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SECTION I

INTRODUCTION

The National Regulatory Research Institute was established by the National Association of Regulatory Utility Commissioners (NARUC) to provide NARUC members with a high-quality research and technical assistance resource. The Institute initiated the Regulatory Assistance Program in September 1977 under a one-year contract with the U.S. Department of Energy. The objective of the program is to assist state regulatory agencies, state energy offices, and non-regulated utilities with the development and implementation of utility-related energy management and conservation measures, including rate design, forecasting, planning and consumer programs.

One means of accomplishing this objective is through the provision of on-site technical assistance to as many state regulatory agencies and non-regulated utilities as is possible under the resource constraints of the program. This technical assistance is available at no cost.

Section II of this Technical Assistance Package describes the types of on-site technical assistance available through the Regulatory Assistance Program. The "Technical Assistance Areas" discussed in this section were developed from the information gathered by Institute staff during visits to the state regulatory agencies and state energy offices in forty-three states. Also visited were a number of municipally-owned gas and electric utilities.

The procedure for requesting assistance is described in Section III. Requests should be submitted to the Institute by March 17, 1978. Receipt of your application by this date will ensure that your request receives thorough consideration during the review process. It is necessary to maintain this schedule in order to preserve the five-month period, from April 17 through September 15, 1978, allocated for the provision of on-site technical assistance. It is expected that the duration of projects will be from one week to five months.

After the applications have been reviewed, the organizations to receive technical assistance will be determined and Institute staff will make on-site visits to develop detailed project work plans. These work plans will define project activities, a project work schedule, specific results to be obtained, and required resources.

You are encouraged to contact the Institute with any questions you may have about the program. Institute staff are available, by telephone (614-422-9404), to discuss your request for assistance and to answer questions.

SECTION II
TECHNICAL ASSISTANCE PROJECT DESCRIPTIONS

A. INTRODUCTION

This section provides detailed descriptions of the types of on-site technical assistance available to your organization. In order to help you relate this program to your needs, the types of assistance have been divided into four major Technical Assistance Areas: Rate Design, Consumer Programs, Forecasting and Planning, and State Agency Operation. For each area a program description discusses the general types of technical assistance available and explores the area's potential impact on energy management and conservation.

Under each Technical Assistance Area the Institute has designated the specific Program Categories in which on-site technical assistance is available. For example, in the "Alternate Rate Structures" category (which is in the general area of Rate Design) you might request assistance under Project A-2, "Initiating Rate Structure Reform". Your specific request for assistance should be chosen from the numbered projects. Project descriptions are purposely broad to allow projects to be structured to meet your organization's needs. It must be recognized that within the time and resource constraints of the program it may not be possible to undertake all the functions described for a particular project.

TECHNICAL ASSISTANCE AREA 1: RATE DESIGN

Program Description

For state regulatory agencies and non-regulated utilities with rate-making authority, the Institute is offering assistance in establishing and implementing rate design policy. Rate design can be a vehicle for promoting more efficient use of the nation's energy resources. Potential benefits of improved rate design include better energy management, conservation, reduction in the need for new energy facilities, and more consumer choice in the cost of energy. The rate design areas in which the Institute is prepared to assist include cost of service, tariff design, marginal cost and time-of-use pricing, lifeline and inverted rates, and fuel adjustment clause evaluation.

Program Categories

A. Alternate Rate Structures

This program category is directed toward organizations in the initial stages of rate structure reform. If you have already decided among alternate rate structure policies, you are encouraged to consider one of the other rate design program categories.

Under this program category the Institute offers rate design experts and technical expertise to assist state regulatory agencies and non-regulated utilities in choosing among rate structure alternatives. The program is intended especially for those organizations which are reexamining rate design policy for their jurisdictions. Alternate rate structure policies include the following:

- rate flattening
- inverted rates, including lifeline
- fixed customer charges
- demand charges
- marginal cost pricing, including long-run incremental costs
- time-of-use pricing, including seasonal and time-of-day pricing

The institute is offering technical assistance in the following projects:

PROJECT A-1: Review Of Rate Structure Alternatives

This project assists in establishing the advantages and disadvantages of any or all of the rate structure policies existing or under consideration in your jurisdiction. The project makes available rate structure experts, including economists, accountants and engineers as needed for discussions with your

organization's decision-makers and for analyses of limited scope to assist these decision-makers in deciding among rate structure alternatives.

