: Why was this approach selected from all available alternatives? Has this approach been taken, in Rhode Island or elsewhere in the nation? If so, how does that experience relate to, or differ from this project? If not, specify what aspects of the project would justify its support as offering a model or demonstration of local, statewide, or other significance.

3. **Rationale**

In discussing the assumption that the particular means described can achieve the stated objectives, these questions should also be addressed: Why was this approach selected from all available alternatives? Has this approach been taken, in Rhode Island or elsewhere in the nation? If so, how does that experience relate to, or differ from, this project? If not, specify what aspects of the project would justify its support.

4. **Essential Proposal Studies**

Discuss the status of essential proposal studies. The discussion must be related to any one of three categories outlined in item 4 of the evaluation system on page 15. Provide sources and documentation for any study completed or in process.

5. **Job Potential**

If the proposal has the potential to create jobs, the applicant must discuss and document the number of jobs to be created or maintained. The categories outlined in item 5 of the evaluation system must be used for this presentation. Only new jobs will be used for this determination unless retention is documented.

200.6. Type 6 Industrial Waterfronts and Commercial Navigation Channels

A. Definition

These water areas are extensively altered in order to accommodate commercial and industrial water-dependent and water-enhanced activities. They include all or portions of the following areas:

- (1) Port of Providence
- (2) Tiverton shipping area
- (3) Quonset Point and Davisville
- (4) Coddington Cove
- (5) Melville
- (6) Galilee and Jerusalem
- (7) Westerly waterfront

B. Findings

1. The Port of Providence extends some ten miles along the Providence and East Providence shores of the Providence River and is the state's principal general cargo and petroleum port. Import and export of products moving through the port have a major impact on the state's economy and generate jobs and economic activity in many other sectors. In fiscal 1981, 5.3 million tons of petroleum, steel, cement, automobiles, lumber, scrap metal, and other non-petroleum commodities were received or shipped. The Providence shipping channel is dredged to an authorized depth of 40 feet. Large segments of shoreline and water in the port area are in derelict condition and littered with abandoned piers and sunken barges. Efforts to expand and improve the port have been underway for many years. In East Providence, across the channel from the Providence municipal wharf, the Providence and Worcester Railroad Company has made large investments in a major new landing pier. On the Providence side, infusions of public funds have brought many improvements, but much remains to be done. Priority problems include the difficulty in finding acceptable sites for dredged mate-

rials produced by maintaining or improving existing channels and berths, and the need to remove some 26,000 cubic yards of debris that forestalls the reuse of presently derelict areas. Coordinated planning and development efforts are essential to any initiative to improve the port and make it more competitive.

2. In the 1970s large-scale port facilities and waterfront industrial sites at Quonset-Davisville, Coddington Cove, and Melville were declared surplus by the Navy. These sites are available for redevelopment principally through the R.I. Port Authority. Some of the port facilities in these areas are in disrepair, and will require major infusions of capital if they are to be reused, while others are in good condition and are in active use for shipbuilding and other water-dependent purposes. These facilities, when combined with the derelict waterfront in the Providence River, give the state a large inventory of unutilized or underutilized port facilities.

3. Rhode Island supports a thriving off-shore commercial fishing industry based at the ports of Galilee and Newport. Galilee is home port to some 160 vessels, which landed 56 million pounds of fish and shellfish worth \$11.7 million in 1982. The port facilities at Galilee are owned by the state and managed by the Department of Environmental Management. A large portion of the 21 million pounds of fish and shellfish worth \$13 million (1979) landed at Newport is caught by vessels that have home ports out of state. Fishing vessels berthing at Newport utilize facilities managed under lease by the Department of Environmental Management. Rhode Island's commercial fishing fleets are growing but are severely hampered by limited berthing and unloading facilities. An expansion and improvement program of the state facilities at Galilee and Newport has been underway for a decade.

