CSAC Grants Initiative: Grants 102 Training

October 27, 2022

CSAC's Grants Team

Kristi More

Managing Partner for Strategic Development

Heidi Schott

Director of Grant Services

Gabrielle Bronstein

Senior Grant Manager

Kristen H. Long

Grants Analyst

Review of Grants 101

Did Your Homework

- Confirm or register System for Awards Management Active Registration
- Set up in Grants.gov
- Complete the Member Survey

Review of Grants 101

Identified Your Priority Projects

- Identify 4-5 priority projects annually
- Focus on medium- to long-term projects
- PROJECT: Railroad Crossing

Found Your Grant

- Position and vet project for success
- Begin gathering supporting documentation
- GRANT: Consolidated Rail Infrastructure and Safety Improvements (CRISI)

What's Next?

- Get Organized
- Common Federal Forms
- Grant Writing
- Political Push
- Tips and Takeaways

Get Organized

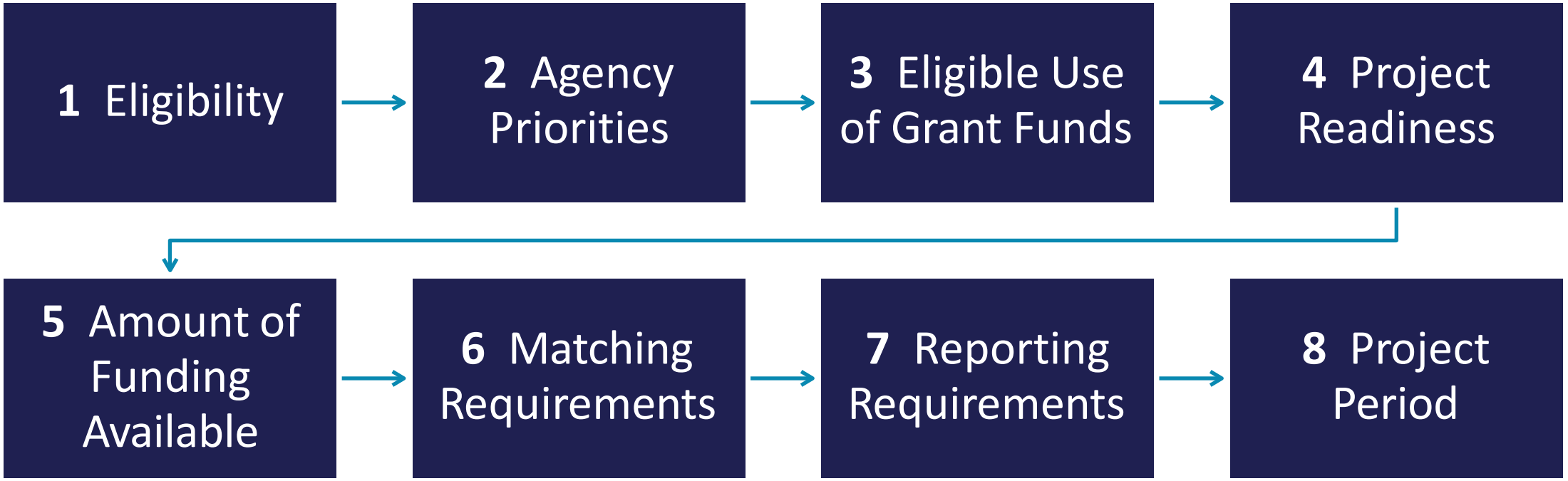
READ, RE-READ, AND READ THE NOFO AGAIN!

