



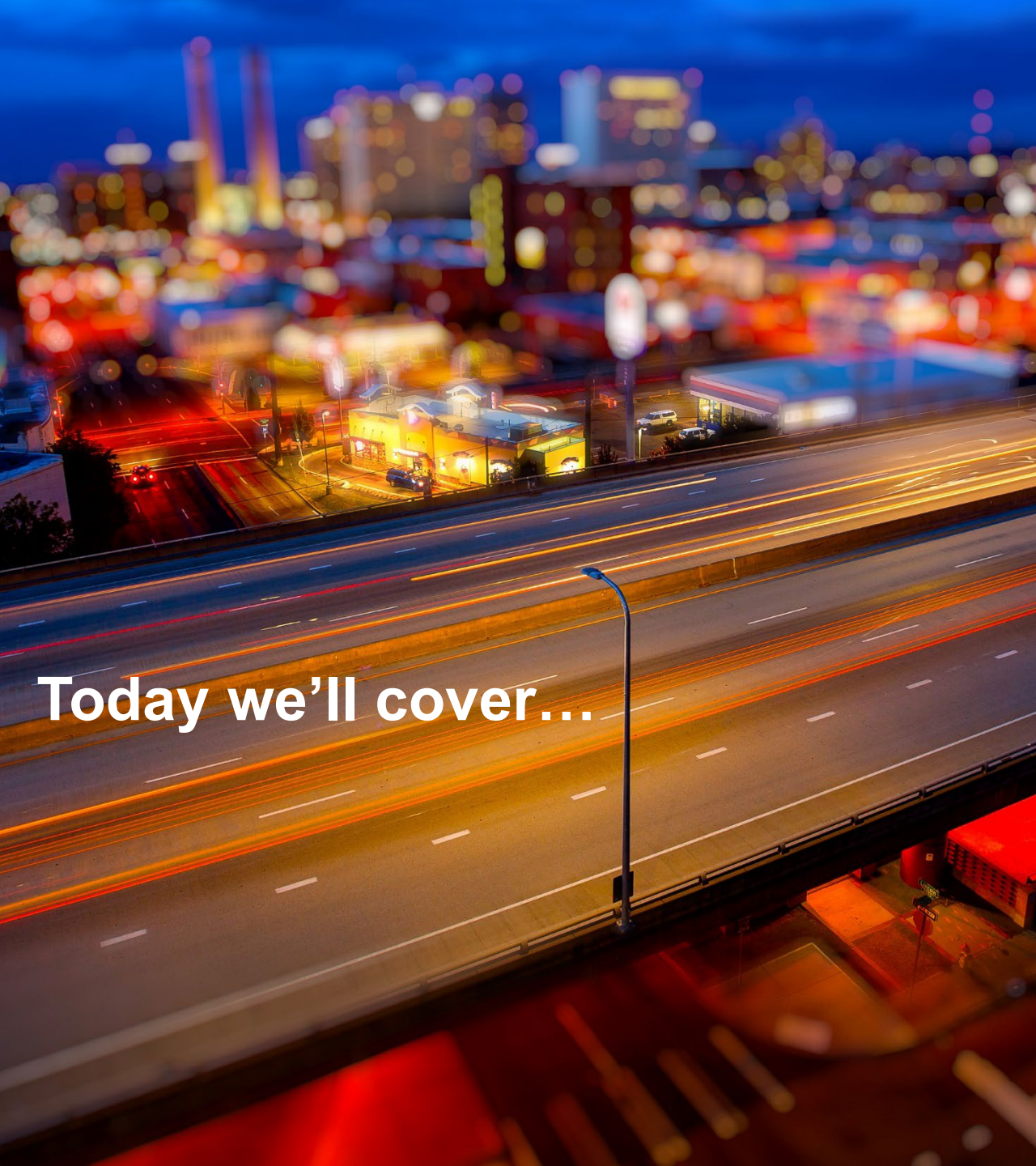
Navigating The Grant Funding Process: Actions Before and After

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Transportation Engineers Association of Missouri
2024 Conference

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Today we'll cover...