4. Nearly all Rhode Island's boating and shipping facilities require periodic dredging to maintain adequate water depths in channels and turning basins and at berths. Until the mid-sixties, dredged spoils were disposed

CCAP Grant Application: GOALS AND OBJECTIVES

Port of Providence

Project: Development Strategy **Applicant:** City of Providence

The proposal is to prepare a development strategy for the Port of Providence and its immediate vicinity. (See map attached)

The Port of Providence is used primarily for the receiving of industrial cargo for the manufacturing and distribution industries of the entire state. The public terminal of the Port is the Municipal Wharf at Fields Point. This terminal handles all of the general cargo of the Port.

The sewage disposal plant serving the entire City is located next to Municipal Wharf. There are also industrial and heavy commercial establishments within the area.

1) Goals and Objectives

The goal is to improve the overall development climate so that existing companies and businesses would remain and expand and to encourage new development to locate in the area. Also, by providing specific site improvements that will allow greater utilization of the existing Port facilities, the Port's revenues will increase as will the City's tax base.

In order to insure this, a comprehensive development strategy and land use analysis will have to be undertaken. This will enable the City to approach its development in a more rational fashion.

The objective is to arrive at a series of specific implementation strategies that will complement existing improvements that will be undertaken by the Providence Redevelopment Agency (PRA) and the Rhode Island Department of Transportation (RIDOT).

The proposed activities that will result from a comprehensive plan for the Port of Providence will directly provide for the management, preservation and restoration of Type 6 Industrial Waterfronts and Commercial Navigation Channels as defined in the Coastal Resources Management Program, as amended to June 28, 1983. (See attached copy of Page 47 of the report) It should be noted that 100% of the proposed grant from the CCAP will go towards addressing this element of the State Guide Plan.

2) Method/Approach

The approach or method selected to carry out the objective as stated above is to develop an overall development strategy and land use plan for the Port of Providence. The reason for this approach is as follows:

- a) The City has committed \$1 Million through the Providence Redevelopment Agency to improving port facilities - in particular, to dredge the berths, replace defective bollards and install a fender system.
- b) The State of Rhode Island has commissioned a traffic analysis of Allens Avenue and its connectors to the interstate highway and access to the port area.

Along with these planned physical improvements and traffic improvements, the City needs an overall development strategy. The intent is to use the development strategy approach to complement ongoing efforts rather than duplicate anything that has been done to date.

Additional Page Attached

Page 1A

CCAP Application INSTRUCTIONS: STATEMENT OF PROBLEM/NEED

At the top of page 2, enter the project title and name of applicant.

Define the problem or need as you see it. The following questions should be used as a guide.

1. What specific problem(s) will this project address?
2. What is the scope of the problem?
 - a) **Geographical**
 - Is it concentrated in one geographic area or several with similar characteristics?
 - It is a regionwide problem, or does it appear in two or more adjacent towns?
 - It is a statewide problem for which you may have a model solution?
 - b) **Socio-cultural**
 - What population group is affected by this problem or need?
 - In what way are they involved — as causing the problem, as victim, as responsible for providing a service?
 - c) **Organizational**
 - Are other agencies affected by the need or problem?
 - In what way do such agencies feel the impact of the stated problem?
3. What is the magnitude of the problem?
 - Include all available, pertinent statistical data
4. How has the municipality dealt with this problem in the past? What were the limitations in that approach, or the factors preventing dealing effectively with the problem to date?

Why must the problem be addressed at this time?

3) Rationale

This approach is not unusual and most likely has been done in other parts of this and other states. It is an interdisciplinary approach that brings together physical, transportation, land use and economic development planning together to achieve a workable development strategies to carry out port related activities.

