



TRIBAL GRANT PROCESS

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For more information about the BIL Discretionary Grant Program and application assistance, contact the following:

Levi Brown | MnDOT Director of Tribal Affairs

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Jody Martinson | SRF BIL Grant Coordination Project Manager

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Grant process tasks:

- **Task 1** – Project Management
- **Task 2** – Pre-study/Data Gathering
- **Task 3** – Kickoff Meeting
- **Task 4** – Workshop
- **Task 5** – Site Visits and Project Coordination Meetings
- **Task 6** – Feasibility Studies
- **Task 7** – Funding and Grant Opportunities
- **Task 8** – Post-Award Grant Administration/Management

Task 1 – Project Management

This task is the management of daily work activities, coordinating tasks and meetings, monitoring budget, providing monthly invoices, and maintaining communication. This task also includes QA/QC for all product deliverables, including graphics, feasibility studies, and application narratives.

Task 2 – Pre-study/Data Gathering

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Compiling numerous datasets will assist in developing grant applications. Sources include, but are not limited to:

- Review of past grant applications
- Review of long-range plans, comprehensive plans, capital budgets, transportation improvement programs, etc.
- High-level descriptions for potential projects
- High-level project cost information and participation by jurisdictions or other stakeholders
- Availability of GIS data sources (parcels, right-of-way, land use, aerial photos, etc.)
- Last five years of crash data
- Regional travel demand model information

The information provided and collected will be used to develop the text and documentation needed for the application. The owner's participation and cooperation in gathering these materials will be necessary for this information to be processed.

Task 3 – Kickoff Meeting

Considering the information and analysis collected in Task 2, a kickoff meeting should be held to further understand current programs, staffing, funding allocations and shortfalls, and which funding and grants programs have been pursued in the past.

Kickoff meeting goals:

- Introductions of the team, tribal staff, community leads, participating agencies, and other stakeholders
- Explanation of roles
- Discussion of budgets, financial gaps, and intergovernmental relations
- Identification and inventory of upcoming projects to consider (*Note: projects can be programmed, planned, or visionary*)

Task 4 – Workshop

The focus of the workshop is to further develop a list of projects to evaluate and prioritize. The workshop often welcomes local representatives, jurisdictions, potential project partners, or other stakeholders' participation.

Workshop goals:

- Further develop a list of potential projects
- Meet with staff representatives
- Map each desired project by priority, cost estimates, timeline, and local match required

Task 5 – Site Visits and Project Coordination Meetings

Building on the mapped projects in Task 4, site visits should be performed to develop a memo recommending potential projects to further investigate based on project readiness factors.

Task 6 – Feasibility Studies

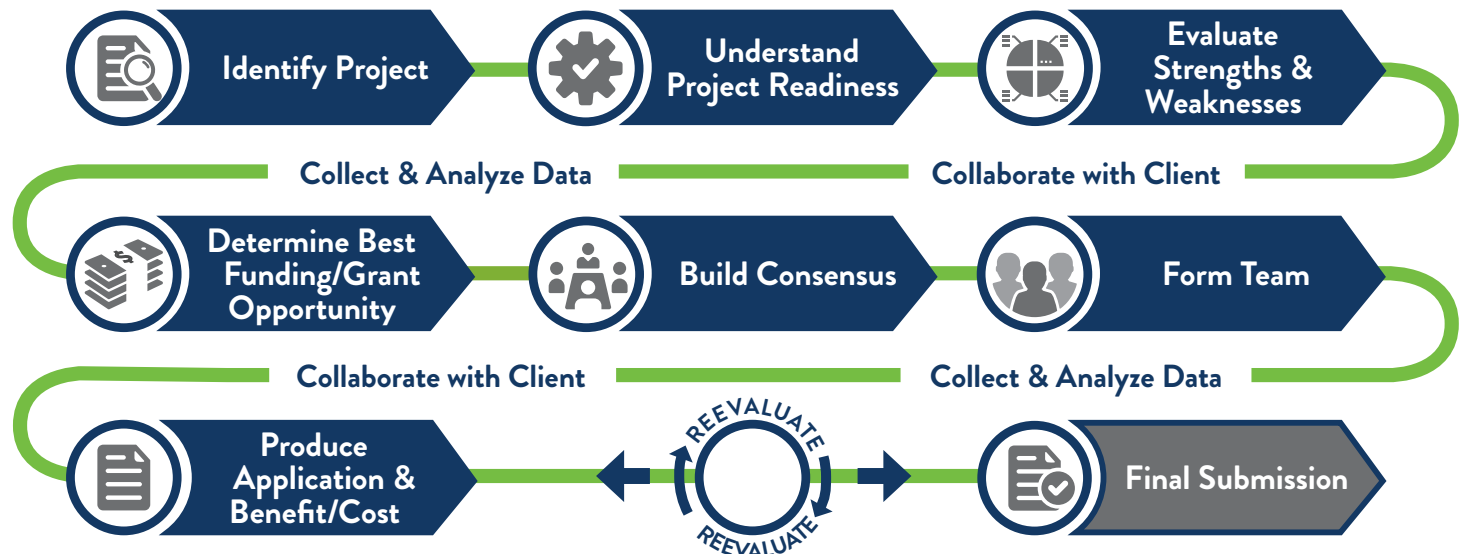
Feasibility studies should be documented in a report that includes the following:

