

# Diary of a Grant Writer

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*Hurry Up and Wait*

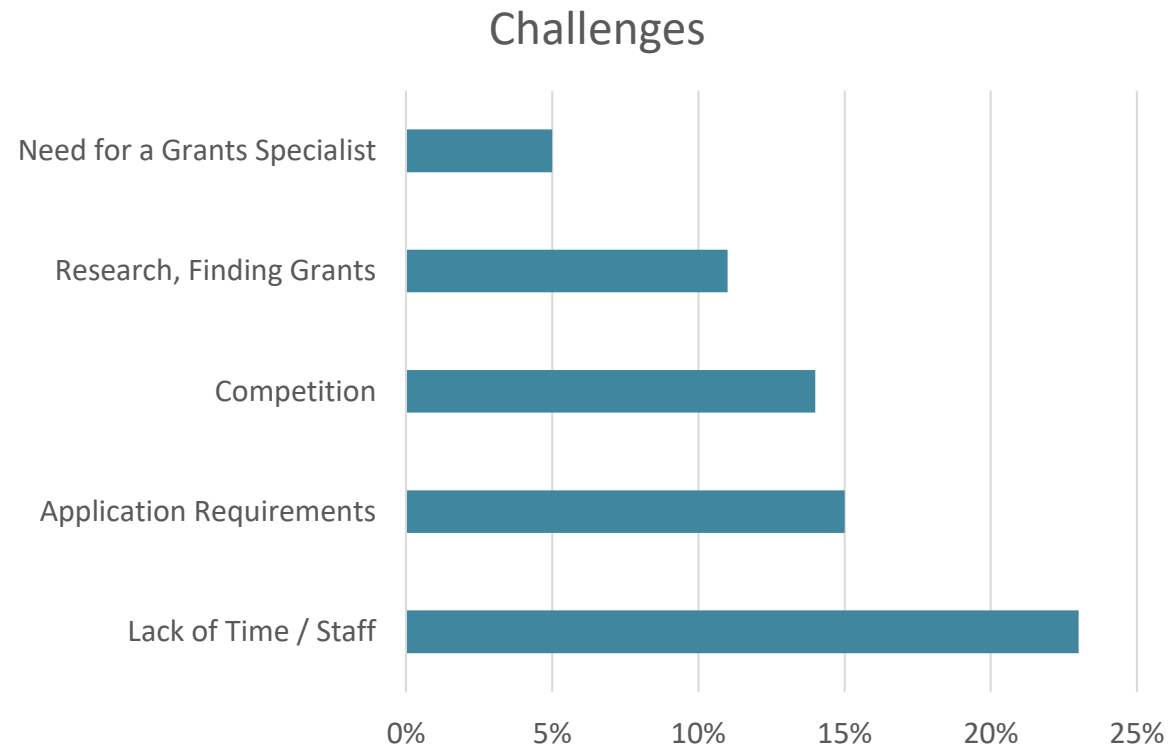


# AGENDA

- Finding Your Perfect Match
- Setting the Stage
- Review, Review Again
- Hallelujah, You've Won!