1

Pre-NOFO Period

2

Post-Award Process

3

Questions / Open Discussion



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Pre-NOFO Period



4 Essentials for a Grant Win

- Right project
- Right program
- Strong application and BCA (if needed)
- Support

Preparation is Key to Grant Success

- Pre-position for Program Success
 - Evaluate project's merit to match grant requirements
 - Prioritize projects for application: ***Readiness, Eligibility, Merit***
 - Develop 5-year readiness application strategy
 - Position individual projects to pursue grants

➔ ***Data analysis is the centerpiece***





Project Selection Strategy

Discretionary grant screening:

- Approach programmatically
- Match priority projects to programs

Grant Screening & Prioritization Approach



Project Identification

Identify projects to evaluate for grant eligibility and competitiveness

Readiness Screening

Consider project development and committed funding status of each project

Eligibility Screening

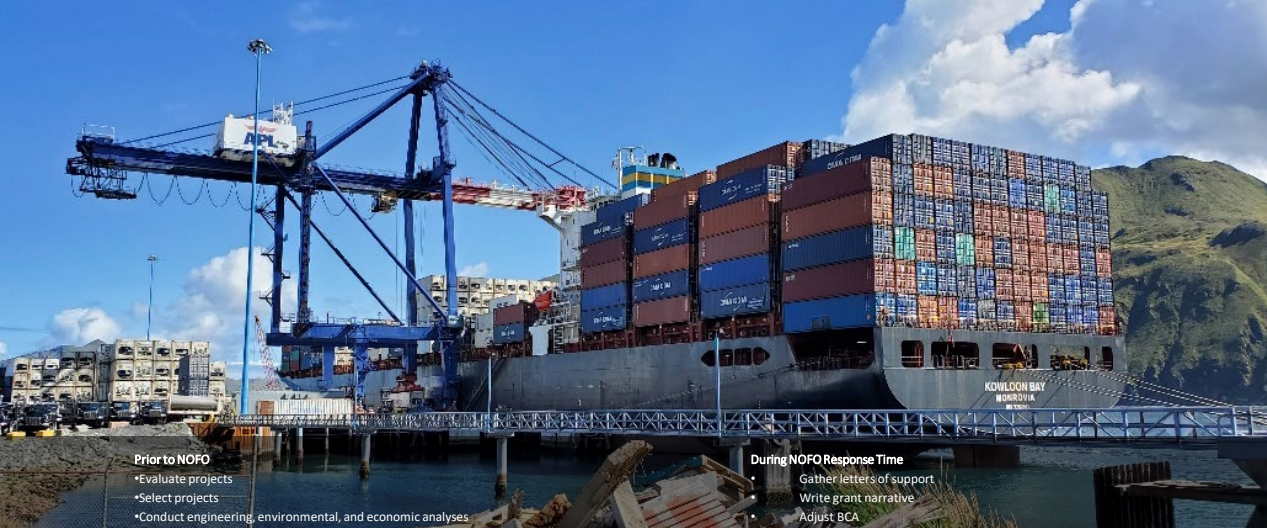
Evaluate alignment of each project with eligibility criteria for each grant program

Merit Criteria Prioritization

Compare project goals and characteristics with each grant program's merit evaluation criteria

Project Selection

Prioritize projects to pursue selected grant programs



Prior to NOFO

- Evaluate projects
- Select projects
- Conduct engineering, environmental, and economic analyses

During NOFO Response Time

- Gather letters of support
- Write grant narrative
- Adjust BCA



Start Work Ahead of NOFO



Draft Up Application Components

- Narrative
- Data and analysis
- Scope
- Schedule
- Budget
- Environmental
- Engineering and design
- Visuals
- Letters of support
- BCA and Technical Appendix
- Grant management ability



Expertise Required

- Mode/Sector – often engineering
- Grant – policy and program, writing, BCA
- Local



