

Diary of a Grant Writer

Hurry Up and Wait

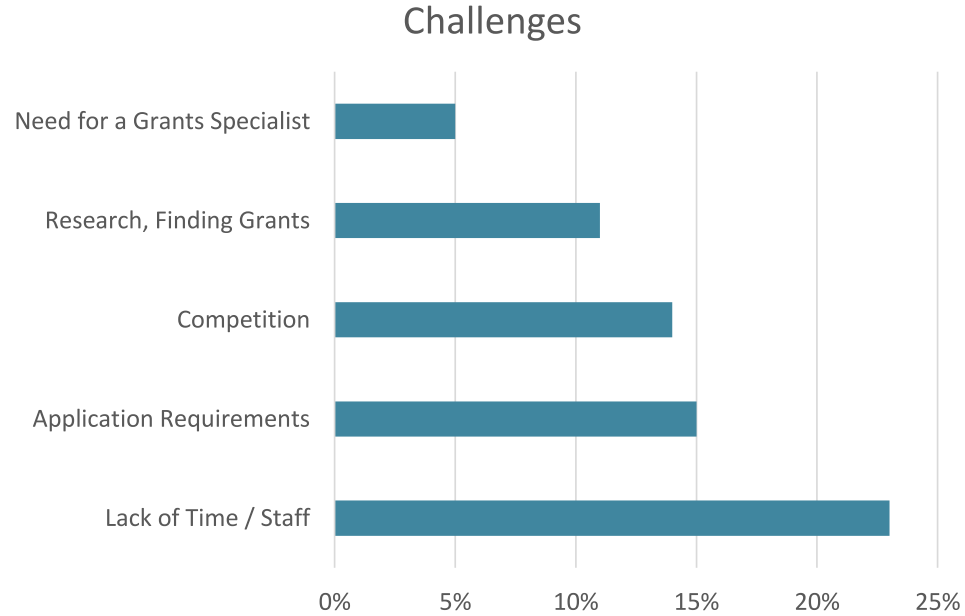


AGENDA

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

NEWS FLASH

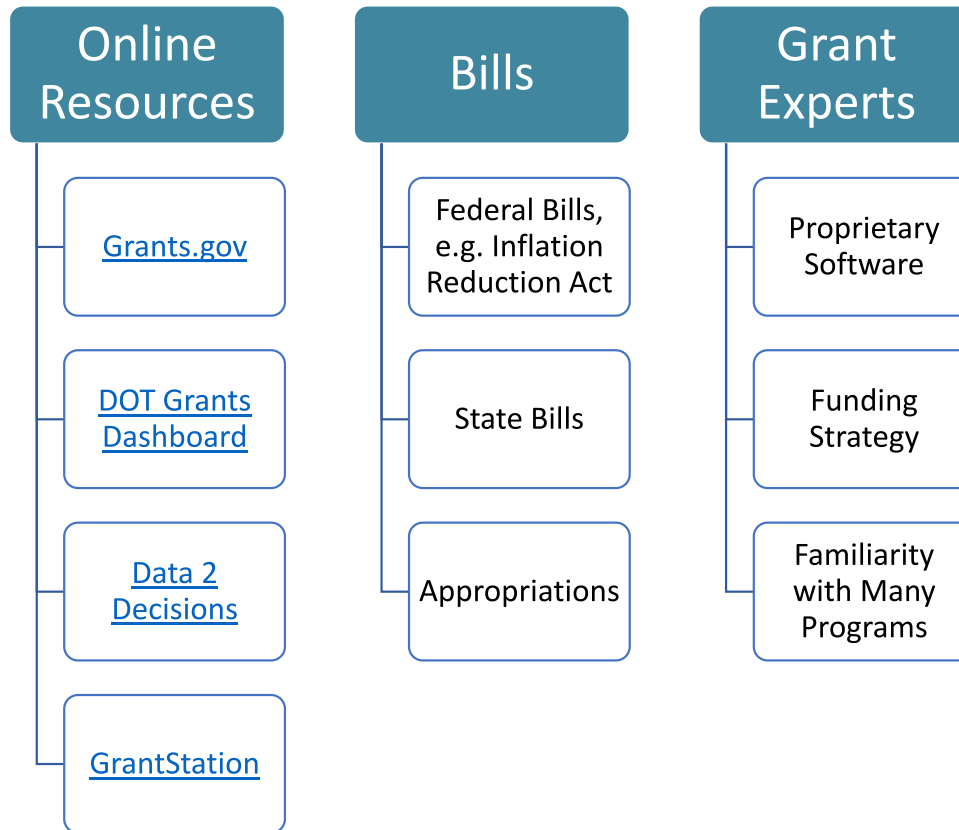
Grant writing is not for the faint of heart



