Leaving no Stone Unturned

Grants: Finding, Writing, and Winning Them!
Find
Write
Win
Grants: Finding, Writing, Winning Them!

What’s Important?

1. Finding funding for your projects
2. Improving efficiency in proposal planning
3. The fundamentals of writing the proposal
4. Peer review, comments and edits
5. Submitting through the city to the grantor
Finding Funding Opportunities:

Where do we get our money from?
How successful are we?
How can I research grant opportunities?
Grants: Finding, Writing & Winning Them!

Where We Are Now

Awards by Type of Grantor 2010-2006

- SWFWMD: $27,580,265 (20%)
- Federal & Fed Pass Through: $82,049,224 (60%)
- State: $7,606,130 (6%)
- Pinellas Co: $10,174,752 (8%)
- Other: $8,623,473 (6%)

Who do we get our money from?
Funding by Grantor Agency 2010 - 2006

- HUD
- Southwest Florida Water Mgmt District
- Fl Transportation
- Pinellas County
- Juvenile Welfare Board
- Dept of Energy
- Fl Emergency Management
- Dept of Justice
- Fl Education
- Misc non-profits
- Dept of Transportation/FAA
- Fl State
- EPA
- Fl Environmental Protection
- Dept of Homeland Security
- Fl Health
- Fl Law Enforcement
- Fl Agriculture
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Where to Start?

1) Check out your city contracts & grants webpage:
   http://www.stpete.org/budget/contractsgrants.asp

2) List servs, i.e. http://www.grants.gov/

3) New front door approach
   http://ecivis.com/

4) The back door approach
   http://harvester.census.gov/sac/
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Front door approach

http://ecivis.com/

Form located on contracts & grants webpage, and goes out monthly
City of St. Petersburg
Grant Search Request

Upon completing this form, save to your computer and send form to:
Wayne.finley@stpete.org

Keywords: Identify keywords or CFDA numbers to investigate:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Categories: Check search categories that best fit your search:

☐ Agriculture  ☐ Health  ☐ Parks & Recreation
☐ Arts & Culture  ☐ Human Services  ☐ Recycling/Reuse
☐ Community Development  ☐ IT/Telecommunications  ☐ Senior Citizens
☐ Disaster Preparedness  ☐ Justice/Prevention  ☐ Solid Waste
☐ Domestic Security  ☐ Justice/Victims  ☐ Tourism/Hospitality
☐ Economic Development  ☐ Justice/Youth  ☐ Training
☐ Education  ☐ Law Enforcement  ☐ Transportation
☐ Energy  ☐ Libraries  ☐ Wastewater
☐ Fire/EMS  ☐ Natural Resources  ☐ Water Resources
☐ Hazardous Waste/Brownfields

Other: Describe what you would like to accomplish with grant funding:

http://www.stpete.org/budget/contractsgrants.asp
Back door approach

http://harvester.census.gov/sac/

Procedure located on contracts & grants webpage
Catalog of Federal Domestic Assistance

CFDA Statistics: Programs at a Glance

CFDA contains detailed program descriptions for 2,038 Federal assistance programs. The following chart shows the program distribution for the top five issuing agencies.

- 414 Department of Health and Human Services: 37%
- 222 Department of Agriculture: 20%
- 184 Department of the Interior: 17%
- 171 Department of Education: 15%
- 124 Department of Justice: 11%
- 11% Other agencies

About CFDA

Catalog of Federal Domestic Assistance (CFDA) provides a full listing of all Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

Privacy

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<table>
<thead>
<tr>
<th>#</th>
<th>Program Title</th>
<th>Agency/Office</th>
<th>Types of Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Capacity Development Office</td>
<td>Department of Justice Executive Office for Weed and Seed</td>
<td>B - PROJECT GRANTS, J - PROVISION OF SPECIALIZED SERVICES</td>
</tr>
</tbody>
</table>
Types of Assistance (060):

PROJECT GRANTS; PROVISION OF SPECIALIZED SERVICES

Uses and Use Restrictions (070):

Weed and Seed funding is for grants, cooperative agreements, and contracts, with non-profit entities, State and local agencies engaged in the investigation and prosecution, and prevention of violent crimes and drug offenses in “Weed and Seed” designated communities, and for either reimbursements or transfers to appropriation accounts of the Department of Justice and other Federal agencies which shall be specified by the Attorney General to execute the “Weed and Seed” program strategy.

Eligibility Requirements (080)

Applicant Eligibility (081):
The eligible applicant is a coalition of community residents, local, county, and State agencies, Federal agencies, and the private sector.

Beneficiary Eligibility (082):
Eligibility criteria for selecting and funding Weed and Seed sites are as follows: High incidence of violent crime; existing, workable community infrastructure; cooperative governmental partnerships; good cooperation between governmental and private civic and social service organizations; cooperative business community; strong U.S. Attorney Office; and history of innovative programming at the local level. If a large city is being considered, the project site should be a clearly, easily identifiable section of the metropolitan area. The strategy also seeks to encompass available funding from reprogrammable Federal program dollars and existing private/local leveraged funds.

