



LOUISIANA

DIVISION OF ADMINISTRATION

American Rescue Plan Act

Coronavirus State and Local Fiscal Recovery Funds

Louisiana Port Relief Program

<https://wwwcfprd.doa.louisiana.gov/PortReliefProgram>

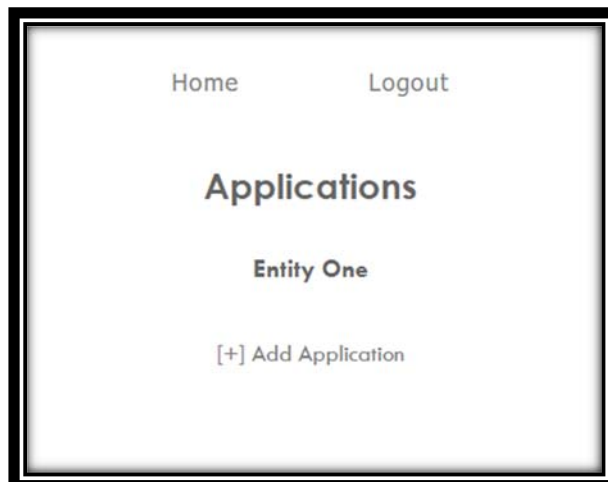
As part of the American Rescue Plan Act (ARPA), the State of Louisiana will receive \$50 million to provide relief to Louisiana port authorities for revenue loss and reimbursement of expenses related to COVID-19 and port security measures. The State is required to allocate and distribute a pro rata share of the funds to each port authority that qualifies for an award. In order to qualify for an award, port authorities must have had a physical and active operation in Louisiana as of March 1, 2020 and must have experienced a revenue loss of gross revenue for the period of March 1, 2020 through June 30, 2021.

An application portal was created by the Division of Administration (DOA) in order to collect and process applications for the program. Grants will be awarded based upon proof of “negative economic impact” faced by the applicant due to the COVID-19 Pandemic in accordance with eligible uses set forth in ARPA.

1. Eligible applicants must submit a completed user access form in order to gain access to the Port Relief Portal. This form is available online – [Port Relief Portal](#)

Please note: If you have an existing state LaGov Vendor ID, this ID should be included on the User Access Form. Otherwise, to begin the process of obtaining a Vendor ID, please visit our website - [Vendor Self-Registration](#) **IMPORTANT – Port authorities must have an established and active LaGov Vendor ID to receive disbursements.**

2. Once applicants receive an “M ID” and password, the Portal will allow the applicant to add an application. See example screenshot below.



3. Applicant should verify the pre-populated entity information at the top of the application form and notify DOA via email at PortRelief.Fund@la.gov if any adjustments are necessary.
4. In order to allocate the available relief funds to each entity based on a uniform calculation of the negative impact of the COVID-19 Pandemic, DOA will require applicants to submit reported revenue for fiscal year 2019 and 2020. Supporting documentation (financial statements or equivalent) for the 2019 and 2020 reported revenue is also required. If a draft copy of the FY 2021 financial statements is available, please attach it under the “Supporting Documentation” section of the application.

Required Documentation

Applicants will be awarded funding based on demonstrated negative impact due to the public health emergency. Please provide total revenue for the 2019 and 2020 calendar years along with the audited financial statements for 2019 and 2020 to support the stated total revenue.

Total 2019 Revenue: <input type="text" value="0"/>	2019 Audited Financial Statements: No attachment <input type="button" value="Choose File"/> No file chosen
Total 2020 Revenue: <input type="text" value="0"/>	2020 Audited Financial Statements: No attachment <input type="button" value="Choose File"/> No file chosen
Calculated Negative Economic Impact*: <input type="text" value="0"/>	

5. In accordance with ARPA, applicants are required to submit a signed copy of the Title VI assurances and Award Terms and Conditions documents provided within the application. These documents must be attached within the Portal application as indicated.
6. DOA will require each grantee to provide a fully executed Cooperative Endeavor Agreement to include the eligible and approved uses of funding, the applicable compliance requirements, as well as, required reporting by the grantee to DOA. Applicants will be required to submit monthly reports along with adequate documentation to support the eligibility of expenditures.
7. The Tourism Revival Program Plan lists eligible uses of the funds. Within the application, applicants must include planned expenditures by category. Please include planned or potential uses of grant funding.
8. Available invoices and proof of payment of COVID-19 related expenses and expenses related to maritime port security measures may be submitted at the time of application. Applicant may also submit any other additional documentation that may support eligibility for funding and/or reimbursement.
9. Any questions should be directed to DOA, PortRelief.Fund@la.gov.
10. The application period will close on November 6, 2021.