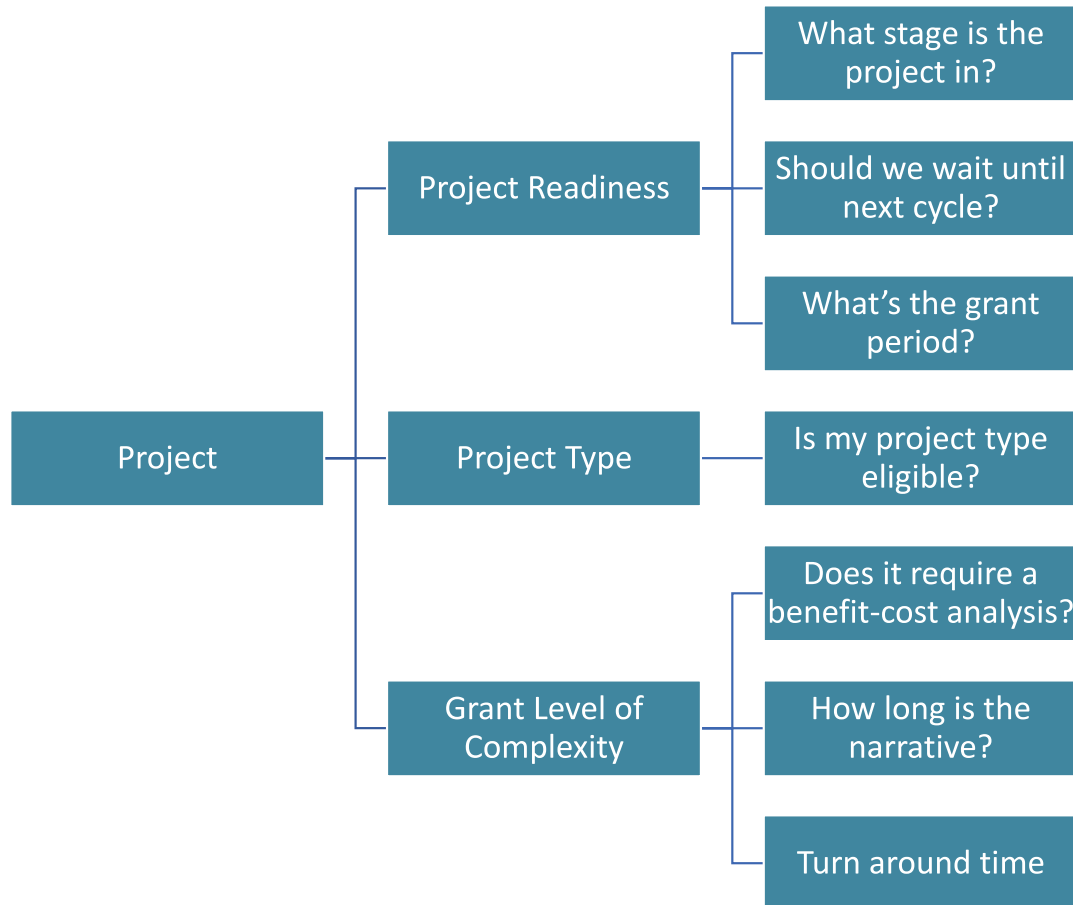
Finding Your Perfect Match



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

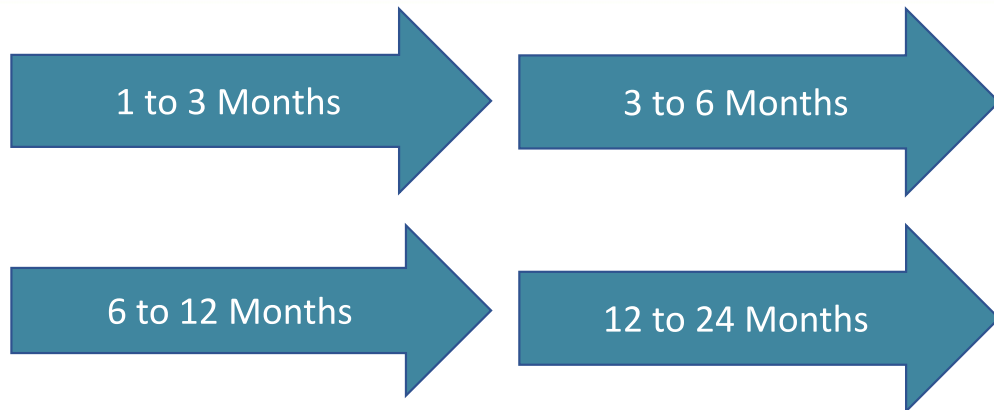
- What's going into your budget?
- Break It Down
 - Local Match – In Kind Match
 - Grant Share
- DON'T FORGET
 - Contingency
 - Inflation (Year of Expenditure)
 - Grant Administration

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. Planning, Design, and Development Activities	\$2,175,000	\$543,750	\$2,718,750
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
C. Implementation of Projects - Budget by identified strategy (A+B+C)	\$21,200,000	\$5,300,000	\$26,500,000
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



Submittal
Date



Award
Date



Project
Start
(Funding
Obligated)



Use it or
Lose it
(Grant Period)



The End

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

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

- 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

Benefits	Costs
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

Source: [Transportation.gov](https://www.transportation.gov)

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 11th hour?

- Upload Early – Not the 11th 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

Contact Information

Heather Glisson, AICP

Kimley-Horn & Associates

800 SW 2nd Ave, Suite 100

Gainesville, FL 32601

(352) 327-8994

Heather.Glisson@Kimley-Horn.com



QUESTIONS?