Project A-2: Initiating Rate Structure Reform

This project makes available regulatory experts to assist in deciding among methods for implementing rate structure change. Possible methods include ordering cost of service studies, rule-making, generic hearings, and the rate case process.

B. Time-of-Use Pricing

Under this program category the Institute offers assistance to state regulatory agencies and non-regulated utilities in designing, implementing and evaluating a time-of-use pricing policy. Time-of-use pricing includes seasonal pricing and time-of-day pricing. The Institute is offering technical assistance in the following projects:

PROJECT B-1: Evaluating The Benefits And Costs Of Time-Of-Use Pricing Policies

This project makes available economists and engineers to assist decision-makers in estimating the potential benefits of alternate time-of-use pricing policies.

PROJECT B-2: Calculating Time-Of-Use Costs And Converting These Costs Into Rates

This project makes available economists, accountants, engineers and systems analysts. The Institute will assist your staff in identifying the data needed for establishing costs and tariffs. Calculation of costs and tariffs may be done either manually or on computer. If on computer, calculations may be done at the Institute or utilizing your facilities, if available. In the latter case, the project may include acquiring the necessary computer models, converting them to your system, and training your staff in their use.

PROJECT B-3: Evaluation Of Time-Of-Use Experiments

This project makes available economists, engineers and data analysts, as needed, to evaluate a time-of-use pricing policy experiment established by you or a utility under your jurisdiction.

C. Marginal Cost Pricing

Under this program category the Institute offers assistance to state regulatory agencies and non-regulated utilities in evaluating the advantages and disadvantages of marginal cost pricing and in calculating marginal costs for rate-making purposes. The Institute is offering technical assistance in the following projects:

PROJECT C-1: Evaluation Of Marginal Cost Pricing

This project assists in understanding and evaluating the concepts of marginal cost (short-run and long-run, as well as such variations as short-run and long-run incremental costs); evaluating the advantages and difficulties of applying these concepts in electric and gas rate-making, and their relation to traditional rate-making concepts. The project makes available economists and other regulatory experts.

PROJECT C-2: Conversion Of Marginal Costs Into Rates

This project assists in calculating marginal costs and converting them into rates. The project makes available economists, accountants, engineers and data analysts, as needed, to calculate both flat rates and time-of-use rates based on marginal costs.

D. Lifeline

Under this program category the Institute offers assistance to state regulatory agencies and non-regulated utilities in evaluating the impact of lifeline rates for electricity and natural gas. The Institute is offering technical assistance in the following projects:

PROJECT D-1: Evaluation Of Lifeline

This project assists in evaluating the compatibility of any lifeline proposal with the traditional objectives of utility rate-making and assessing the ability of that proposal to achieve non-traditional objectives. The project makes available regulatory experts and economists for consultation with your organization's decision-makers and for studies of impact within the limits of data available.

PROJECT D-2: Effect Of Lifeline On Customers' Bills

This project assists in calculating the change in customers' bills resulting from any lifeline proposal. The project makes available engineers and data analysts.

E. Cost of Service

Under this program category the Institute offers assistance to state regulatory agencies and non-regulated utilities in establishing a cost of service methodology for electric utilities that is appropriate for any given rate design alternative. The Institute is offering technical assistance in the following projects:

PROJECT E-1: Establishing A Cost Of Service Method

This project assists in establishing a cost of service method under which required revenues are allocated among customer classes, including a method for classifying customers. This project makes available cost of service experts.

PROJECT E-2: Investigating Cost Of Service For New Rate Structures

This project assists in establishing a cost of service method for new rate structures including customer charges, and seasonal and time-of-day rates. The project makes available cost of service experts, economists, engineers, and accountants as needed.