4) Essential Proposal Studies

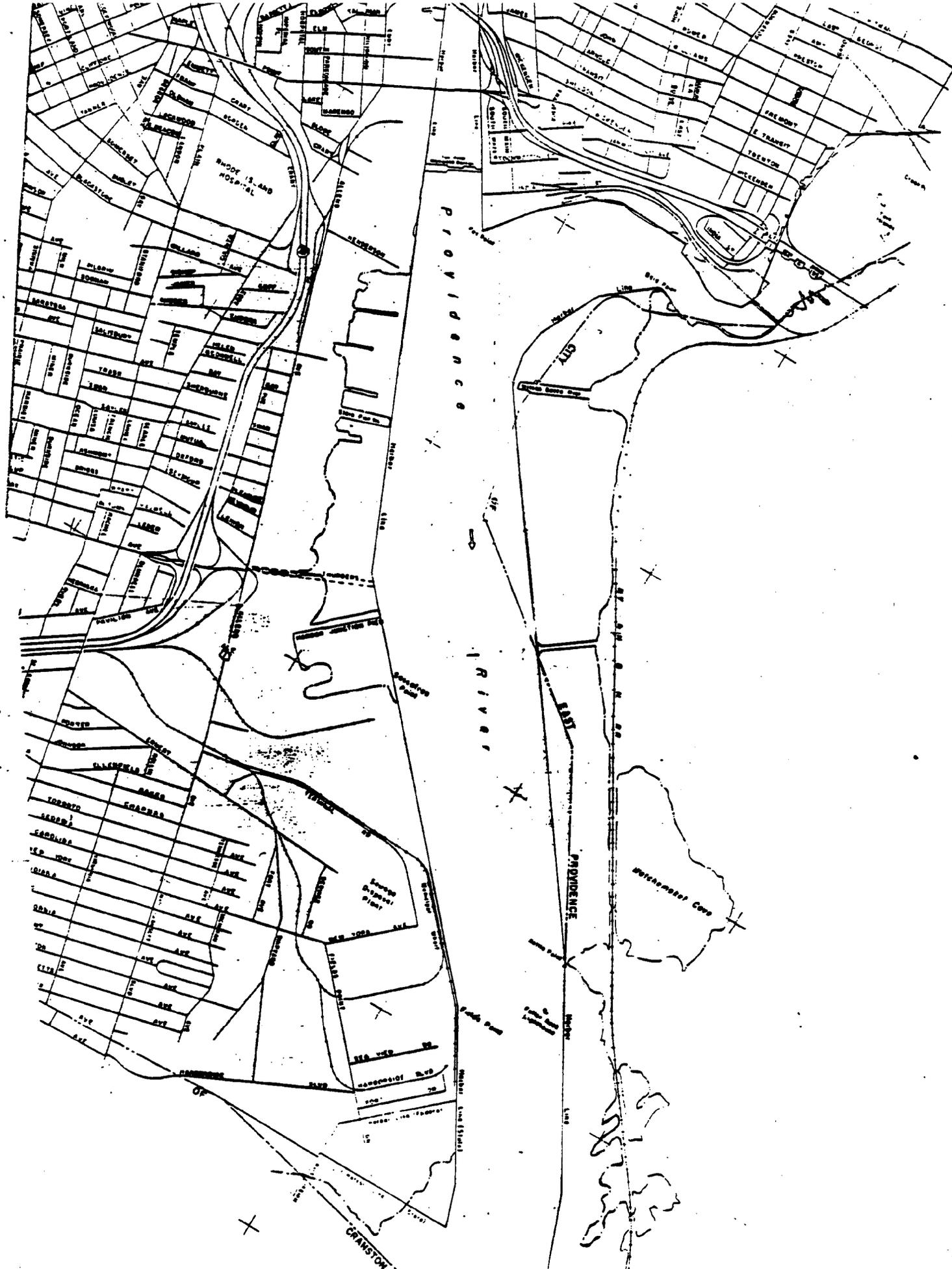
Attached are two documents that have been prepared in relation to the Port of Providence:

- 1) The Port Project . . . 100% complete
- 2) Dredging Disposal Study .100% complete

A third report is the state sponsored traffic study for Allens Avenue which is being done by Cataldo and Associates. As of this writing, the study is about half completed and will be forwarded when completed.