Get Organized

Check grant guidelines criteria

- Names of grant guidelines differ by program
  - NOFO – Notice of Funding Opportunity
  - NOFA – Notice of Funding Availability
  - RFA – Request for Applications
  - FOA – Funding Opportunity Announcement

Dissect the Grant Solicitation



Get Organized

Organize your application

- Create a skeleton outline
- Continue to cross-reference the NOFO for section specific directions
- Set up grants.gov workstation
- Outline roles, responsibilities and assignments

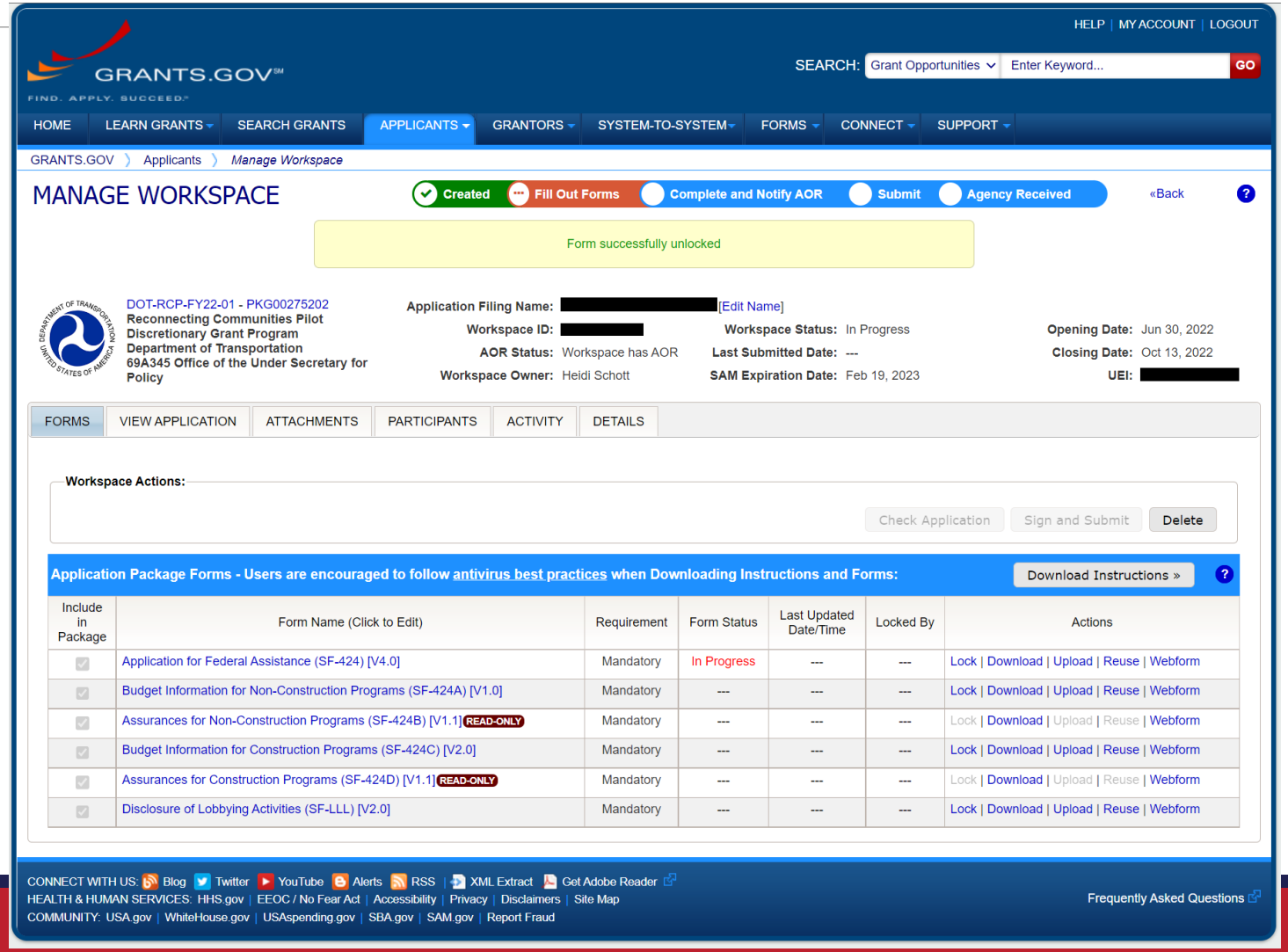
Look for specific page lengths, word counts, and font requirements.