Credentials/Documentation (083):
An interested community should establish contact with the United States Attorney, who convenes a formal steering committee. The steering committee, through the guidance and facilitation of the
Finding Grants: Wrap up

1) Check out your city contracts & grants webpage:
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Getting to the Proposal:

Advance Planning & Writing
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Planning/Managing the Proposal Process:

- Creating a Pre-RFP Schedule
- Grants Committee Review
- Council Approval Needed?
- Do You Need a Proposal Team?
- Defining the Style and Content Standards
- Identifying and Tailoring Past Performance
- Develop Your Staffing Plan
- Considerations for Your Initial Budget
- Do Your Homework - Research the Funder’s grant-making philosophy, program interests, criteria, etc.
The RFP is OUT and the countdown has begun

http://www.dot.gov/docs/TIGER_II_Discretionary_Grant_Program_Final_Notice_1_June_2010.pdf


Program Structure

Questions to answer:

Geographic focus:
- How will our program enable large-scale energy efficiency retrofits on residential and commercial, industrial and public buildings in geographically focused areas?
- How does our program result in high-quality retrofits resulting in significant efficiency improvements to a large fraction of buildings within targeted neighborhoods, technology corridors or communities (whole-neighborhood retrofits)?

Revenue and sustainability models:
- Describe why federal funds are needed to implement the retrofit program.
- Multiple viable approaches to develop revenue streams from building efficiency improvements that can be used to ensure program sustainability. Can include revolving loan funds, utility on-bill payment, sale of carbon offsets, sale of white tags, and sale of efficiencies into forward capacity markets.
- Program design creates a comprehensive framework for building retrofits, including processes for financing, marketing and education, delivery, monitoring and verification measurement that can serve as templates for other communities across the country.

Leveraging:
- How will we secure 5 additional dollars for each dollar awarded?

Partners:
- Describe how the program will leverage the participation of multiple local jurisdictions, regional planning agencies, and state energy offices.
- Describe our innovative and creative team leveraging the participation and support of multiple partners, including utilities, regional planning agencies, businesses, financial institutions, universities, non-profits, and state energy office.

Evaluation:
- How will we the savings from retrofits be measurable, how will we evaluate the effectiveness of different approaches to marketing, delivery, installation, monitoring and verification measurement?
Merit Review Criteria

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Criterion 1: Leveraging and Sustainability
- Extent to which the proposed activity leverages EECBG dollars, especially through innovative financial and fiscal tools and strategies.
- Extent to which project will create meaningful and sustainable market transformation.

Criterion 2: Project Impact
- Extent to which the project achieves the goal of benefiting from economies of scale and critical mass resulting from a focused building retrofit program.
- Extent to which retrofit financing mitigates possible risks of increased mortgage defaults/foreclosure through PACE policy measures.
- Quantitative impact of proposed project in terms of energy saved and consequent greenhouse gas emissions decreased.
- Reasonableness of projections of # of buildings retrofitted in the project period and in out years past 3 year project funding window relative to requested budget.
- Extent to which program can be replicated. DEVELOP PROGRAM MANUAL?

Criterion 3: Project Approach
- Soundness of project's management strategy, including specifics of:
  - marketing and education strategy
  - funding structure
  - implementation plan
  - delivery
  - monitoring and verification
  - strategy for feedback and continuous improvement
- Extent to which proposal contains:
  - clear goals
  - well-defined tasks and methods
  - objective deliverables
  - realistic milestones
Proposal Anatomy:

Title

Something as simple as a title sets the tone for your proposal.
Make it clear, descriptive and interesting
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Proposal Anatomy:
Title

E.G. EmPowering the Future – Transforming the Energy Market in the Tampa Bay Region Through Efficiency and Conservation
Proposal Anatomy:

Title

E.G. Retrofitting St. Petersburg Fleet Vehicles and Increasing Biodiesel Usage to Reduce Diesel Emissions Pollution in Region 4
Proposal Anatomy:
Abstract/Proposal Summary

Read first – Written Last
Proposal Anatomy: Abstract/Proposal Summary

Should communicate:

• Who you are
• What you are concerned about
• What you propose to do
• How you propose to do it
PROJECT SUMMARY

Lead Applicant: City of St. Petersburg
Lead Project Director: Michael Connors, Internal Services Administrator, St. Petersburg
Project Title: EmPowering the Future – Transforming the Energy Market in the Tampa Bay Region Through Efficiency and Conservation

Who We Are: Led by the City of St. Petersburg, the Tampa Bay Energy Efficiency & Conservation Coalition is a regional group of local governments, utility providers, community non-profits, neighborhood and business associations, and local educational institutions.

What Are We Doing: Implementing a comprehensive, long-term model for the Tampa Bay region that will establish the infrastructure capable of achieving sustainable energy savings by retrofitting residential and commercial buildings. As well, through a sustained public information campaign, an energy education curriculum for secondary schools, and related training and academic classes at local colleges, this program will achieve effective changes in energy consumption mindset. This retrofit model will be institutionalized through the publication of a retrofit project manual, and a step-by-step guide for other organizations to implement a wide-scale retrofit program.