# NEWS FLASH

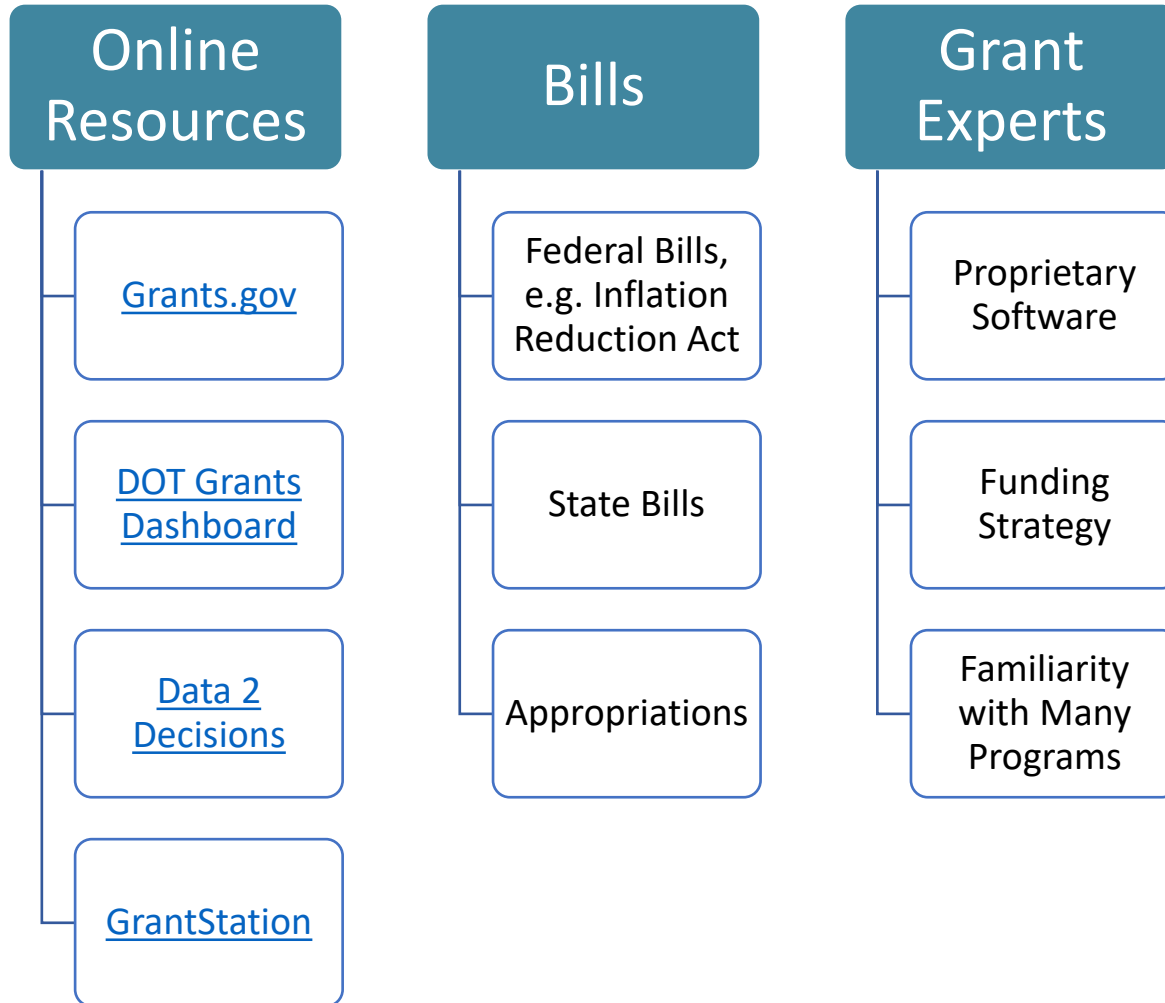
## Grant writing is not for the faint of heart



