



Grant Writing 101 for Low or No Emission Program

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U.S. Department of Transportation
Federal Transit Administration

Introductions

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Overview: Writing a Grant

- Identifying Project Need
- Seek Opportunities
- Plan your Grant Proposal
- Write Your Grant Application
 - Narrative
 - Grant Writing Tips
 - Submit and Follow Up
 - Resources

See *Grant Writing Tips* in the materials for this webinar

What is the Low or No Emission Program?

- 49 USC Section 5339(c)
- Vehicle and related equipment purchases
- Electric, hydrogen, fuel cell or low emission fuels (for example CNG, or hybrid)
- Program provides funding for the purchase or lease of zero emission and low emission transit buses as well as for the acquisition, construction, or leasing of supporting facilities and equipment.

What does it cover?

- Vehicles
 - Purchase or lease
- Facilities
 - Charging facilities
 - Maintenance facilities
- Equipment necessary to implement or maintain the vehicles in service
 - Batteries, purchase or lease
 - Tools
 - Equipment necessary for inclusion in bus system

What does it take to provide electric bus service?

- What was the first step?
- Who was the champion?
- What resources did you depend on?
- How did you find your manufacturer partner?
 - Ketchum, Idaho
 - Seneca, South Carolina
 - Park City, Utah

Writing a grant for the Low-No Program

Grants.gov

Supplemental Information:

- This webinar will focus on the supplemental application information so that you will be clear about the differences between Low-No Grants and other grant applications

Applicant Information

- Description of Services provided and the area served:
- Your system now, are you a county wide service, city service, do you provide a community connector.
- How many routes, or demand response hours of availability, how many vehicles.
- Do you provide Medicaid transportation, shopper shuttles, or other services to the community or community groups, including employers.

Project Information and Evaluation Criteria

- Title:
 - Title examples
- Project Executive Summary:
 - Purchase battery electric vehicle and charging station equipment. Or low emission: CNG, diesel electric hybrid etc.
 - How does this project fit into your overall vision for your agency, community? This is the 30,000 foot level

Project Type

- Vehicle and a facility if you are installing charging stations
- Technology: Check the box for the type of vehicle
 - Battery electric
 - Diesel-electric hybrid
 - CNG
 - Hydrogen fuel cell
 - Other???

Applicant :Who Are You?

Direct Recipient:

- State
 - FTA §5311 recipient, Transit Agency or Tribe
- Tribe
- MPO
- Sub Grantee in Partnership with Direct Recipient

Description of Partnership for grant application:

- Who are the partners,
 - State
 - Bus Manufacturer
- What is the ongoing relationship underlying the partnership
 - Sub grantee
 - Vehicle manufacturer
 - Local government within the project area
 - Tribal government within the project area
 - Business or economic development organization

Demonstration of Need

- Exceeded useful life for existing vehicle
- Expansion project
- Renovation or construction to maintain buses.

Demonstration of Benefits

- Cost savings for fuel
- Maintenance Costs
- Reduced noise for residential areas
- Air quality benefits
- Transit agency capacity
- Availability of local generation projects
- Community engagement

Planning and Local/ Regional Prioritization

- Is this in your transit plan including Coordinated Human Service and Transportation Plan?
- Is this in the transportation plan for the area, local, state, regional
- Are state transportation priorities aligned with other state agencies DOE, DEQ? Regional?
- Economic Development?

Local Financial Commitment

- Cash on hand for this project
- State transportation, energy, or environmental dollars available
- Foundation grants
- Local in kind assistance: property for parking or charging stations, electricity hook ups, installation assistance, other **direct** costs of implementation or maintenance included in the grant request

Project Implementation Strategy

- What is the first phase?
 - Who
 - Does
 - What
 - When

Is the Project pre-work done?

- NEPA
- Permitting
- Design

- Repeat for Major Milestones:
 - preparation,
 - installation,
 - testing, and
 - kick off of new service.

Technical Legal and Financial Capacity

- Receive and Manage Federal Funds
- Eligible for these grant funds
- Have you been successful managing a project of this size?

Project Budget

- Procurement
- Preparation
- Installation
- Testing
- Completion

Project Scalability

- Are you switching your whole system or just one route?
- Could you have a successful project with less money?
- Fewer routes, shorter route, fewer charging stations or maintenance facility modifications?

Matching Funds Information

- Amount, one time or ongoing commitment
- Source
- Statement from source of funds
 - pledge,
 - council resolution,
 - letter of award

Project Timeline

- Phase one Day one from award of grant
- Each phase of start up until Kick off of new buses.
- Start from Day of award and count days or months until service starts.
- Remember to put the STIP or TIP amendment and NEPA process in the timeline.

Congressional districts

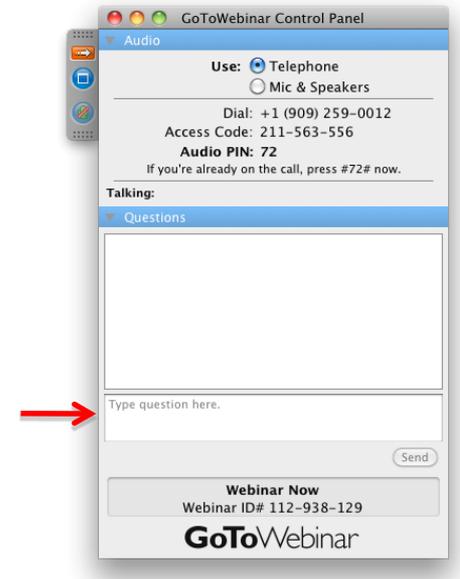
- What districts will this project be implemented in?
 - If this is for a State application list the legislative districts that will be served by the new vehicles
 - If you are a multi state or tribal system providing services in more than one state list all districts affected by the service. Also make sure the State DOT of the non applicant entity knows you are applying as a courtesy.

Resources

- FTA Low or No Emission Grant Program
 - <https://www.transit.dot.gov/funding/grants/lowno>
 - **SF-424**: All applicants must complete the attached [supplemental form](#) and attach it to their submission in GRANTS.GOV.
- Bus Manufacturers
 - Proterra <https://www.proterra.com/>
 - BYD www.byd.com/usa/bus/
 - Volvo not here yet but in Europe, Prevost over the road coaches
 - Daimler/ buses out later this year , SETRA brand OTRB <https://www.daimler.com/products/buses/mercedes-benz/citaro-e-cell.html>

Questions

Type your question in the Questions box or click the Raise Hand icon to ask a question via your phone or mic & speakers.



Thank You

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Thank You

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Recording will be posted at
nationalrtap.org/webinars and
transcripts can be requested



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