5) Jobs Potential

The results of the proposed study and development strategy will produce the potential for new jobs of an undetermined number.



PORT OF PROVIDENCE

CCAP Grant Application: STATEMENT OF PROBLEM/NEED

Port of Providence
Project: Development Strategy **Applicant:** City of Providence

1. Statement of Problem/Need

There are two basic problems that the proposal will address:

- a) Land use and development issues in the port area. Presently there are a mixture of port related and other industrial, commercial and municipal uses in the port. An overall land use plan with development controls needs to be developed to guide future growth and to help implement the State Guide Plan.
- b) Facility improvements and traffic improvements are presently being planned without the benefit of an overall framework. The proposed development strategy will attempt to coordinate these various activities.

2. Scope of the Problem

- a) Geographical: The problem is limited only to the Port of Providence. The solutions may have statewide applicability in places like Quonset Point.
- b) Socio-Cultural: A better utilized port will benefit the entire City and also be beneficial to the immediate neighborhood. The Port will be involved through public hearings and other forms of citizen participation. Also with an improved port facility, communities on either side of the bay will benefit by the increase in business and future development.
- c) Organizational: There are two local agencies affected by the need for an improved port. They are the Port Commission and the Providence Redevelopment Agency (PRA).

The Port Commission has conducted a preliminary feasibility study of the Port of Providence on proposed improvements for access to and other improvements within the Port. The PRA has approved a plan which incorporates the required site improvements.

3) Magnitude

All pertinent data are included in the attached reports.

4) Past Experiences

The City of Providence has never undertaken a plan of this nature in the past. However, because of the interest expressed in the port, a comprehensive land use as well as a study in to facility improvement becomes imperative.

CCAP Application INSTRUCTIONS: WORK PLAN

At the top of page 3, enter the project title and name of applicant.

The purpose of the Work Plan is to help applicants pre-plan realistically by breaking down the major elements and phases identified under the previous section into more detailed steps or "milestones," within a specific time frame. Experience has shown that it is careful attention (or lack of it) to just such detailed operational procedures that has been a major factor in determining the smooth implementation or ongoing difficulties of a particular project. The Work Plan is designed to elicit the applicant's knowledge of local conditions or implementing agency procedures that might affect project implementation, particularly in the crucial startup phase. Additionally, the Work Plan provides the applicant and the funding agency with a realistic basis for project monitoring and required progress reporting once the project is funded.

FORMAT GUIDE: "Milestones" will vary according to type of project. You may wish to group tasks under broad headings such as (1) Startup, (2) Operationals, etc. Under "Assigned to" indicate by title the person responsible for carrying out the particular task.

Dates need not be progressive (e.g., Evaluation tasks may begin on the project date and continue through project). **EXAMPLES:**

I. STARTUP:

<u>Milestones</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Assigned to</u>
PERSONNEL	6/1	10/30	
Hire Project Director	6/1	7/1	Advisory Committee
Hire Staff	7/1	9/1	Advisory Committee, Project Director
Establish Administrative Procedures	7/1	10/30	Project Director, Administrative Assistant
Retain Consultant	7/15	9/1	Project Director
Train Staff, Participants	9/1	9/30	Consultant Project Director
EQUIPMENT			
Requisition	7/15	9/30	Administrative Assistant
Purchase	10/15	10/20	Administrative Assistant
Deliver	11/15	11/22	Municipal Agent
CONSULTANT	9/1	6/1	
Progress Evaluation:	9/1	9/30	Consultant
Evaluation Design			
Testing (Quarterly)	9/30	6/1	Consultant
Data Collection and Analysis	9/30	6/1	Project Participants
Report Writing	6/1	7/1	Consultant

CCAP Grant Application: WORK PLAN**Project:** Port of Providence
Development Strategy**Applicant:** City of Providence

Milestones	Begin Date	Ending Date	Assigned To:
Hire Consultant & Start Up	Feb. 10	May 15	DPD/Consultant
Interim Drafts	May 15	June 16	"
Review Findings/ Public Workshops	June 16	Aug. 1	"
Final Drafts	Aug. 1	November 3	"
Hearings	Nov. 3	Dec. 1	"
Council Action	Dec. 1	Jan. 30	"

CCAP Application INSTRUCTIONS: THRESHOLD REQUIREMENTS

At the top of page 4, enter the project title and name of applicant.