How Are We Going To Do It?: Leverage the success of the ENERGY STAR® program to achieve sustainable and obtainable energy savings; achieve changes in consumption mindset of citizens and visitors through a sustained public information campaign, and energy education curriculum for secondary schools, and college training for industry workforce that induces high participation rates; utilize an RFP/RFQ process to engage Energy Service Companies to provide turnkey services to make it easy; engage financial institutions, including creation of a revolving loan program for program sustainability and provide matching grants and subsidies, and inform and educate home buyers and owners and commercial enterprise of funding options to make it affordable; permanently institutionalize the program throughout the coalition; invigorate local economies and create new jobs in our local economy by creating jobs in the energy service companies and energy product suppliers, local governments, colleges and university, and non-
Proposal Anatomy: Narrative/Description

- Guideline driven
- Who are the people or agencies with whom you are concerned?
- Clearly defines the problem
- Supports existence of the problem with evidence
Proposal Anatomy: Narrative/Description

• Is the problem something that can be changed for the better over the period of the grant?
• In what direction does the problem statement seem to lead?
• Does the problem statement appear to be concerned with the needs of clients or with your needs?
Florida statute, these agencies must provide care for their clients during emergency hazards. However, the majority of these structures are more than 30 years old without generators or protection from wind or storm surge. They are simply not safe. The building in which PARC would shelter its residents is such an example. PARC has already obtained an emergency generator. The PARC Center Apartment (PCA) Building requires retrofitting in order to be safe during an emergency.

Additionally, PARC must acquire all of the food, medicine and supplies necessary to support 64 residents and their caregivers, and the families of the caregivers, for at least seven days.

Describe the problems this activity will address.

Persons with severe developmental disabilities are not allowed in public shelters – not even in public special needs shelters, and not even if PARC were to shelter them – anywhere in the State of Florida. The reason is that public shelters are not staffed and equipped to handle the often severe behaviors of these individuals, especially when they confront the terrifying sights and sounds of a major hurricane. Yet intermediate care facilities for persons with severe developmental disabilities are required by Florida law to provide safe shelters during hurricanes and other hazard emergencies for their residents, all of whom have disabilities that are very profound. This applies to the 64 residents of the ICF/DD facilities operated by PARC in St. Petersburg, FL. There is no place in Florida that PARC can identify to shelter residents when a hurricane or other hazards emergency threatens. Therefore, PARC is seeking $750,000 in funding from FEMA to significantly harden the original buildings, PARC Center Apartments (PCA), to protect the 64 residents in its two ICF/DD-licensed facilities. The total cost of hardening is over $1 million, and the project will include a non-Federal match, as required by FEMA.

Describe the methodology for implementing this activity.

Because this project is clearly defined, PARC will use the traditional methodology of hiring an architect and engineer to determine the requirements and write the proposals.
“Bayfront Medical Center intends in the proposed project to harden the walls and window and roof assemblies of its Building C North which contains the Surgery Pre-Operative area… Given the critical and essential nature of the facility, its operational continuity and survivability is imperative to the greater community at large. At present, the existing walls and window & roof assemblies are not in compliance with current Florida building code. These are vulnerable to failure … The proposed mitigation project will improve the Building C North’s external envelope and thus safeguard critical infrastructure and serve as a mitigation model for other essential support operations centers around the state & nation. By proactively addressing its responsibility to the greater community, Bayfront Medical Center plans to emerge more able to serve the region. Ensuring that the hospital is operational and minimally damaged post hurricane, affords the delivery of critical care services to the community. Strengthening the facility in advance of potential storm related damage, eliminates the need for corrective and reactive action in the future and will prove to be a more efficient and cost effective approach in the long run…
Proposal Anatomy: Narrative/Description

“By the end of the 3 year grant, the program will:

- Implement…(describe methods)
- Employ…(how will we do it?)
- Create…

Leads to developing your project objectives
Proposal Anatomy: Objectives

Objectives are outcome driven and CHANGE THE SITUATION!
Proposal Anatomy: Objectives

Should be specific regarding the benefits to be expected
i.e. “decrease drug use among adults in the XYZ community by 10% within a certain time period.”
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SMART Objectives

Specific – outcome based
Measurable – process driven
Attainable
Results Oriented
Time Sensitive
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Buzz Words:

Specific – outcome based
Results
Aims
Deliverables
Increase
Decrease
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Buzz Words:

- Measurable – process driven
- Hire
- Employ
- Build
- Refurbish
- Implement
- Publish
- Train
- Serve
- Purchase
- Mentor
- Assess
- Develop
Project Objectives

- Achieve 10% to 30% energy savings per participating customer. This program will leverage the success of the ENERGY STAR® program, utilizing the Home Energy Rating System (HERS) from pre- and post-energy audits, to achieve significant, sustainable, and obtainable energy savings.

- Realize a 30% to 50% penetration of our markets. Achieve significant changes in consumption mindset of regional citizens and visitors, through a sustained public information campaign, energy education curriculum for secondary schools, and college training for industry workforce that induces high participation rates.

- Make it easy. Utilize an RFP/RFQ process to engage Energy Service Companies to provide turnkey services in the energy auditing, engineering, implementation and financing of energy conservation measures (ECMs) and alternative energy technologies.
Methods, Process or Objectives?

Many proposals state the purpose of the program is to establish a program or provide a service i.e. “The objective of this project is to provide counseling services to delinquent youth between the ages of 8 and 14 in the community.”
Methods, Process or Objectives?

“The objective of this project is to provide twice-weekly counseling sessions for a period of 18 weeks to no less than 50 parents who have been reported for child abuse.”
Methods, Process or Objectives?

20 6\textsuperscript{th} graders will complete a 5 week tutoring program by the end of the 2012 academic year, measured by program attendance records.

VS.