- Project description and components
- Project funding (including local match)
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Task 7 – Funding and Grant Opportunities

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Task 8 – Post-Award Grant Administration/Management

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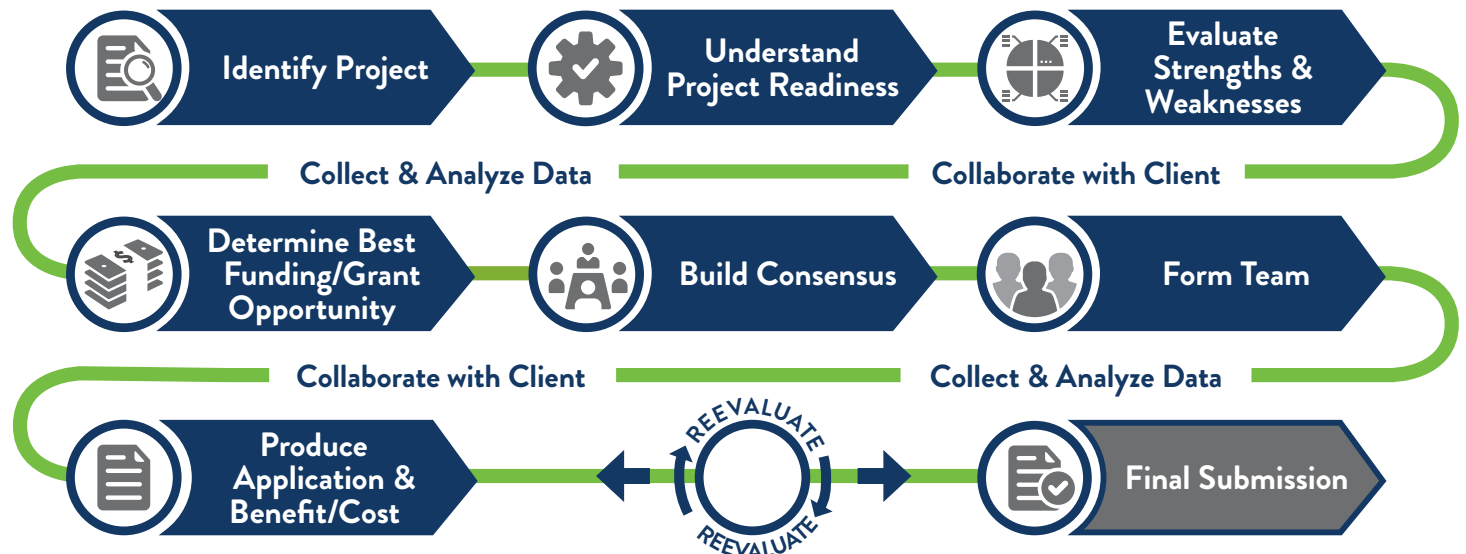
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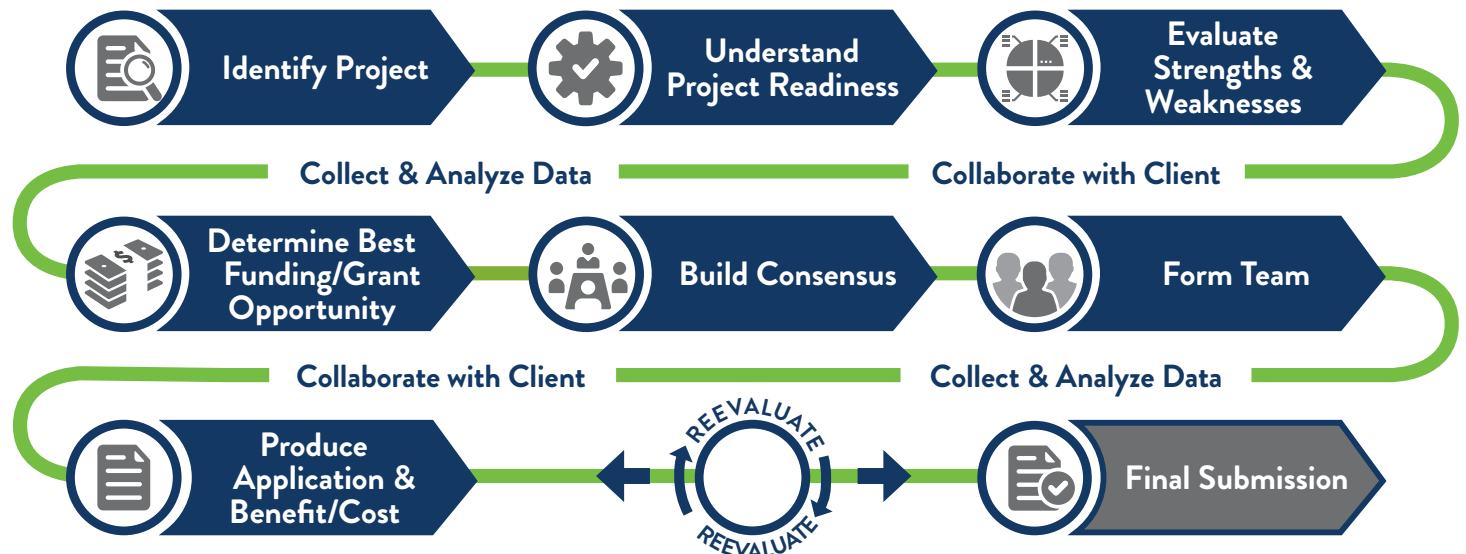
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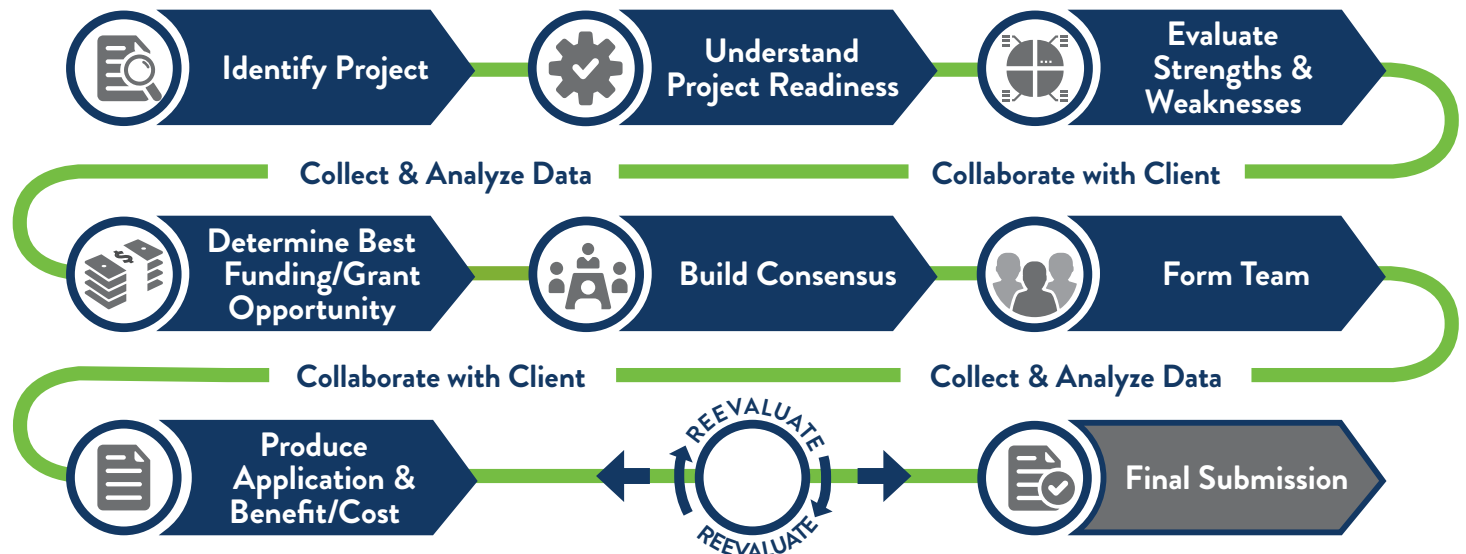