Describe how the project complies with each threshold requirement. It is applicant's responsibility to review the appropriate documents and develop the necessary response. N/A for not applicable will not be accepted. The applicant must document what was reviewed to make such a determination.

CCAP Grant Application: THRESHOLD REQUIREMENTS

Port of Providence

Project: Development Strategy **Applicant:**

City of Providence

1. **Jurisdiction:** - The planning activity which the City is applying for complies with existing state and local laws.

2. **State Policies and Plans:** - The City's attempt to govern its coastal resources and development by conducting a land use and development plan for the port is consistent with Rhode Island Coastal Resources Management Program.

3. **Local Comprehensive Plan and Development Controls:** - The proposed land use and development plan for the Port of Providence complies with the City's Comprehensive Plan.

4. **Recognition of Flood Plain Restrictions:** - The planning activity which the City of Providence is applying involves no construction, development or work of any kind in a flood plain area.

5. **Recognition of Planned Transportation Actions:** - The planning activity applied for does not involve construction, development or rehabilitation of any facility.

6. **Prevention of Discharges into Class A/SA and B/SB waters:** - The planning activity applied for does not involve discharges of any kind.

7. **Recognition of Historic Resources:** - The planning activity applied for does not have any impact on any historic resources.

8. **Recognition of Ground Water Aquifers and Recharge Areas:** - The planning activity applied for does not affect ground water aquifers and recharge areas.

9. **Preservation of Prime and Important Farmlands:** Farmlands will not be affected by this planning activity.

10. **Recognition of Coastal Resources Management Program's Prohibited Activities:** - The planning activity applied for does not affect coastal resources.

CCAP Application INSTRUCTIONS: BUDGET ITEMIZATION

At the top of page 5, enter the project title and name of applicant.

The budget to be itemized on pages 5 and 6 of the application is for the grant period specified on the APPLICATION COVER (OSP/CCAP-01), item E. The budget requires itemization of following fund sources (1) CCAP funds, (2) local in-kind contribution, (3) local cash, and (4) other contributions. Applicant should consider the time required for appropriation and expenditure of funds from all sources in planning the budget and determining the project period. If space is insufficient with any budget category, use continuation pages and indicate the category at the top of the page. Omit or "round off" fractions of all dollars to the nearest whole dollar.

The minimum matching contribution (cash or in-kind) is 20 percent.

BUDGET ITEMIZATION DETAIL:

A. Personnel. Enter all items as follows:

Job Title — Identify personnel by job title (e.g., Project Director, Administrative Assistant, Biologist, Environmental Engineer.

Annual Salary — Enter annual salary for each position under "Job Title." If "annual salary" is inappropriate, enter rate of pay and basis for its computation (e.g., hourly, weekly, monthly, etc.)

Percent of Time — Enter the percentage of time that each listed person will work on this project. The funds requested for salaries should be adjusted so that they are in proportion to the amount of time spent on the project. Time and attendance records must be kept to substantiate all time worked.

Total Budget — Annual salary, multiplied by percent of time committed, equals the amount to be entered under this column.

Social Security and Fringe Benefits — If funds are requested for fringe benefits, they must be based on the CCAP share requested for salaries (i.e. CCAP funds may not be requested for fringe benefits on salaries provided under matching contribution). Fringe benefits may be identical to those granted to regular employees of the grantee. If a percentage is used, show how it was computed. Expenditures must be documented as legitimate fringe benefit costs (i.e., Blue Cross, F.I.C.A., etc.).