20 6\textsuperscript{th} graders will increase their reading skills by one grade level, by the end of the 2012 academic year, as measured by pre and post program test scores.
Outcome-based Objectives

- Trend in government grants

- Outcome-based objectives tell how the “world” will improve. The verb in an outcome-based objective is often “increase” or “decrease.”
What Are The Outcomes?:

- Brand energy efficiency and renewable energy as the options that will likely yield about the highest reduction of energy consumption, the most cost savings, and the easiest and most affordable utilization of technology to 2.4 million people.
- Decrease monthly energy enough to generate savings that will pay for ECMs.
- Achieve participation of 500,000 residential and business customers.
- Change the energy consumption behavior of citizens.
- Institutionalize mindset focused on energy conservation.
- Create the EmPowering the Future Revolving Loan Program, capitalized and sustained through initial grant funds and numerous rebates, credits, and fees.
- Make program affordable and cost-effective to greatest amount of people.
- Partner with lending institutions to provide attractive financing by helping to reduce risk through the revolving loan fund.
- Create approximately 1,252 new jobs for our region.
- Increase regional economic activity for participating coalition members.
- Increase employment opportunities for Tampa Bay residents.
Outcome-based Objectives

E.G. You are buying 20 bullet-resistant vests

Outcome-based objectives will point out how you’ll measurably improve safety among police officers, that you’ll buy the vests, and that you’ll do periodic inspections to be sure the vests are being worn.
Outcomes VS. Outputs

**Anticipated Project Outputs:**
- Sixty-three retrofitted vehicles, documented in progress reports.
- Increased biodiesel usage in city vehicles and equipment, documented in progress reports.
- Dissemination of increased program/project knowledge via direct marketing, website, television programming and outreach events. Documentation of numbers of brochures distributed, hours of programming, and number of event participants will be identified in progress reports.

**Anticipated Project Outcomes:**
- Short-term outcomes: increased understanding of the problem of diesel emission and effectiveness of implemented technologies, and an annual reduction of 0.70 tons/yr PM, 1.58 tons/yr HC, 5.93 tons/yr CO, and 39.28 tons/yr CO₂.
- Medium-term outcomes: continued adoption of reduction technologies; expansion of the use of biodiesel in the Tampa Bay area; quantitative measures will be provided through the observations and analyses performed by the St. Petersburg Marketing Department. The project will induce behavioral and programmatic changes both in our constituency at-large and within the city organization through the proposed public information campaign.
- Long-term outcomes: documented improved ambient air quality by a reduction of 7.44 tons/yr PM, 19.45 tons/yr HC, 72.74 tons/yr CO, and 565.47 tons/yr CO₂ over the life of vehicles and equipment.
Proposal Anatomy: Methodology

The actions you will take to achieve the desired results - the “project at a glance”

- Tell the reader what you will do
- Why you believe your chosen approach is valid (background)
- Who will perform the tasks and what they are responsible for
- When will the project be implemented
- Avoid might, if, could, should, would
Specifically, work will include, but not be limited to, the following activities:

• The new roof assembly project will begin by removing the existing non-compliant material and installing a temporary modified bitumen membrane, torch grade roof and temporary emergency walkways to accommodate the continued operations of the trauma helipad.

• Next the roof’s flashings, parapet walls and caps, drains, scuppers and other miscellaneous requirements will be replaced.

• Finally, roof top conditions including mechanical, electrical and all other roof mounted equipment will be strengthened and hardened.

• The installation of the new window system will begin with the
Objective 1: Design a biomass gasification and energy facility at the city's Southwest Wastewater Reclamation facility.
Task 2: Design gasification system to specific needs of St. Petersburg location and wastewater material. Estimated time: 12-18 months
  - Subtask 2.1: Perform tests on sludge and wood waste materials to determine energy values
  - Subtask 2.2: Pursue wastewater treatment modification permits from state agency
  - Subtask 2.3: Preliminary engineering to size facility

Objective 2: Finance, install, startup, permit and operate a biomass gasification and energy facility at the city's Southwest Wastewater Reclamation facility.
Task 1: Install gasification system to specific needs of St. Petersburg location and wastewater material. Estimated time: 24-36 months
  - Subtask 1.1: Arrange construction financing
  - Subtask 1.2: Provide necessary improvements to transmission facilities.
  - Subtask 1.3: Construct paved service road
  - Subtask 1.4: Electrical improvements for interconnection to treatment plant
  - Subtask 1.5: Facility Installation
  - Subtask 1.6: Facility Permitting and Startup
  - Subtask 1.7: Operation
IDENTIFY YOUR AUDIENCE

Ask - What Are The Reviewers Looking For?
IDENTIFY YOUR AUDIENCE

Reviewers: Talk to them

• Calling tips – be braver than you think you should be
• Prepare a list of questions
• Inform them that you have done your homework, i.e. “I’ve read your guidelines…”
• “I want to make sure we’re on the right track…”
Evaluating Your Project

Projects always face problems!

Grantors want to know how you will deal with them.
Barriers to Use and Installation of Solar Power Technology

The US Department of Energy has identified a number of common barriers to widespread use or installation of solar power technologies. The following barriers will each be addressed in the implementation of this project:

- **Insufficient Public Funds to Install PV Systems on Public Buildings:** Most of the city's budget is generated through fees and taxes, and in Florida property taxes have become a significant issue to the electorate and cities are having to cut municipal budgets.

- **Solution:** Coming up with public funds to install solar systems will require long-term planning so that these units are included in future budgets. Through the creation of a long-term implementation plan, we will be able to assess future needs and prepare for these costs to be in future budgets. Also, a long-term plan will allow the city to determine where rebates can be gained as revenue streams for solar installation.