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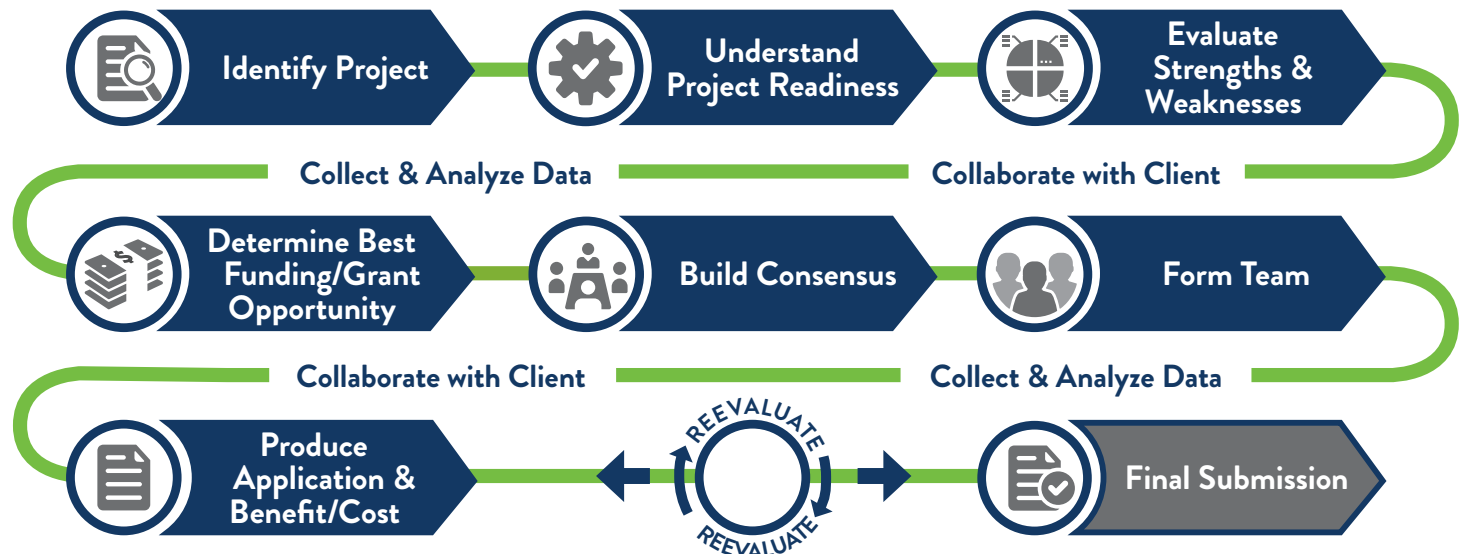
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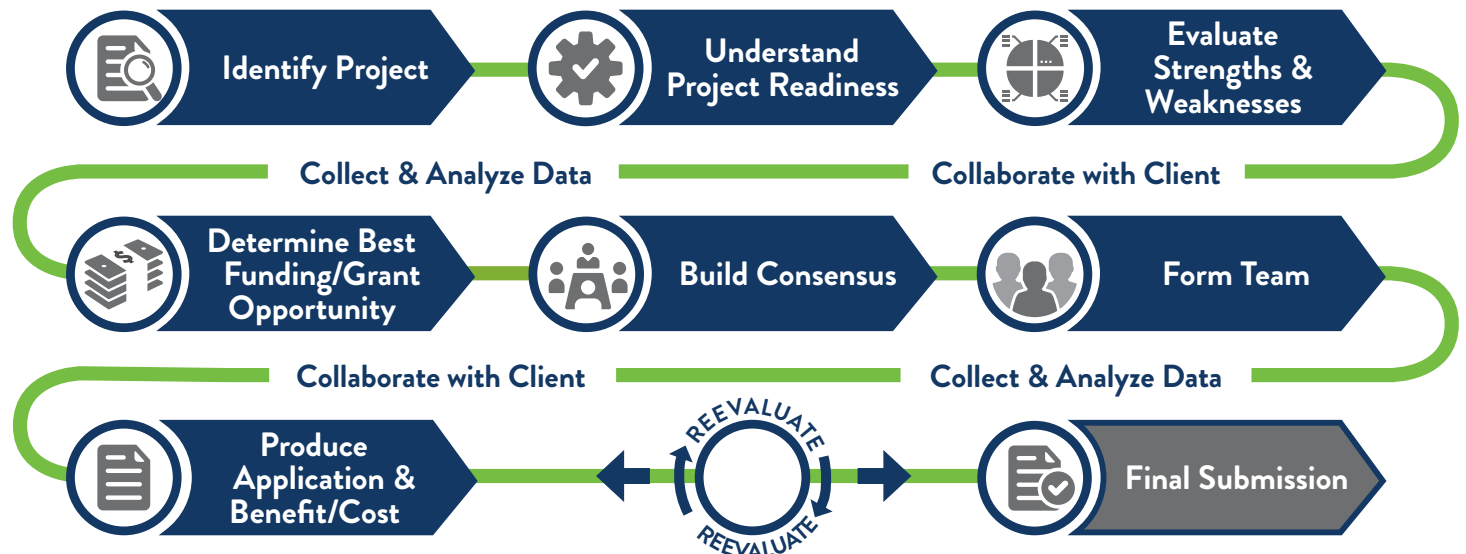
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Grant process tasks:

- **Task 1** – Project Management
- **Task 2** – Pre-study/Data Gathering
- **Task 3** – Kickoff Meeting
- **Task 4** – Workshop
- **Task 5** – Site Visits and Project Coordination Meetings
- **Task 6** – Feasibility Studies
- **Task 7** – Funding and Grant Opportunities
- **Task 8** – Post-Award Grant Administration/Management

Task 1 – Project Management

This task is the management of daily work activities, coordinating tasks and meetings, monitoring budget, providing monthly invoices, and maintaining communication. This task also includes QA/QC for all product deliverables, including graphics, feasibility studies, and application narratives.

Task 2 – Pre-study/Data Gathering

It is necessary to compile and collect key datasets to better understand the owner and the history in submitting grant applications at the local, state, and federal level.

Compiling numerous datasets will assist in developing grant applications. Sources include, but are not limited to:

- Review of past grant applications
- Review of long-range plans, comprehensive plans, capital budgets, transportation improvement programs, etc.
- High-level descriptions for potential projects
- High-level project cost information and participation by jurisdictions or other stakeholders
- Availability of GIS data sources (parcels, right-of-way, land use, aerial photos, etc.)
- Last five years of crash data
- Regional travel demand model information

The information provided and collected will be used to develop the text and documentation needed for the application. The owner's participation and cooperation in gathering these materials will be necessary for this information to be processed.