PROJECT E-3: Defining Cost Of Service Data

This project assists in defining the data requirements needed for a given cost of service method, including setting up a computerized data collection procedure. The project makes available cost of service experts and systems analysts.

PROJECT E-4: Establishing Cost Based Rates

This project assists in converting the results of a cost of service study into rates. The project makes available engineers, accountants and data analysts, as needed.

F. Fuel Adjustment Clause

Under this program category the Institute offers assistance to state regulatory agencies and non-regulated utilities in reviewing fuel adjustment clause policy. The Institute is offering technical assistance in the following projects:

PROJECT F-1: Assessing The Need For A Fuel Adjustment Clause

This project assists in determining the advantages and disadvantages of having a fuel adjustment clause. The project makes available regulatory experts, including engineers and economists, for discussions with your organization's decision-makers.

PROJECT F-2: Designing And Evaluating A Fuel Adjustment Clause

This project makes available regulatory engineers to assist in the design of a new, or the evaluation of an existing, fuel adjustment clause to arrive at a formula under which rates accurately track costs.

PROJECT F-3: Developing A Utility Fuel Cost Monitoring Procedure

This project makes available engineers and data analysts to assist organizations in setting up a computerized fuel-cost monitoring procedure.

TECHNICAL ASSISTANCE AREA 2: CONSUMER PROGRAMS

Program Description

Consumer programs should be designed to give the energy user reliable information with which to make intelligent decisions about energy consumption and conservation. An important side benefit of such programs is the opportunity they afford to inform the public about the operations and activities of utility commissions and state energy offices in general, and their energy conservation efforts specifically.

The assistance offered in this technical assistance area has been selected to provide you with a set of programs designed to communicate with and educate the public about energy conservation. The first technical assistance category described in this section is designed to provide you with a means for effective communication with and education of the public. If you have a need for specific conservation programs, the Institute offers technical assistance in the development of consumer energy conservation measures and energy audits.

In each of the program categories, the Institute will either evaluate an existing program or assist in the design of a program.

Program Categories

A. Consumer Education

Under this program category the Institute offers technical assistance to develop programs that will more effectively communicate energy conservation to the public. The method used to build a communication link with the public will be determined by your budget resources and objectives. The technical assistance offered under this program category is intended to be directed toward an already existing program or one you are interested in developing. The Institute is offering technical assistance in the following projects:

PROJECT A-1: Evaluation Of An Existing Public Education Program

This project is designed to offer technical assistance for the evaluation of an existing public information program for effectiveness and impact. The main objective of this evaluation is to provide you with a means for modifying your public education program to include energy conservation. Experts in the field of communications, in areas such as media budgeting, copy writing, and design of public education programs, will be made available.

PROJECT A-2: Design A Model Program For Energy Conservation Education

This project is designed to offer you technical assistance to develop a public education program with a primary focus on energy conservation. Experts in the field of communications, in areas such as media budgeting, copy writing, and design of public education programs, will be made available.

B. Consumer Energy Conservation Measures

Under this program category the Institute is offering technical assistance to develop programs which will more effectively increase public participation in conservation efforts. Two of the projects described below are directed toward weatherization. The third project is designed to address other energy conservation measures available to consumers. The target audience for these projects includes homeowners, landlords and business establishments.

PROJECT B-1: Evaluation Of An Existing Weatherization Program

This project is designed to offer technical assistance to evaluate an existing weatherization program for effectiveness and impact. Experts in the fields of engineering, architecture, program evaluation and communications will be made available.

PROJECT B-2: Design A Model Weatherization Program For A State Regulatory Agency

This project will assist in the development of a weatherization program to meet requirements described in proposed national energy plans. The project can be structured to focus on the residential, commercial or industrial sectors. The program may be designed for implementation by a state regulatory agency or to serve as a model for utility companies. Experts in fields such as engineering, financing, and communications will be made available.