- **Cost of Solar Energy:** Although costs are on a downward trend over the past thirty years, PV systems still remain costly and out of reach for many homeowners; a small 5 kW PV system can cost upwards of $40,000.

- **Solution:** Encouraging increased installation of renewable solar power systems will increase competition among marketers which can lead to decreased costs for homeowners and businesses, as well as increased incentives offered by manufacturers and installers. Via a public information campaign, citizens will be made aware of current substantial rebates available to recoup costs of solar installations.
The Budget

Show them how you’re going to spend their money, then tell them, usually on their forms.
Typical Budget Components

- Personnel Salaries
- Fringe Benefits
- Equipment
- Materials & Supplies
- Contractual
- Provide verbal quotes
- Include service contracts & shipping
- Travel
# CUMULATIVE Budget Detail - Retrofitting St. Petersburg Fleet Vehicles and Increasing Biodiesel Usage to Reduce Diesel Emissions Pollution in Region 4

## Grants: Finding, Writing & Winning Them!

### a. Personnel

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Annual Salary</th>
<th>Percent of Time</th>
<th>Grant Amount</th>
<th>Cost Share</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet Operations Manager</td>
<td>$89,161</td>
<td>25.21%</td>
<td>$22,476</td>
<td>$0</td>
<td>$22,476</td>
</tr>
<tr>
<td>Chief Equipment Mechanic</td>
<td>$54,695</td>
<td>37.08%</td>
<td>$19,111</td>
<td>$1,170</td>
<td>$20,281</td>
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<tr>
<td>Equipment Serviceman II</td>
<td>$25,816</td>
<td>43.11%</td>
<td>$10,020</td>
<td>$1,110</td>
<td>$11,130</td>
</tr>
<tr>
<td>Equipment Serviceman II</td>
<td>$25,816</td>
<td>43.11%</td>
<td>$10,020</td>
<td>$1,110</td>
<td>$11,130</td>
</tr>
<tr>
<td>Information Specialist</td>
<td>$52,000</td>
<td>23.08%</td>
<td>$12,000</td>
<td>$0</td>
<td>$12,000</td>
</tr>
<tr>
<td>Video Production Specialist</td>
<td>$59,001</td>
<td>1.95%</td>
<td>$0</td>
<td>$1,151</td>
<td>$1,151</td>
</tr>
</tbody>
</table>

| a. Personnel Total            | $73,627       | $4,541          | $78,168      |

### b. Fringe Benefits

~42% of basic salary *Includes Retirement, Health Benefits, Annual Leave, Workers Comp, and Life Insurance; Excludes Information Specialist

<table>
<thead>
<tr>
<th>Base</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$61,627</td>
<td>42%</td>
<td>$25,883</td>
</tr>
</tbody>
</table>

| b. Fringe Benefits Total       | $25,883       | $1,907   | $27,790   |

### c. Travel

N/A

### d. Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Amount p/each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPF Mufflers</td>
<td>63</td>
<td>$7,500</td>
<td>$472,500</td>
</tr>
<tr>
<td>DPF Filter Cleaning System</td>
<td>1</td>
<td>$18,000</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

| d. Total Equipment                               |          |               | $490,500 |
### h. Other

<table>
<thead>
<tr>
<th>Task/Cost Description</th>
<th>Grant Amount</th>
<th>Cost Share</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of DPF Mufflers:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Misc. mounting hardware as needed for removal, cleaning, reinstall</td>
<td>$1,000</td>
<td>$0</td>
<td>$1,000</td>
</tr>
<tr>
<td>~ estimated cost for DPF maintenance =</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ parts @ $79.36</td>
<td>$4,000</td>
<td></td>
<td>$4,000</td>
</tr>
<tr>
<td>~ labor @ $512</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>total @ ~$591.36 per unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Maintenance of DPF Mufflers</strong></td>
<td>$5,000</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Increase biodiesel fuel from B5 to B20 - increase in fuel filter</td>
<td>$0</td>
<td>$5,042</td>
<td>$5,042</td>
</tr>
<tr>
<td>replacement due to higher biofuel usage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$5,042</td>
<td>$5,042</td>
</tr>
<tr>
<td><strong>Subtotal Increase biodiesel fuel from B5 to B20</strong></td>
<td>$0</td>
<td>$5,042</td>
<td>$5,042</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Public Information/Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Adapt city's Green Web site with information on program (and general green initiatives)</td>
<td>$150</td>
<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td>~ Develop informational article about program and distribute to appropriate trade magazines</td>
<td>$350</td>
<td>$0</td>
<td>$350</td>
</tr>
<tr>
<td>~ Host informational workshop for other local governments and agencies with fleets/Host media event as part of workshop</td>
<td>$11,500</td>
<td>$0</td>
<td>$11,500</td>
</tr>
<tr>
<td>~ Outreach effort at events such as Green Thumb Festival, Living Green Expo and Saturday Morning Market</td>
<td>$5,000</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>~ Update Green City video with program information (and general Green updates)</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>~ Develop a Green City Brochure and distribute where appropriate</td>
<td>$5,000</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>~ General press release</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>~ Sanitation truck decals with program message</td>
<td>$5,000</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>~ Outdoor billboard advertising with program message</td>
<td>$31,000</td>
<td>$0</td>
<td>$31,000</td>
</tr>
<tr>
<td>~ Develop Program Promotional items (for giveaway at events, etc.)</td>
<td>$4,000</td>
<td>$0</td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Program Measures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Measure publicity and calculate equivalent value in paid advertising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Voluntary online survey on Green Web site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Measure amount of product distributed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Measure mileage along thoroughfares where fleet vehicles travel and coorelate to visibility of program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Public Information/Marketing</strong></td>
<td>$62,500</td>
<td>$0</td>
<td>$62,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>h. Total Other Costs</strong></td>
<td>$67,500</td>
<td>$5,042</td>
<td>$72,542</td>
</tr>
</tbody>
</table>
6. Equipment. List all equipment items in excess of $5000. Items worth less than $5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Federal Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Subtotal: $0 $0 $0