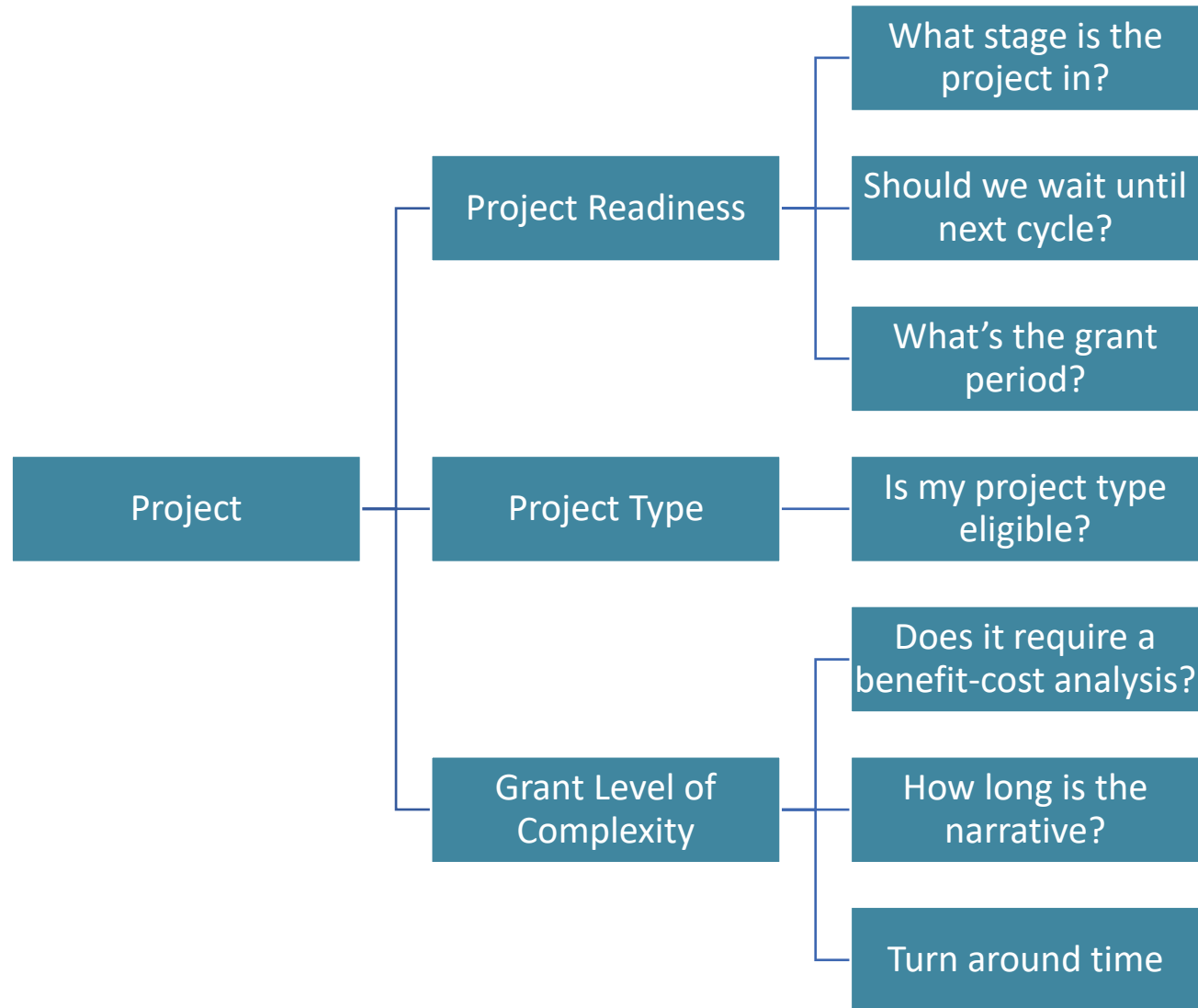
# Finding Your Perfect Match



# Where will I find the right grant?



# How do I know if it's the right one?



# Setting the Stage



# Start with the Basics

## How to Prepare

- Read the Notice of Funding
- Prepare a Request for Information
- Verify your credentials / registrations
- Develop an internal schedule
- Develop the project's budget and schedule