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Post-Award Process

Post-Award Grant Process

Award Notices

Grant Agreement

Obligation Authority

Project Start/Incur Costs

Reimbursements

Project Reporting

Close Out



Federal Post-Grant Award Timelines

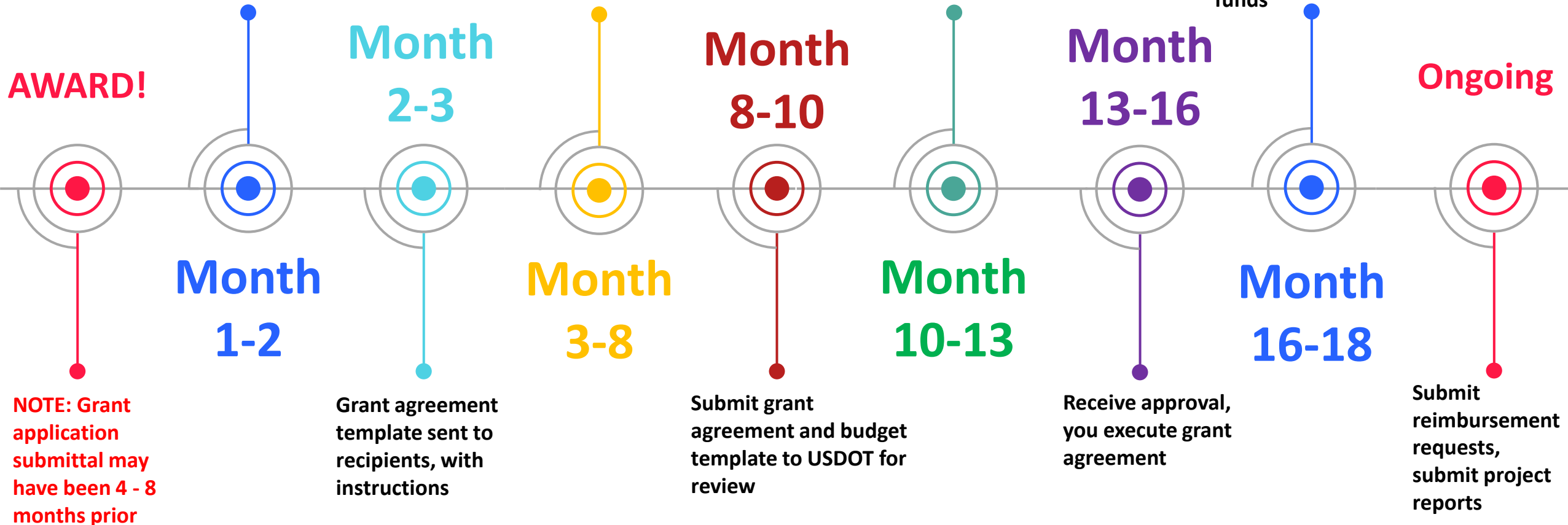
(typical these days)

Get official award notice letter, USDOT hosts webinar for grant recipients

Fill out grant agreement, develop budget templates, refine project estimates, make scope modifications, etc.

Make edits based on comments, resubmit, more edits, resubmit

Receive executed grant agreement, get obligation authority, project can start, can begin expending project funds



Award Notice



Announcement



Award Letter



Webinar for Awardees



Decision:

Self Administer or State
DOT Administer?

Several Models



U.S. Department of Transportation

1200 New Jersey Avenue SE
Washington, DC 20590

Project Name: () River Bridge Replacement

Applicant: City

RAISE Grant Funding: \$22,112,620 - This award is less than the \$24,994,690 requested because the community plaza was removed as an ineligible component.

Estimated Total Project Costs: \$33,787,620

Project Description: This project will fund construction activities to replace seven bridges over the () River, construct 3.4 miles of multi-use accessible trails, improve seven pedestrian crossings, improve three railroad pedestrian crossings, install trail lighting, construct a multi-modal hub, construct three pedestrian bridges, construct a water channel outlet structure, replace a retaining wall, install two EV charging stations, construct a pedestrian underpass, construct a community plaza, construct a pedestrian boardwalk, and construct five recreational boat launches.

Congratulations! The project above was selected to receive an FY 2022 RAISE grant.

The USDOT Operating Administration overseeing your project will contact you in September regarding next steps to complete the relevant requirements before executing a grant agreement.

This letter DOES NOT authorize the applicant to incur costs to carry out the project. The execution of the grant agreement will obligate RAISE grant funding, making it available to reimburse eligible expenses for the awarded project. Unless authorized by USDOT in writing, any costs incurred prior to that obligation of funds for a project (i.e., "pre-award costs") are ineligible for reimbursement and may be ineligible to count towards non-Federal match requirements. This letter DOES NOT authorize pre-award costs to be eligible. The Department expects all RAISE funding be obligated by September 30, 2026 and expended by September 30, 2031.

If you have any questions about this award, please contact the RAISE Grants Team at raisegrants@dot.gov

Sincerely,

Grant Agreement



Agreement Templates

Multiple Variations



Budget Spreadsheet

Many Tabs, Only Some Applicable



Changes to Scope/Budget

This is when you can make minor adjustments



Review and Approval is a Process

Work with your FHWA Division Office, FTA Region Office, FRA Rep

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE FISCAL YEAR 2022 RAISE GRANT PROGRAM

This agreement is between the United States Department of Transportation (the “USDOT”) and the City of XXXXXX (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a RAISE Grant for the XXXXXXXXXXXX project.