7. Other (specify)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Federal Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Subtotal: $0 $0 $0

BUDGET SUMMARY
Enter category totals here

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal Grant Funds</th>
<th>Match/Cost Share</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Fringe Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Consultant Fees</td>
<td>$25,000</td>
<td>$25,000*</td>
<td>$50,000</td>
</tr>
<tr>
<td>4. Travel and Per Diem</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5. Supplies and Materials</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6. Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>7. Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

TOTAL PROJECT COSTS: $25,000 $25,000* $50,000

- The City anticipates receiving a $25,000 grant from the Frank E. Duckwall Foundation that will be used for...
### Grants: Finding, Writing & Winning Them!

**A. SENIOR PERSONNEL: PI, Co-PIs, Other Senior Personnel, etc.**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Base Salary</th>
<th>Months Appt'c</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike</td>
<td>Connors</td>
<td>Admin</td>
<td>$141,789</td>
<td>12</td>
<td>$11,816</td>
</tr>
<tr>
<td>Tom</td>
<td>Gibson</td>
<td>Dir</td>
<td>$127,629</td>
<td>12</td>
<td>$10,636</td>
</tr>
<tr>
<td>Steve</td>
<td>Leavitt</td>
<td>Asst. Dir</td>
<td>$112,420</td>
<td>12</td>
<td>$9,368</td>
</tr>
<tr>
<td>Ben</td>
<td>Abellada</td>
<td>Eng</td>
<td>$92,326</td>
<td>12</td>
<td>$7,694</td>
</tr>
<tr>
<td>Steve</td>
<td>Marshall</td>
<td>Eng</td>
<td>$81,187</td>
<td>12</td>
<td>$6,768</td>
</tr>
<tr>
<td>Marketing</td>
<td>specialist</td>
<td>Co-Pl</td>
<td>$60,000</td>
<td>12</td>
<td>$4,167</td>
</tr>
</tbody>
</table>

**C. FRINGE BENEFITS**

- **TOTAL SALARIES AND WAGES (A+B):**
  - **1.0** $11,812
  - **1.0** $10,636
  - **4.0** $37,473
  - **6.0** $46,163
  - **6.0** $40,592
  - **9.0** $0
  - **$146,673**

- **TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C):**
  - **$71,870**
  - **$216,543**
  - **$354,276**
  - **$1,400,000**

**D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM $1,000 OR GREATER)**

- PV Systems
  - Parks
  - MSC
  - City Hall
  - CH Annex
  - Leisure Svcs Bldg
  - $300,000
  - $500,000
  - $300,000
  - $150,000
  - $150,000

- **TOTAL EQUIPMENT:**
  - **$0**
  - **$1,400,000**
  - **$0**

**E. TRAVEL**

1. **DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS):**
   - **$0**
   - **$0**
   - **$0**

2. **INTERNATIONAL:**
   - **$0**
   - **$0**
   - **$0**

**G. OTHER DIRECT COSTS**

1. **DESIGN RELATED MATERIALS AND SUPPLIES:**
   - **$0**
   - **$0**
   - **$0**

2. **CONSTRUCTION RELATED MATERIALS AND SUPPLIES:**
   - **$0**
   - **$0**
   - **$0**

3. **MARKETING RELATED MATERIALS AND SUPPLIES:**
   - **$0**
   - **$0**
   - **$0**

4. **SUBAWARDS:**
   - **$0**
   - **$0**
   - **$0**

5. **SUBAWARDS:**
   - **$0**
   - **$0**
   - **$0**

6. **OTHER:**
   - **$0**
   - **$0**
   - **$0**

- **TOTAL OTHER DIRECT COSTS:**
  - **$0**
  - **$0**
  - **$75,000**

**H. TOTAL DIRECT COSTS (A THROUGH G):**

- **$218,543**
- **$1,754,276**
- **$112,500**

**I. F&A (INDIRECT) COSTS - SPECIFY RATE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Base</th>
<th>Rate</th>
<th>F&amp;A Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>yr1</td>
<td>$218,543</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>yr2</td>
<td>$354,276</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>yr3</td>
<td>$112,500</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>yr4</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>yr5</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
</tr>
</tbody>
</table>
Summarize the project budget by Funding Category and Project Task using the format in the following two tables. Project Tasks should correspond to the “Project Description” section.