# Budget Basics

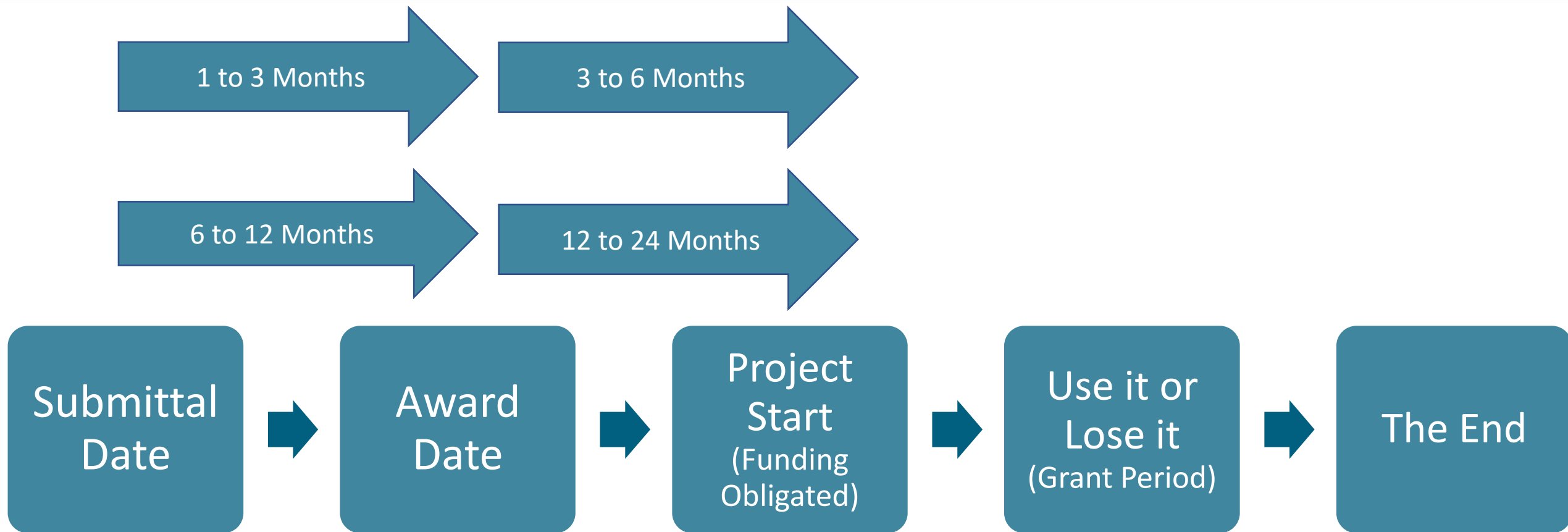
- What's going into your budget?
- Break It Down
  - Local Match – In Kind Match
  - Grant Share
- DON'T FORGET
  - Contingency
  - Inflation (Year of Expenditure)
  - Grant Administration

*Table 1. Tasks, Deliverable Due Dates, and Funding Request*

Task	Deliverable	Due Date	Funding Request
1. Existing Conditions and Needs Assessment	Existing Conditions & Needs Assessment Slide Deck	10/31/2023	\$25,000
2. Public Engagement	Online Survey & Interactive Map Results Summary	1/15/2024	\$10,000
3. Recommendations	EV Readiness Plan	2/29/2024	\$35,000
<i>Total</i>			\$70,000

	Federal	Local	Total
<b>B. Planning, Design, and Development Activities</b>	<b>\$2,175,000</b>	<b>\$543,750</b>	<b>\$2,718,750</b>
i. Identification of specific locations for public involvement	\$100,000	\$25,000	\$125,000
i. Public outreach with identified actions	\$75,000	\$18,750	\$93,750
iii. Concept/Design development	\$1,000,000	\$250,000	\$1,250,000
iv. Engineering, Specifications, and Estimates	\$1,000,000	\$250,000	\$1,250,000
<b>C. Implementation of Projects - Budget by identified strategy (A+B+C)</b>	<b>\$21,200,000</b>	<b>\$5,300,000</b>	<b>\$26,500,000</b>
Pedestrian Crossings, Signal and slands in Underserved area	\$2,884,112	\$721,028	\$3,605,140
Upgrade Traffic Signal Backplates (Reflective Yellow) - Regionwide	\$1,358,688	\$339,672	\$1,698,360
Flashing Yellow Arrow Traffic Signal Heads - Regionwide	\$747,000	\$186,800	\$933,800
Install New Traffic Signal in Underserved Areas	\$2,316,000	\$579,000	\$2,895,000

# Schedule Basics



- The time from submission to project start varies.
- Key Grant dates offer building blocks.