Task 3 – Kickoff Meeting

Considering the information and analysis collected in Task 2, a kickoff meeting should be held to further understand current programs, staffing, funding allocations and shortfalls, and which funding and grants programs have been pursued in the past.

Kickoff meeting goals:

- Introductions of the team, tribal staff, community leads, participating agencies, and other stakeholders
- Explanation of roles
- Discussion of budgets, financial gaps, and intergovernmental relations
- Identification and inventory of upcoming projects to consider (*Note: projects can be programmed, planned, or visionary*)

Task 4 – Workshop

The focus of the workshop is to further develop a list of projects to evaluate and prioritize. The workshop often welcomes local representatives, jurisdictions, potential project partners, or other stakeholders' participation.

Workshop goals:

- Further develop a list of potential projects
- Meet with staff representatives
- Map each desired project by priority, cost estimates, timeline, and local match required

Task 5 – Site Visits and Project Coordination Meetings

Building on the mapped projects in Task 4, site visits should be performed to develop a memo recommending potential projects to further investigate based on project readiness factors.

Task 6 – Feasibility Studies

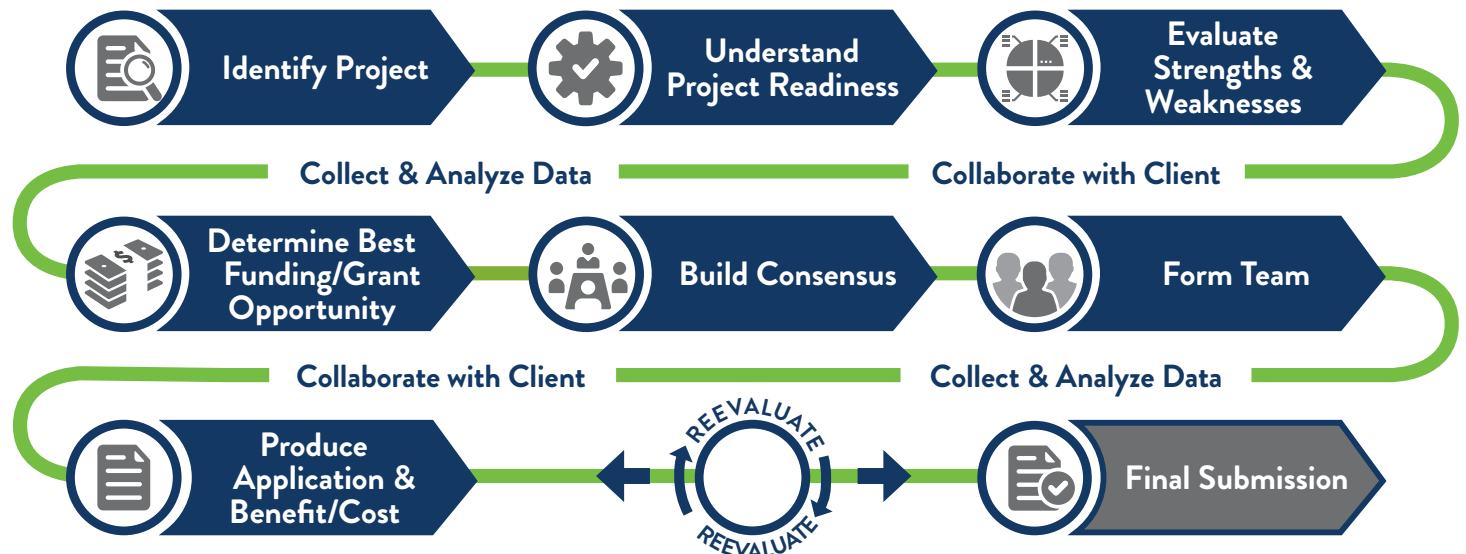
Feasibility studies should be documented in a report that includes the following:

- Project description and components
- Project funding (including local match)
- Past analysis of NOFOs and likely selection criteria
- Project readiness (status of engineering, design, cost estimates, environmental, etc.)
- High-level benefit/cost analysis
- Overall findings and recommendations (especially for projects with multiple components/stakeholders)

The result of these feasibility studies will provide a clear prioritization of which grants/projects to pursue. It is important to develop a clear priority strategy so that the owner understands timelines and any gaps in data needed for submittal.