PROJECT B-3: Development Of Innovative Energy Conservation Programs

New technology has made numerous energy conservation opportunities available to consumers. These include alternative sources of energy which will enable

consumers to rely less on natural gas and fuel oil. Examples of alternative sources of energy include solar and wind power. This project is designed to provide assistance in evaluating existing programs or developing a program to encourage consumers to take advantage of these opportunities. Experts in such fields as engineering and conservation technology and strategies will be made available.

C. Energy Audits

Under this program category the Institute is offering technical assistance to develop energy audit procedures that have technical precision but are cost effective. An energy audit for a residential, commercial or industrial building is the base for implementing a meaningful energy conservation program. The Institute is offering technical assistance in the following projects:

PROJECT C-1: Evaluate An Existing Energy Audit Program

This project offers technical assistance to evaluate the effectiveness of an existing energy audit program. Experts in engineering, architecture and data processing will be made available to study and evaluate an energy audit program.

PROJECT C-2: Develop A Model Energy Audit Program

Under this project the Institute offers technical expertise to design and develop an energy audit program that can be used to measure energy consumption in either the residential, commercial or industrial sectors. Experts in engineering, architecture and data processing will be made available.

TECHNICAL ASSISTANCE AREA 3: FORECASTING AND PLANNING

Program Description

The ability to plan programs for a changing regulatory environment is a goal to which many organizations aspire but few have the time and resources to make a reality. Forecasting and planning are important elements of the regulatory process. Forecasting is defined as a method for predicting future events based on a set of assumptions using a formal, structured technique. Forecasting demand for electricity and natural gas was identified during state visits as a high priority need. The assistance offered by the Institute is designed to satisfy this need. Planning is defined as a course of action that allows for the coordination of future events. Forecasting and planning are usually part of a formal research function.

Until recently, both planning and analysis as formal research functions have been employed almost exclusively by utility companies. State regulatory agencies have often played a passive role in these areas. However, many agencies have expressed a desire to change from the traditional role of reacting to rate case submissions to being the initiator of regulatory reform. For example, for agencies interested in conducting generic hearings, the ability to engage in planning and analysis is vital.

The assistance offered in this technical assistance area focuses on three main objectives. Several state regulatory agencies have expressed an interest and a desire to implement analytic research methods. This need can best be satisfied by offering technical assistance in the implementation of a forecasting model. The technical assistance offered in this area will allow an agency to acquire simultaneously a planning and an analytic program. However, agencies interested in receiving technical assistance in this advanced area of planning and analysis should have developed at least a computerized data base and be willing to commit budget resources to support data processing personnel and equipment. If this prerequisite cannot be met, other technical assistance programs offered in the Technical Assistance Package may be more appropriate.

In specific areas of planning, the Institute offers technical assistance to analyze issues in electric power pooling, load management, and fuel conversion. Fuel conversion research is important to states that are facing the prospect of converting to less scarce fuels for the generation of electricity. Pooling is an alternative to building power generating plants. When coupled with the features of power siting laws, pooling can be an important alternative in energy conservation and energy management.

Program Categories

A. Demand Forecasting Model

The technical assistance offered under this program category will allow you to expand your research program to include computer models with the capability to forecast demand for electricity. If you have present capabilities in research and computer analysis, you are urged to consider the technical assistance offered in this area. Experts in economics, systems analysis and engineering will be made available. The Institute is offering technical assistance in the following projects:

PROJECT A-1: Evaluate Operational Forecasting Models

The technical assistance offered under this project is intended to assist you in evaluating forecasting models that you are presently using. The results of this evaluation will permit you to properly plan for the acquisition of a specific forecasting model. The evaluation will be conducted by experts in economics, systems analysis and data processing.

PROJECT A-2: Design Or Upgrade A Forecasting Model

Under this project the Institute is offering technical assistance in the conceptual design of a demand forecasting model. If you presently have an operational forecasting model the Institute offers assistance in upgrading your model. Experts in economic modeling, systems analysis and data processing will support this effort.