B. Contractual Services — Enter the purpose or function for each consultant service contemplated under this grant such as accounting, preliminary engineering and legal counsel. Enter the type of service to be provided, name of person(s) and/or organization providing the service (if known), the fee basis, and the total cost over the grant duration. The cost of an independent final audit should be entered in this category.

CCAP Grant Application: BUDGET ITEMIZATION

Port of Providence

Project: Development Strategy **Applicant:** City of Providence

A. PERSONNEL (Job Title)	ANNUAL SALARY	PERCENT TIME	TOTAL BUDGET	CCAP FUNDS	MATCHING CONTRIBUTION		OTHER		
					CASH	IN-KIND	FEDERAL	STATE	PRIVATE
Samuel J. Shamoon Asst. Dir./Comp. Planning						3,750.			
Subtotals									
SOCIAL SECURITY AND OTHER FRINGE BENEFITS (Itemize)									
Subtotal fringe									
Subtotals, Personnel & fringe									
B. CONTRACTUAL SERVICES			18,750	15,000					
1. Final Audit									
The City intends to engage a consultant with a suitable background and knowledge in this field.									
Subtotals			8,750	15,000		3,750.			
TOTAL			8,750	15,000		3,750.			

CCAP Application INSTRUCTIONS: BUDGET ITEMIZATION (Continued)

At the top of page 6, enter the project title and name of applicant.

- C. **Travel** — For project personnel only. Expenses for travel may include mileage, subsistence, lodging and transportation expenses necessary for the conduct of the project and staff training. Mileage expenses should be those normally allowed by the applicant agency, but must not exceed \$.20 per mile. Allowance rates must be stated in the budget itemization. All travel expenditures must be kept on file, subject to audit.
- D. **Facility Cost — Rent/Lease** — Indicate the cost per square foot of any rented or leased space. Rent for publicly-owned buildings may not be requested nor used as matching share. Remodeling—Enter the estimated cost of remodeling any existing space to be made usable for the purposes of the proposed grant. A detailed list of the actual work to be done should be included.
- E. **Other** — Enter equipment lease and rental, consumable supplies, books and periodicals, telephone, maintenance service, utilities, and indirect costs, if appropriate. For leased or rented equipment, enter the item, rate of payment and total cost over the grant duration. For consumable supplies (and equipment items with an initial purchase price of less than \$25.00) enter the item, quantity, and the total purchase price. Enter any other item not mentioned in this paragraph and list the items nomenclature.
- F. **Equipment Purchases** — A complete list of all proposed equipment must be provided (i.e., indicate the number of desks, typewriters, and the amount per unit that will be purchased with awarded or match funds). The cost for each item should include delivery, installation, and all related charges. Detailed inventory records must be maintained for all equipment, to allow the exercise of proper controls and to expedite the grantee's filing of reports at the expiration of the grant period. Enter equipment items of less than \$25.00 and equipment lease or rental under OTHER. Enter here only equipment to be purchased, with unit costs of \$25. or more.

Enter the name of the person preparing the budget and the date of completion.

This Budget Itemization must be executed on behalf of the head of the applicant agency (chief, elected official of a municipality) and signed by him or her. Enter, also, the date of signature.

NOTE: Signatures are required on three (3) documents of this application. If funds are awarded, signatures of agreement will be required on a "contract package" (Statement of Award, Conditions, etc.)

CCAP Grant Application: BUDGET ITEMIZATION (Continued)

Port of Providence

Project: Development Strategy **Applicant:** City of Providence

C. TRAVEL	TOTAL BUDGET	CCAP FUNDS	MATCHING CONTRIBUTION		OTHER		
			CASH	IN-KIND	FEDERAL	STATE	PRIVATE
Subtotals							
D. FACILITY COST							
Subtotals							
E. OTHER							
Subtotals							
F. EQUIPMENT PURCHASES (Description, Quantity, Unit Price)							
Subtotals							
GRAND TOTALS							

Prepared by Samuel J. Shamoon Asst. Dir./Comprehensive Plan Date 12/19/85
 Name Title

Signature  Mayor Date _____
 Chief Municipal Official Title

CCAP Application INSTRUCTIONS: BUDGET NARRATIVE

At the top of page 7, enter the project title and name of applicant. The budget narrative should provide the detailed information necessary for the reviewer to determine: (1) the manner in which any cost shown on the Budget Itemization (pages 5 and 6) was computed, and (2) the relationship between major budget components and the achievement of project goals.