Common Federal Forms

ADMINISTRATIVE WORK

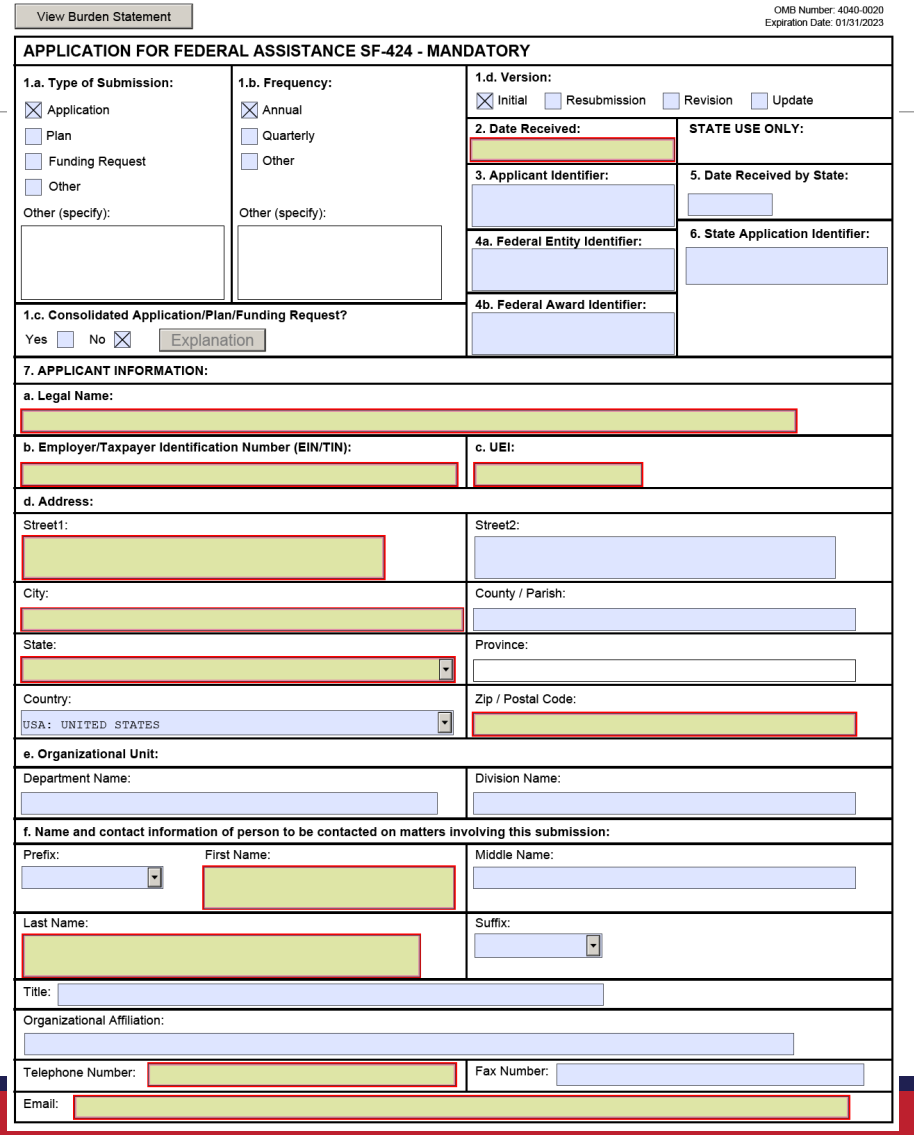
Common Federal Forms

- SF424 (Application for Federal Assistance)
- SF424A (Non-Construction Budget)
- SF242B (Non-Construction Assurances)
- SF424C (Construction Budget)
- SF424 D (Construction Assurances)
- SFLLL (Disclosure of Lobbying activities)



SF424 – Application for Federal Assistance

- Standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs.
- Requests basic information about the applicant and project specific information



View Burden Statement

OMB Number: 4040-0020
Expiration Date: 01/31/2023

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

1.a. Type of Submission:
☒ Application
☐ Plan
☐ Funding Request
☐ Other
Other (specify):