B. Utility Energy Conservation

The technical assistance offered under this program category is designed to assist state regulatory agencies in the development of capabilities for assessing, or proposing alternatives to, utility plans for new plant construction. In addition, the projects will enable utility regulators to better understand the potential impact of utility initiated energy management and conservation programs.

PROJECT B-1: Power Pooling

This project is designed to offer you technical assistance in developing the capability to analyze power pooling strategies. The analysis will include a study of such issues as joint plant construction, economic dispatch, and power plant siting. Experts in the fields of economics, engineering and law will be made available.

PROJECT B-2: Evaluation of Load Management Issues

Under this project the Institute offers technical assistance to evaluate various load management issues. Possible elements of this project include: evaluation of available load control devices; evaluation of demand limiting and energy monitoring devices that may be purchased by consumers; evaluation of the usefulness of various appliances for load control in the residential sector; evaluation of load management systems for industrial, commercial and agricultural sectors; and investigation of rate structures as a means of encouraging the utilization of load management devices. The Institute offers expertise in the areas of engineering, accounting, utility regulation, and rate design.

PROJECT B-3: Utility Operating Efficiency

Under this project the Institute offers technical assistance in defining a program and the necessary data requirements for monitoring utility operating efficiency. Included in the program are evaluation of economic dispatch, analysis of load factor and power factor, and analysis of transmission and distribution loss. Experts in engineering will be made available.

C. Fuel Conversion

The technical assistance offered under this program category is designed to assist those states that face problems in converting from natural gas and oil to more abundant domestic energy sources.

PROJECT C-1: Regulatory Issues In Fuel Conversion Research

Under this project the Institute is offering technical assistance to study the effect fuel conversion has on the rate base, rate of return, rate structure and revenue requirements of a utility. Experts in the areas of accounting, engineering, finance and law will be made available.

D. District Heating

Under this program category the Institute is offering technical assistance in reviewing district heating proposals with specific emphasis on developing guidelines for evaluating district heating

in terms of its impact on the regulatory process and plant siting decision-making. Included in the analysis would be a study of such questions as determining district heating revenues, expenditures required for plant and equipment, and trade-offs in energy utilization versus operating efficiency.

PROJECT D-1: Evaluation Of District Heating Proposals

Under this project the Institute is offering technical assistance to evaluate existing district heating research and to determine the possible impact on regulatory procedures and plant siting authority. Experts in the field of engineering, economics, architecture and law will be made available.

TECHNICAL ASSISTANCE AREA 4: STATE AGENCY OPERATION

Program Description

The development and implementation of energy management and conservation programs requires that state regulatory agencies have the capability to analyze and make decisions about the energy-related issues with which they are confronted. It is therefore important that the agencies be able to collect and analyze data, to forecast future trends, and to process efficiently those cases, including rate cases, power siting cases, and rule-making procedures, in which issues relating to energy management and conservation must be considered.

In order to assist you with the development of your capabilities in these areas, the Institute is offering technical assistance in case processing, data base development, and computer modeling. The projects described in the following program categories are directed toward improving the administrative structure in which utility regulation takes place. This will ensure that you have reliable data and sophisticated analyses with which to make informed decisions about regulatory issues.

Program Categories

A. Case Processing

Under this program category the Institute offers state regulatory agencies assistance in evaluating their case processing activities to determine where improvements can be made and, when improvement opportunities have been identified, to assist in the development and implementation of procedures to achieve these improvements. The Institute is offering technical assistance in the following projects:

PROJECT A-1: Documentation And Analysis Of Existing Case Processing Procedures

The purpose of this project is to analyze case processing procedures to determine specific recommendations for improvement. A thorough systems analysis of current case processing practices will produce written documentation of objectives, work flow, information requirements, personnel requirements, and results of the case processing function. This documentation will form the basis of the analysis and recommendations for improvement. For example, the analysis of the process might identify duplication of effort within a regulatory agency in the processing of an electric rate case. Elimination of this

duplication could enable the agency to process electric rate cases more efficiently and thus deal more effectively with the energy-related issues which might appear in these rate cases. Experts in the areas of systems analysis, utility regulation, accounting and engineering will be made available.