Data must be identified by major category (e.g., Personnel, Equipment, etc.) Explain in detail any large or extraordinary expenses (e.g., unusual travel costs, large printing expenditures, extensive clerical services, high salary rates). Describe why these are necessary for the conduct of the project.

Personnel — For each job title listed on page 5 enter the name of the staff person, if known, and state briefly the function and responsibility of that position. Explain any extraordinary salary level or qualifications necessary for that position.

Discuss and document any equal employment opportunities. The discussion must be related to the categories specified in the first paragraph of item 6 of the evaluation system on page 15.

Contractual Services — For each individual consultant or contractual service (if known at time of application), enter the name, city and state of residence, the nature of the service to be performed, the number of days to be employed, the daily fee rate, and any other related costs. Describe related costs in detail. For consultant agencies or organizations, enter the above detail for key personnel and the services to be performed. Attach resumes and professional qualification of key consulting personnel to the Budget Narrative.

Document any contracts or subcontracts which qualify for bonus points in the second paragraph of item 6 of the evaluation scoring system.

Travel — Describe, in detail, expected travel costs related to each staff function, as appropriate. Training related travel, subsistence, etc., must be detailed as to number and purpose of trips, training expenses, etc. Conference and seminar titles and costs, if known, should be listed.

Facility Cost — Enter the number, type, and square footage of required facilities. Describe their relationship to the implementation of the project. Enter the basis for computations of costs. Describe in detail any unusual lease or rental arrangements, contingencies, and anticipated obstacles in acquiring the use of facilities.

Other — Describe the purpose or relationship of other items to the conduct of the project and enter the bases for the computation of costs. Explain any equipment to be leased or rented.

The applicant shall also describe and list any activity which is expected to generate income, the estimated amount of such income and the use to which it is to be allocated.

Equipment — If equipment is to be purchased, its proposed use and crucial relationship to the project should be described. Where you feel justification is necessary for a review of this application, explain any unusual types or amounts of equipment.

NOTE: The Narrative should not be confused with continuation sheets required if budget itemization pages 5 and 6 are insufficient to include all items. Continuation sheets for budget components (e.g., equipment listings) must be separate from the Narrative so that the budget may be identified as a distinct document.

NO APPLICATION FOR FUNDING WILL BE REVIEWED THAT DOES NOT INCLUDE A COMPLETE DETAILED NARRATIVE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

CCAP Grant Application: BUDGET NARRATIVE

Port of Providence

Project:

Development Strategy

Applicant:

City of Providence

BUDGET NARRATIVE

The City of Providence has not selected a consultant for this study. The proposed cost of the study will be \$18,750. The time for performance is described on page 3 of this application. The final breakdown of number of days, daily fee rates and other such details will be determined once the consultant is chosen.

CCAP Application INSTRUCTIONS: PERMITTING PROCEDURES

At the top of page 8, enter the project title and name of applicant.

Indicate any Federal or State review or regulatory system which may have jurisdiction over the proposed activity(s) such as: Federal programs of the Corps of Engineers and the Environmental Protection Agency, and State programs of the Department of Health, the Department of Environmental Management, the Coastal Resources Management Council or the Historic Preservation Commission. Attach copies of determinations made by any agency of jurisdiction.

CCAP Grant Application: PERMITTING PROCEDURES

Port of Providence

Project: Development Strategy **Applicant:** City of Providence

PERMITTING PROCEDURES

The land use study is permissible under the State enabling legislation. All actions resulting from this activity will require action by the City Council. No other permitting is required by any of the federal or state agencies cited in the instructions.