1.b. Frequency:
☒ Annual
☐ Quarterly
☐ Other
Other (specify):

1.d. Version:
☒ Initial ☐ Resubmission ☐ Revision ☐ Update

2. Date Received:

STATE USE ONLY:

3. Applicant Identifier:

5. Date Received by State:

4a. Federal Entity Identifier:

6. State Application Identifier:

4b. Federal Award Identifier:

1.c. Consolidated Application/Plan/Funding Request?
Yes ☐ No ☒ Explanation

7. APPLICANT INFORMATION:

a. Legal Name:

b. Employer/Taxpayer Identification Number (EIN/TIN):

c. UEI:

d. Address:

Street1:

Street2:

City:

County / Parish:

State:

Province:

Country:
USA: UNITED STATES

Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this submission:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Fax Number:

Email:

Budget Form

Budget – SF424A Non-Construction

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

Budget – SF424C Construction

View Burden Statement

OMB Number: 4040-0008
Expiration Date: 02/28/2025

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$	$	$
2. Land, structures, rights-of-way, appraisals, etc.	$	$	$
3. Relocation expenses and payments	$	$	$
4. Architectural and engineering fees	$	$	$
5. Other architectural and engineering fees	$	$	$
6. Project inspection fees	$	$	$
7. Site work	$	$	$
8. Demolition and removal	$	$	$
9. Construction	$	$	$
10. Equipment	$	$	$
11. Miscellaneous	$	$	$
12. SUBTOTAL *(sum of lines 1-11)*	$	$	$
13. Contingencies	$	$	$
14. SUBTOTAL	$	$	$
15. Project (program) income	$	$	$
16. TOTAL PROJECT COSTS *(subtract #15 from #14)*	$	$	$
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X	%	$

Assurances

- SF424 D – Construction Assurances
- SF424 B – Non-Construction Assurances
- Affirms compliance with:
  - Federal statues pertaining to nondiscrimination
  - Hatch Act
  - Davis Bacon
  - National Environmental Policy Act
  - Audits and Ethics