PROJECT A-2: Implementation Of Case Processing Improvements

The purpose of this project is to implement selected means of improving case processing to meet the needs of the individual agency. Such improvements could include development of standardized filing requirements, development and implementation of a case scheduling system, development of a case processing procedures manual, or development of a staff training program. Experts in the areas of systems analysis, utility regulation, accounting and engineering will be made available.

B. Data Base Development

Under this program category, the Institute offers assistance in data base development and data base management. Some regulatory agencies need assistance in determining which data to gather, which sources to use, and which techniques to use to verify accuracy. Other agencies have already gathered large volumes of data and need help in assessing the relative costs and capabilities of the various computerized data management systems which are available to efficiently maintain and access information in the data base.

Agencies need efficiently managed and reliable data bases because nearly all energy management and conservation issues which confront them are highly complex and thus require sophisticated, high-level analysis. The institute is offering technical assistance in the following projects:

PROJECT B-1: Data Base Development

This project offers assistance in determining general organization data needs, deciding the specific types of data to collect on a regular basis, evaluating desired sources of data and data collection techniques, and selecting data file maintenance techniques, either manual or automated. Experts in the areas of systems analysis and data base maintenance will be made available.

PROJECT B-2: Assessment of Data Base Management Systems

For organizations which currently have data files this project offers assistance in the selection of techniques, manual or automated, which can be used to update and maintain data files. Use of formal data base management techniques enhances an agency's ability to have available in usable form the data needed to analyze energy-related issues. Experts in the areas of systems analysis and data base maintenance will be made available.

C. Computer Modeling

Under this program category, the Institute offers technical assistance in developing a data analysis capability. One of the most effective ways for agencies to perform this analysis is through the use of computer programs and models. These can be used to analyze and forecast many types of information including energy management and conservation data relating to the need for new generation facilities, capital, and fuel. The Institute is offering technical assistance in the following projects:

PROJECT C-1: Modification Of Existing Computer Models And Programs

This project will assist organizations with the modification of already-existing programs and models. These may be owned currently by the organization receiving assistance or, as part of the assistance given, may be obtained from outside sources and modified to meet organizational needs. Experts in the areas of systems analysis, computer technology, financial analysis and utility regulation will be made available.

PROJECT C-2: Development Of Computer Models And Programs

This project will assist organizations in the development of their own computer programs and models which can be used to improve the organization's ability to deal effectively with regulatory issues. Experts in the areas of systems analysis, computer technology, financial analysis and utility regulation will be made available.

PROJECT C-3: Staff Training In The Use Of Models And Programs

This project will assist in the training of organization staff in the operation and maintenance of computer models and programs which are currently owned or the acquisition of which is planned. Experts in the areas of systems analysis and staff training will be made available.

SECTION III
TECHNICAL ASSISTANCE APPLICATION PROCEDURE

A. GENERAL INFORMATION

This section describes the procedure for requesting on-site technical assistance. Please review this section thoroughly prior to preparing your request for assistance.

1. Timetable and Application Due Date

On-site technical assistance will be provided during the five-month period, April 17 through September 15, 1978. It is expected that the duration of projects will be from one week to five months. When preparing your application, please keep in mind that projects must be completed by September 15, 1978.

Requests for assistance should be submitted to the Institute by March 17, 1978. This will ensure that your application receives full consideration during the review process. This process will be completed on or about March 31, 1978. Project start dates will depend on the nature of the project and the availability of Institute resources.

2. Inquiries About the Program

You are encouraged to contact the Institute with any questions you may have about the program. Institute staff are available, by telephone (614-422-9404), to discuss your request for assistance and to answer any questions.