Task 7 – Funding and Grant Opportunities

Based on the prioritized projects brought forward, the owner will be able to identify projects that should be considered for an application. Applications can vary greatly in requirements, size, and complexity. The amount of time and cost to complete them also varies greatly.



Task 8 – Post-Award Grant Administration/Management

Upon the successful award of a grant, the owner or representative will need to begin work on the important post-award grant administration and management tasks. Local, state, and federal grants will have similar steps and procedures.





TRIBAL GRANT PROCESS

Developing a blueprint or road map is critical to compete for and secure local, state, or federal funds. Most grant programs are ultra-competitive, with funding award rates of ten percent or less. Applicants are often reactive when responding to notices of funding opportunities (NOFOs) and simply hope their projects match award criteria. While this may work occasionally, success rates rise significantly with careful study and pre-planning to ensure all award criteria are met and there are no errors or omissions. NOFOs typically provide just six to twelve weeks to respond. Therefore, a proactive approach as outlined below will increase opportunities and success in securing grant funding dollars.

For more information about the BIL Discretionary Grant Program and application assistance, contact the following:

Levi Brown | MnDOT Director of Tribal Affairs

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Jon Huseby | MnDOT District 8 Engineer

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Jody Martinson | SRF BIL Grant Coordination Project Manager

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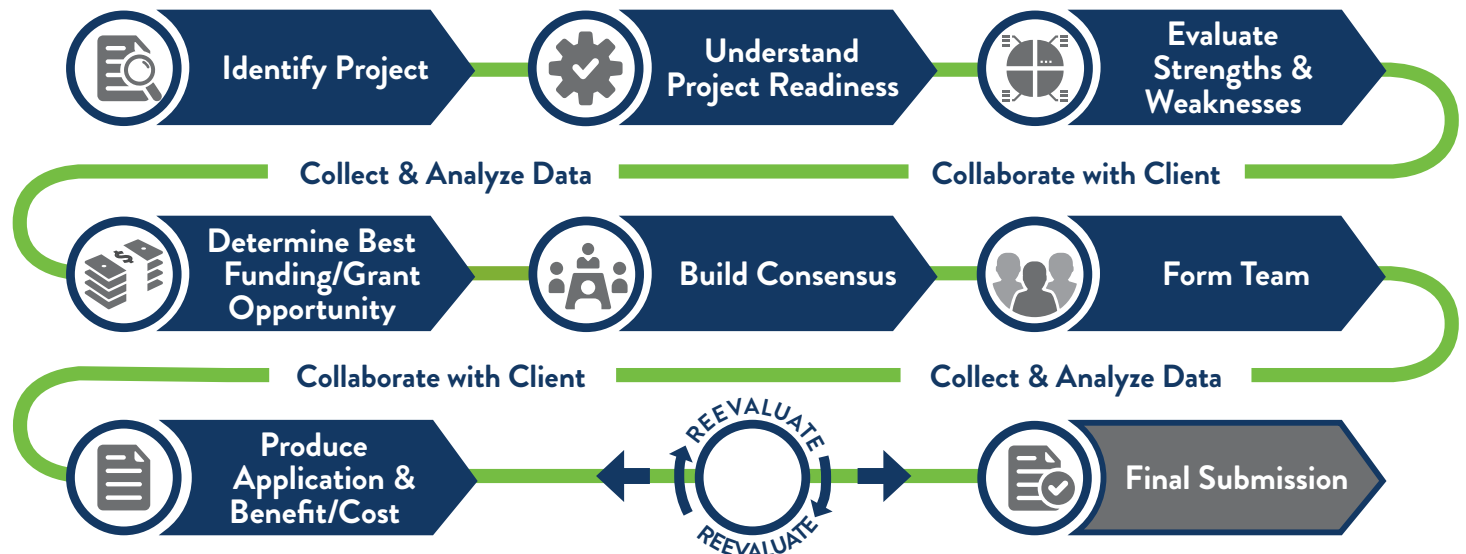
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