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

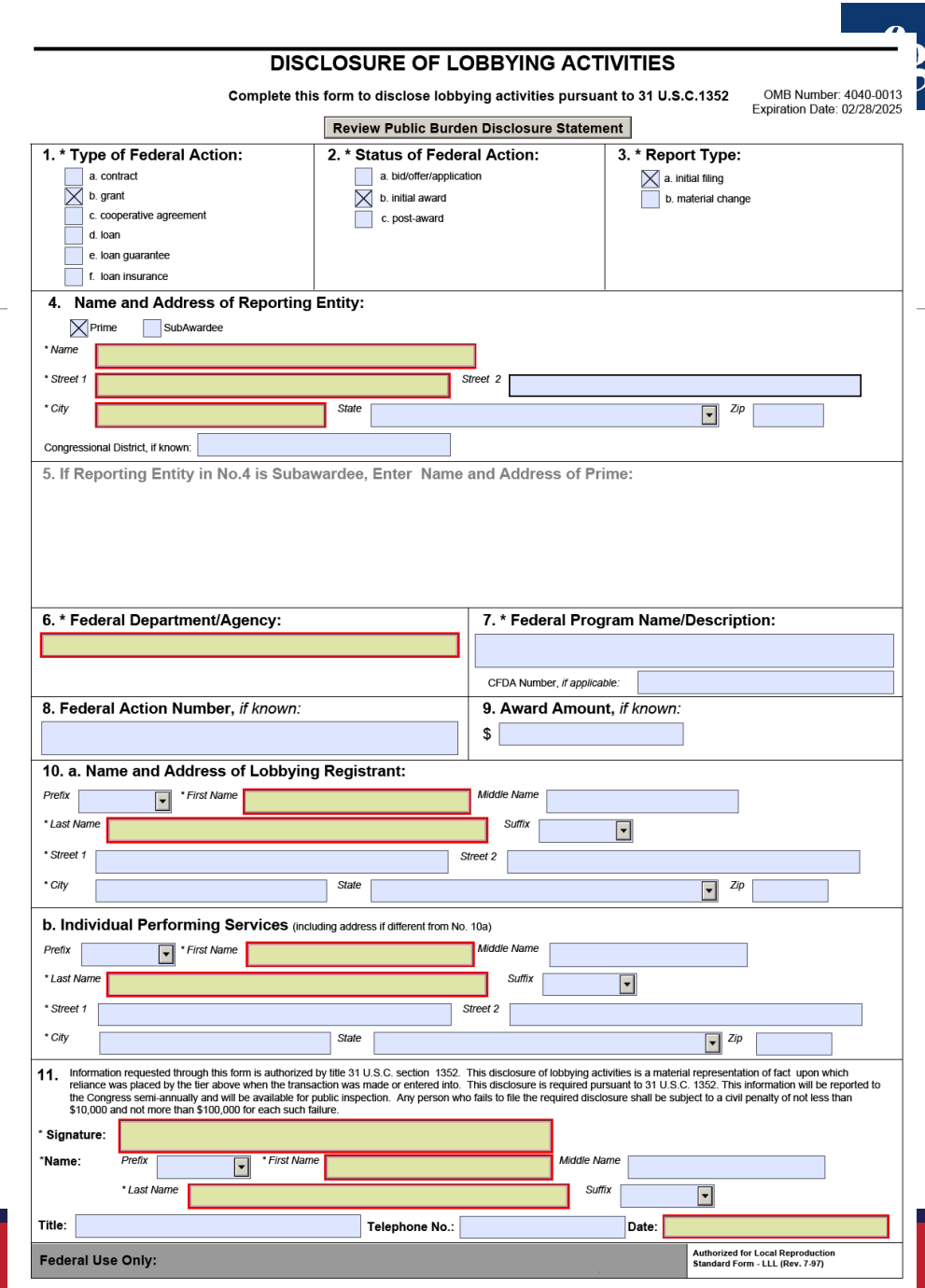
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

SFLLL – Disclosure of Lobbying Activities

- Used by applicants to disclose lobbying activities that have been secured to influence the outcome of a Federal action.
- Intended to prevent the use of federal funds for lobbying, and to monitor the lobbying expenditures of federal funds recipients.



DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

Review Public Burden Disclosure Statement

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

* Name
* Street 1 Street 2
* City State Zip
Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:

7. * Federal Program Name/Description:

CFDA Number, *if applicable:*

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*

$

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* **Signature:**

***Name:** Prefix * First Name Middle Name
* Last Name Suffix

Title: **Telephone No.:** **Date:**

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Grant Writing

THE FUN PART!

Common Narrative Elements

1 Executive Summary

2 Need or Problem Statement

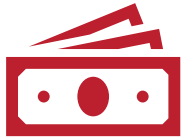
3 Project Description

4 Project Timeline

5 Goals, Objects, Outputs, and Outcomes

6 Organizational Capacity and Background

7 Project Sustainability



8 Budget

Executive Summary

Complete this section last.

Summarize your project:

- What project addresses
- Target audience
- Goals and objectives
- Funding amount requested
- Match commitment (if any)
- Total project cost

Need or Problem Statement

What is the problem?

Who does it effect and why?

What has been done in the past and why is this not sufficient?

How does the solution and project relate to your mission statement?

Need or Problem Statement

Site your sources and provide links to data or background if you can.

Provide evidence:

- Use comparative data and statistics where possible to help build your case.
- Provide easy to read graphs and tables to summarize data.
- Quantitative metrics are key.