# Schedule Basic, Continued

Milestone	Project Type	Timeline
State and Local Approvals	Heavy Moderate Light	6 months 3 months 1 month
NEPA / Environmental Reviews	Heavy Moderate Light	6-12 months N/A or up to 6 months N/A – Likely not required
Public Involvement	Heavy Moderate Light	3-6 months 1-2 months 1-2 months
Design Completion	Heavy Moderate Light	4-9 months 2-4 months 1-3 months
Right of Way (ROW) Acquisition	Heavy Moderate Light	Not Required Within existing ROW Within existing ROW
Approval of Plans, Specifications, Estimates; Procurement	Heavy Moderate Light	6 months 3 months 1 month

Task	Description	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Project Management	[Red bar spanning all 12 months]											
2	Develop Plan Goals	[Red bar]											
3	Public Engagement		[Red bar]	[Red bar]				[Red bar]				[Red bar]	
4	Analyze Available Crash Data and Statistics			[Red bar]	[Red bar]								
5	Determine Emphasis Areas				[Red bar]	[Red bar]							
6	Identify Crash Reduction Strategies					[Red bar]	[Red bar]						
7	Prioritize Countermeasures/ Projects					[Red bar]	[Red bar]	[Red bar]	[Red bar]				
8	Prepare Draft Safety Action Plan									[Red bar]	[Red bar]		
9	Prepare and Finalize Final Safety Action Plan											[Red bar]	[Red bar]

- Show steady progress, spend funds early
- Milestones versus granular details
- These are milestone-based

# Recipe for Success

1.

- **Application Template**

- Clearly identify sections
- Outline the narrative
- Research, research, research

2.

- **Data is a must.**

- Specific, relevant, recent, credible
- Internal, external

3.

- **Tell a story**

- Your community's story
- Establish early in the process

4.

- **Balance**

- Text versus graphics

5.

- **Consider your audience**

- Narrative versus statistics
- Avoid Jargon
- Be concise but repeat thoughtfully

# OH NO – A BENEFIT-COST ANALYSIS

What is a benefit-cost analysis?  
*An objective benchmark*

<b>Benefits</b>	<b>Costs</b>
Measure the reasonably expected economic values of outcomes	Measure the economic resources needed to develop and maintain infrastructure
Common Benefits: Safety, Health, Emissions Reduction, Hazard Mitigation, Reduction in Negative Impacts	Common Costs: Land, Labor, Materials, Equipment, Construction Costs, Environmental Review, Planning & Design

Review, Review Again



# SET YOUR PRIDE TO THE SIDE

- Peer Review
  - Fresh Eyes
  - Experts versus Laypeople
  - Funding Agency Reviews
- Was your message received?
- (Peer) Review against the scoring criteria



# What's most important in the 11<sup>th</sup> hour?

- Upload Early – Not the 11<sup>th</sup> hour.
  - Accommodate Complications
  - Avoid the Overwhelmed Submittal Site
- Verify, verify, verify
  - Figure and Table Numbers
  - Appendix References
- Organize the Submission
  - Finals Folder for Submittal
  - Forms and Supporting Documents
- Signed, Sealed, Delivered
  - Authorized Signer
  - Submittal Methods
  - Deadlines





Hallelujah, You've Won!



# YOU'VE WON, NOW WHAT?

- Grant Agreement
  - Negotiate Budget, Project Schedule
- Grant Administration
  - Reporting Requirements
  - Project Manager = Your Best Friend
- Project Closeout
  - Responsible Stewardship
  - Compliance: Funding Agency's Rules, Title 2 CFR Part 200

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# QUESTIONS?