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Grant Funds Requested</th>
<th>Cost Share: Matching Funds and Other In-Kind Contributions</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grant Funds Requested</td>
<td>Matching Funds</td>
</tr>
<tr>
<td>Salaries:</td>
<td>0</td>
<td>188,456</td>
<td>Operating budget</td>
</tr>
<tr>
<td>Fringe Benefits:</td>
<td>0</td>
<td>92,343</td>
<td>Operating budget</td>
</tr>
<tr>
<td>Equipment:</td>
<td>2,450,000</td>
<td>0</td>
<td>435,472 Unrecovered overhead</td>
</tr>
<tr>
<td>Travel:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contractual:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supplies/Other Expenses:</td>
<td>50,000</td>
<td>200,000</td>
<td>CIP budget</td>
</tr>
<tr>
<td>Indirect:</td>
<td>0</td>
<td>435,472</td>
<td>Unrecovered overhead</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>2,500,000</strong></td>
<td><strong>916,272</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Cost:</strong></td>
<td><strong>3,416,272</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost Share Percentage:</strong></td>
<td><strong>26.82%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Task*</th>
<th>Grant Funds Requested</th>
<th>Cost Share: Matching Funds and Other In-Kind Contributions</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Design gasification system</td>
<td>0</td>
<td>321,433</td>
<td>Operating budget</td>
</tr>
<tr>
<td>2 Construct/install, startup and operate gasification system</td>
<td>2,450,000</td>
<td>585,526</td>
<td>Operating &amp; CIP budget</td>
</tr>
<tr>
<td>3 Public info campaign</td>
<td>50,000</td>
<td>9,313</td>
<td>Operating budget</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>2,500,000</strong></td>
<td><strong>916,727</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Personnel

<table>
<thead>
<tr>
<th>Name/Title/Position</th>
<th>Hourly Cost ($)</th>
<th>Hours</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Connors, Admin.</td>
<td>$61.36</td>
<td>* 368.75</td>
<td>= 25,138</td>
</tr>
<tr>
<td>Thomas Gibson, Dir.</td>
<td>$61.36</td>
<td>* 299.43</td>
<td>= 18,373</td>
</tr>
<tr>
<td>Steve Leavitt, Asst.</td>
<td>$54.05</td>
<td>* 597.54</td>
<td>= 32,297</td>
</tr>
<tr>
<td>Ben Abellada</td>
<td>$44.39</td>
<td>* 545.10</td>
<td>= 24,197</td>
</tr>
<tr>
<td>Steven Marshall</td>
<td>$39.03</td>
<td>* 3419.30</td>
<td>= 82,200</td>
</tr>
<tr>
<td>Marketing Specialist</td>
<td>$24.04</td>
<td>* 259.98</td>
<td>= 6,250</td>
</tr>
</tbody>
</table>

**Total Salaries** = 188,456

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th>Rate (%)</th>
<th>Salaries</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>* 188,456</td>
<td>= 92,343</td>
<td></td>
</tr>
</tbody>
</table>

**Total Personnel Expenses** = 280,799

## Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost ($)</th>
<th>Quantity</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasification system</td>
<td>2,450,000</td>
<td>* 1</td>
<td>= 2,450,000</td>
</tr>
</tbody>
</table>

**Total Equipment** = 2,450,000

## Travel

<table>
<thead>
<tr>
<th>Purpose/Destination</th>
<th>Days</th>
<th>Per Diem</th>
<th>Fare/Rate ($)</th>
<th>Mileage</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Travel** = 0

## Contractual

<table>
<thead>
<tr>
<th>Name or Services</th>
<th>Fee/Rate ($)</th>
<th>Hours</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MaxWest Environmental Services (cost in equipment)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Contractual** = 0

## Supplies and Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost ($)</th>
<th>Quantity</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction related materials/supplies</td>
<td>$200,000</td>
<td></td>
<td>= 200,000</td>
</tr>
<tr>
<td>Marketing/public information campaign supplies</td>
<td>$50,000</td>
<td></td>
<td>= 50,000</td>
</tr>
</tbody>
</table>

**Total Supplies and Other Expenses** = 250,000

## Overhead/Indirect

<table>
<thead>
<tr>
<th>Base of Calculations</th>
<th>Rate (%)</th>
<th>Base ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrecovered overhead (excludes fringe benefits)</td>
<td>2.88</td>
<td>* 188,456</td>
<td>= 5,325</td>
</tr>
</tbody>
</table>

**Total Overhead/Indirect** = 5,325
The line item budget and budget narrative:

- Line item gives grantor line by line dollar budget

- Budget narrative informs grantor why you need what you say you need
BUDGET NARRATIVE

Grants: Finding, Writing & Winning Them!

A. Personnel: The project will require a city project manager and award manager. The project manager will be responsible for directing the city’s plan of action for the installation of the closed circuit camera system. The award manager will handle the fiscal requirements in the city’s financial system and ensure prompt payment of vendors. These costs will be borne by the city and are not charged to the award.

B. Fringe Benefits: The fringe benefits for the city project and award managers will be paid from the city’s operating budget.

C. Travel: N/A

D. Equipment: Equipment requests includes high resolution cameras with auto focus lenses, an LCD flat panel color monitor, digital video recorder with backup system, video power surge protector, system software, a laptop controller and controller keyboard, and a full service maintenance agreement. The following costs are included in the total contractual pricing.