3. Types of Technical Assistance Available

The Institute intends to make available the resources and project support needed to produce high-quality, timely, and useful results. This will be accomplished by assembling technical assistance teams with the necessary expertise to effectively complete each project. The areas of expertise to be made available include accounting, computer technology, communications, utility economics, engineering, finance, law, rate structure, utility regulation and regulatory process, and conservation technology and strategies.

Although requests for assistance which have been selected from the numbered projects described in this document will have a higher probability of being accepted, requests for assistance not described in Section II will be considered. It is recognized that you may want to request assistance in other areas which were discussed during the visit to your organization by Institute staff or which came to your attention subsequent to the visit. Requests for assistance not described in this document should follow the same format as other requests.

At the completion of each project, the organizations receiving assistance will be given a report on the work completed including any recommendations for further action.

4. Application Review Process

The following factors will be considered in reviewing the requests for technical assistance: the feasibility of completing the project within the five-month period allocated for on-site technical assistance; the probability of achieving project objectives; the potential impact of project results on energy management and conservation; and the potential for transfer of the results of the project to other states.

After the applications have been reviewed, the organizations to receive technical assistance will be determined and Institute staff will make on-site visits to develop detailed project work plans. The detailed work plans will define project activities, a project work schedule, specific results to be obtained, and required resources.

5. Submission of Requests for Technical Assistance

Requests for technical assistance should be sent to:

John C. Cuddy
Associate Director
National Regulatory Research Institute
206 West 18th Avenue
Columbus, Ohio 43210

B. APPLICATION FORMAT

The following format has been developed to assist you in preparing your application. The information requested under each heading is designed to expedite the review of applications by ensuring that all pertinent information is available during the review process. Some requested information may not be readily available and, if necessary, can be omitted from the request. It should be emphasized that the application process is not intended to be time consuming or burdensome. Therefore, your application should be as brief and to the point as possible while still providing the information needed for the review process. If you desire, attach copies of relevant supporting documents, such as reports, rules and orders, or memoranda. Please provide two copies of your application.

1. Cover Letter

Your application should include a cover letter signed by the individual(s) having the authority to approve the undertaking of the project for your agency.

2. Project Description and Results

Provide a brief description of the project for which you are requesting technical assistance. The project description should indicate the nature of the project, how you will implement the project, your objectives, desired results, and how you expect to benefit from the results. Also, indicate any special impetus behind your interest in the project, such as a legislative mandate, request from the Governor, etc.

3. Data Requirements

Describe the supporting data needed for the project and indicate if this data exists or if it must be obtained during the course of the project. If possible, indicate the source and the time required to gather any data not currently available.

4. Type(s) of Expertise Required

Indicate the area(s) of expertise (such as an economist, computer systems analyst, etc.) you are requesting to augment your staff capabilities.

5. Time Constraints

Describe, where appropriate, any time constraints under which this project must operate. For example, does the work need to be completed by a certain date to meet a legislative mandate or provide input for a scheduled hearing, does the existence of an ongoing hearing prevent the work from starting before a certain date, or is the work likely to be delayed by court action?

In order to assist the Institute in scheduling technical assistance team assignments, indicate your preferred start date and provide an estimate of how long it will take to complete the project.

6. Resources To Be Made Available

Although technical assistance will be provided at no cost, each technical assistance team will need basic support while working on site. Indicate if secretarial support, office space, and other resources necessary to undertake the project can be made available to the technical assistance team. The specific level of resources required will depend on the nature of the project and will be defined in the project work plan.

The Institute will designate a project manager to oversee the on-site work for each project. Organizations receiving technical assistance should designate a project coordinator. In addition, those staff members who can contribute to the project and benefit from the work being done by the teams should be available for participation in the project. This approach will greatly enhance the interaction between the technical assistance team and your staff which must take place to ensure quality results consistent with your needs. This interaction will also aid in the development of your staff's capability to use and expand upon the results of this assistance. With this in mind, if possible, provide the names, titles and present responsibilities of those members of your staff who will work with the technical assistance team.

7. Contact Person

Provide the name, title, address and phone number of the individual to contact about your request for technical assistance.