If schedule A to this agreement identifies a Designated Subrecipient, that Designated Subrecipient is also a party to this agreement, and the parties want the Designated Subrecipient to carry out the project with the Recipient’s assistance and oversight.

The parties, therefore, agree to the following:

ARTICLE 1 GENERAL TERMS AND CONDITIONS.

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program: FHWA Projects,” dated October 18, 2022, which is available at <https://www.transportation.gov/policy-initiatives/raise/raise-grant-agreements>. The General Terms and Conditions reference the information contained in the schedules of this agreement. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions.
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, terminating of the RAISE Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT the RAISE Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

Obligation Authority



What is Obligation?

Promise/commitment of funds from Feds



Do not incur costs before you have a signed agreement and obligation authority

You will not get reimbursed



FEDERAL FUNDING
FEDERAL-AID HIGHWAYS

Reimbursements

Delphi eInvoicing

- Direct Recipient/Self Administer

FMIS – Fed/State Administer

- Financial Management Information System

Reimbursements are for Costs Incurred

- Not a bag of cash
- Relatively quick reimbursements
- Need to have funds on-hand to pay costs before reimbursement



Reporting and Close Out

Frequency

Performance Reporting

Financial Reporting

Progress Reporting

Project Close Out Report

Audit Report

Etc.

PERFORMANCE PROGRESS REPORT SF-PPR

PERFORMANCE PROGRESS REPORT Performance Measures SF-PPR-A

Federal Agency Form Instructions

Federal Financial Report
(Follow form instructions) OMB Number: 4040-0014
Expiration Date: 01/31/2019

FORM SF-SAC XXXX/2016 U.S. Dept. of Comm. - Econ and Stat Admin. - U.S. Census Bureau
OMB No. 0348-0057 ACTING AS COLLECTING AGENT FOR OFFICE OF MANAGEMENT AND BUDGET

Data Collection Form for Reporting on AUDITS OF STATES, LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS For Fiscal Periods Beginning on or after December 26, 2014

REPORT ID: VERSION:

PART I: GENERAL INFORMATION

1. Fiscal Period End Date MM / DD / YYYY

2. Type of Uniform Guidance Audit
 Single Audit
 Program-specific audit

3. Audit Period Covered
 Annual
 Biennial
 Other- If Other, Number of months: []

4. Auditee Identification Numbers
 a. Auditee Employer Identification Number (EIN) []
 d. Auditee Data Universal Numbering System (DUNS) Number []
 b. Are multiple EINS covered in this report?
 Yes If Yes, complete Part I, Item 4c: []
 No
 e. Are multiple DUNS covered in this report?
 Yes If Yes, complete Part I, Item 4f: []
 No

5. Auditee Information
 a. Auditee name []
 b. Auditee address (Number and street) []
 Auditee City []
 Auditee State []
 Auditee ZIP Code []
 c. Auditee Contact Name []
 Auditee Contact Title []
 d. Auditee Contact Telephone []
 e. Auditee Contact Fax []
 f. Auditee Contact E-mail []

6. Primary Auditor Information
 a. Audit Firm/Organization Name []
 b. Audit Firm/Organization EIN []
 c. Audit Firm/Organization address (Number and street) []
 Audit Firm/Organization City []
 Audit Firm/Organization State []
 Audit Firm/Organization ZIP Code []
 d. Primary Auditor Contact Name []
 Primary Auditor Contact Title []
 e. Primary Auditor Contact Telephone []
 f. Primary Auditor Contact FAX []
 g. Primary Auditor Contact E-mail []

7. Was a secondary auditor used?
 Yes- If Yes, Complete Part I, Item 8 on the Secondary Auditor Contact Information Sheet
 No

Process Improvements?

- FHWA Grant Agreement Process Streamlining
- SS4A – No OST Review and Approval
 - Dramatically shorter process
- Further Improvements
 - Test Cases – FMIS 42
 - 42 projects in US
 - Process Improvements, Limit OST Review, FHWA Division Led
 - Model for future grant agreements?
- Recent Examples

Tips

- Faster you get grant agreement done, and closer to grant application, better
- Performance Measures – Define who is going to do what
- Remember - Costs incurred before obligation are not eligible for reimbursement nor can be match \$



3 Questions / Open Discussion

Contact



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