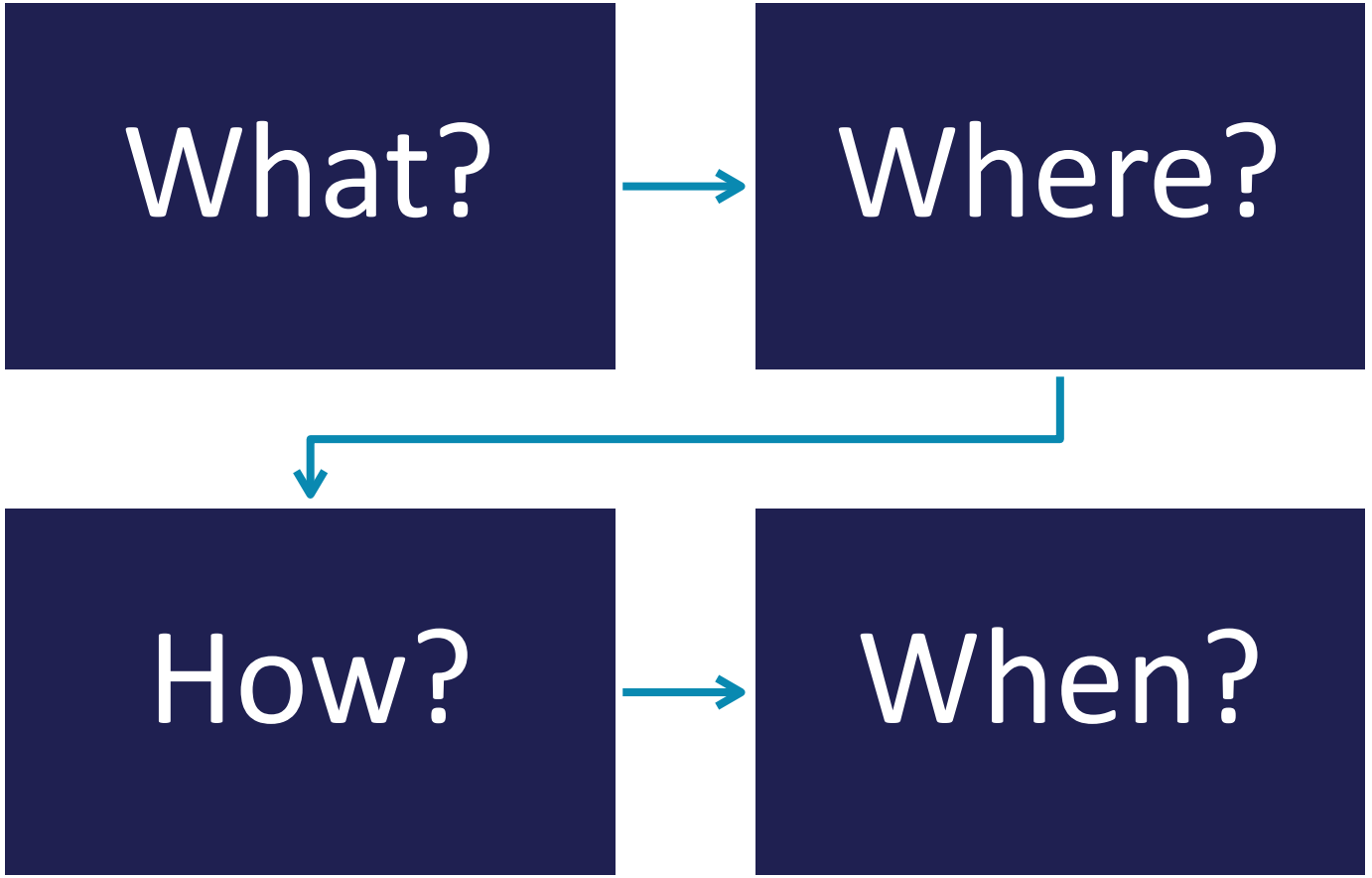
Example: Problem Statement

The project location is unsafe for pedestrians and needs improvement.

According to the Federal Railroad Association (FRA), there were 10 reported accidents involving pedestrians recorded at the project site between 2009 and 2018.

Project Description

Framing your project through easy-to-follow steps will help to keep your project description consistent and concise throughout the narrative.



Project Timeline

Goals, Objectives, Outputs, & Outcomes

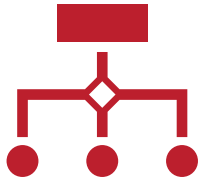
Keep things narrow, quantifiable, precise, and timebound.

- **Goals:** A general broad statement of what you wish to accomplish.
- **Objectives:** Represents a tangible step towards accomplishing your goal.
- **Outputs and Outcomes:** Examples of completed deliverables. Make sure to demonstrate short-term, mid-term, and/or long-term impacts through concrete Evaluation Methods.

Example: Goals, Objectives, Outputs, & Outcomes

- **Goal –** Increase pedestrian safety at the railroad crossing.
- **Objective –** Educate residents about the dangers of the project site over a 3-month period.
- **Output –** Hold 3 community safety meetings for residents.
- **Outcome –** Decrease pedestrian accidents at the project site by 2% in year 1.

Organizational Capacity and Background



Explain why your organization can implement this project:

Organizational mission

Past experience

Financial capacity

Reference specific staff:

Include professional bios for specific staff involved in the project.

Where a position is vacant or being filled with grant funding, include a short description of required qualifications and process the organization will take to the fill the position.

Project Sustainability

Show them they won't be wasting their money on you.

- State whether the project will terminate at the end of the project period or continue into the future.
- Demonstrate a commitment to the project in the long-term.
- Identify how the project will be funded and managed in the future.

Budget

Budget narrative MUST match all forms.

- Describe how each line-item cost was calculated and the purpose/use.
- Costs should be reasonable.
- Provide quotes, if available.
- Secure a match commitment letter.

Political Support

ADDING THAT EXTRA PUSH

Can Grant Advocacy Really Help My Application?

YES!

Meet with the Funding Agency

Set meetings or calls with the funding agency to discuss your project.

Request feedback – the more the funding agency knows, the better.

Put your project on their radar!

Develop Strategic Partnerships

Utilize websites, public meetings, and social media platforms.

- Broad community support from invested stakeholders and partners will boost your applications appeal.
- Solicit support from partners early in the grant application process or even before the grant solicitation is released.
- Have partners commit the project through their own letter of support or MOU.
- Involve project partners in other advocacy efforts.

Secure Congressional Support

Create an easy letter template describing your project.

- Contact the congressional members offices representing the district ***where the project will take place.***
- Inform congressional staffers of your project and request letters of support.

Tips and Takeaways

BRINGING IT ALL TOGETHER

START EARLY

- **Identify** your priorities
- **Start** collecting information and attachments before the solicitation opens.
- **Create** your workspace and download your federal forms as soon as the program opens.
- **Submit** before the deadline date to avoid grants.gov technical issues.

CREATE A SUBMISSION TIMELINE

- **Set** internal and partner deadlines.
- **Designate** roles and responsibilities.
- **Build** in contingency.
- **Disseminate** to all involved parties.

FOLLOW THE SOLICITATION

- **Create** a checklist of required items.
- **Check** grants.gov forms against the NOFO.
- **Reach** out to the listed program contact.

WRITE FOR THE LAYMAN

- **Name** your project.
- **Do not** assume the reviewer has a background on community or project.
- **Do not** assume the reviewer is a subject matter expert.
- **Avoid** using jargon.
- **Spell out** acronyms first.
- **Mimic** language from the solicitation.

CONSISTENCY IS KEY

- **Match** your federal forms and budget to your narrative.
- **Repetition** but not verbatim.
- **Second** set of eyes.

DON’T GIVE UP

- **Get** a debrief.
- **Learn** how to improve your application for the next round.
- **Double up** on political and stakeholder support.

Grants Engagement Member Survey

Scan me!

Watch for us at the CSAC Annual Conference

November 14 – 18

More to Come in 2023!

Thank you!

Kristi More

- TFG Managing Partner for Strategic Development
- Kmore@tfgnet.com

Kristen H. Long

- TFG Grants Analyst
- Klong@tfgnet.com

Heidi Schott

- Director of Grant Services
- hschott@tfgnet.com

Gabrielle Bronstein

- Senior Grants Manager
- gbronstein@tfgnet.com