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>High res day/night color IP cameras 2.0 megapixel - vandal proof fixed domes</td>
<td>$1050 X 7</td>
<td>$7350</td>
</tr>
<tr>
<td>High res day/night color IP cameras 2.0 megapixel - smart dome PTZ</td>
<td>$850 X 6</td>
<td>$5100</td>
</tr>
<tr>
<td>2.8MM-11MM vari-focal auto iris lenses megapixel</td>
<td>$93 X 8</td>
<td>$744</td>
</tr>
<tr>
<td>4MM-16MM vari-focal auto iris lenses</td>
<td>$110 X 5</td>
<td>$550</td>
</tr>
<tr>
<td>19” LCD flat panel monitor</td>
<td>$550 X 1</td>
<td>$550</td>
</tr>
</tbody>
</table>
BUDGET NARRATIVE

Personnel: The project will require a city project manager, installation engineers and a marketing specialist. The project manager and installation engineers will be responsible for developing the vendor contract and city's plan of action for the installation of the gasification system. Working closely with vendor MaxWest, city personnel will oversee necessary modifications to the transmission facility, construction of a new access road and electrical improvements for interconnection to treatment plant. They will also oversee the construction and installation process, assisting in obtaining city permits. In conjunction with the city's Marketing Department, the marketing specialist will be responsible for developing and implementing the public information campaign throughout the project period. Costs for these personnel include fringe benefits. All labor costs will be included as cost share.

Equipment: Equipment funds are for the construction/install of the gasification facility at the city's Southwest Wastewater Reclamation facility. Equipment necessary for facility construction include a waste handling feeder system, drying system, gasifier, thermal oxidizer, and the energy recovery and power generation system.

Travel: N/A

Related Materials & Supplies: Costs are requested for marketing related materials and supplies. The public information campaign costs include printing costs, public billboard advertising, signage, etc. Construction related material will be included as cost share.

Subawards: N/A

Indirect Costs: St. Petersburg will not charge indirect costs on this proposal, but is including unrecovered overhead as a cost share.

Cost Share: Cost share will be covered through city labor costs from department operating budgets, capital improvement budgets for improvements made to the transmission facility and installation of a new paved access road, and through unrecovered overhead. The city has an approved indirect cost rate with the U.S. Department of Housing and Urban Development that
Proposal Anatomy:

Bio sketch

- No more than 1 page
- Stress skills related to proposed work
Biographical Sketch - Michael J. Connors, P.E.
Internal Services Administration
P. O. Box 2842, St. Petersburg, FL 33731-2842
727-893-7294

Education
- Master of Business Administration, Baldwin Wallace University, 1981
- Bachelor of Science, Civil Engineering, Fenn College of Engineering, Cleveland State University, 1977

Registration
- Professional Engineer – Florida & Ohio

Employment Record
- City of St. Petersburg (1987-2005): Engineering & Stormwater Director, Engineering Department. Provide engineering services for city departments with a staff of 72 professional and support staff, implementation of the city-wide Capital Improvement Program, Major Maintenance Programs, Streets and Bridges, Permitting Program for rights-of-way and easements, and Records Management.
- Chief Engineer, Ohio Department of Natural Resources (1985-1987)
- City Engineer, Lakewood, Ohio (1981-1985)
- Project Manager, Havens & Emerson (1977-1981)

Representative Project Experience: Capital Improvements
- Accelerated Area Improvement Program
- Master Storm Drainage Projects
- Road and Bridge Projects
- Water and Wastewater Projects
- City Facilities
- Port and Airport Projects
Proposal Anatomy: Attachments

- Letters of Support (unless prohibited)
- Cost-Benefit Analysis
- Models
Grants: Finding, Writing & Winning Them!
Proposal Anatomy:
Current and Pending Support

- U Drive – Grants Folder
  Award History
## City of St. Petersburg Grants Awarded Fiscal Year 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Resolution</th>
<th>Award#</th>
<th>Agency Type</th>
<th>Funding Agency</th>
<th>Project</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2009</td>
<td>ORD960-G</td>
<td>80650</td>
<td>federal</td>
<td>US Housing and Urban Development</td>
<td>HOME</td>
<td>2,221,021</td>
</tr>
<tr>
<td>10/1/2009</td>
<td>ORD960-G</td>
<td>80651</td>
<td>federal</td>
<td>US Housing and Urban Development</td>
<td>ESG</td>
<td>1,398,298</td>
</tr>
<tr>
<td>10/1/2009</td>
<td>09-533</td>
<td>80653</td>
<td>other</td>
<td>JWB</td>
<td>So. County Truancy Interdiction Ctr FY10</td>
<td>351,880</td>
</tr>
<tr>
<td>10/1/2009</td>
<td>09-510</td>
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Programmatic Capability

St. Petersburg maintains an external awards portfolio valued over $80 million, 54% of which are awards funded directly from federal sources, or passed through state agencies. Our Fleet Management Department has a history cost effective maintenance and repair of a large and diverse fleet of highway and non-road vehicles and miscellaneous equipment. The department employs 27 mechanics with experience levels of eight to 30 years. It has been an ASE Certified Blue Seal Maintenance Facility for over six years, which signifies that over 75% of the staff is ASE certified. The Fleet facility maintains a fleet availability rate of over 90% and experiences a repeat repair frequency rate of less than 2%. Repair costs are not subsidized and remain lower than private operators and work is completed at or below standard repair manual times (book times).

Current Support & Past Performance

- **Project:** Bartlett Park Improvements
  - **Source of Support:** Fl. Dept. of Environmental Protection via U.S. Environmental Protection Department
  - **Total Award Amount:** $200,000
  - **Period of Performance:** 12/2004 to 12/2008
  - Project successfully managed and completed; all required reports submitted in a timely manner per agreement requirements.

- **Project:** Brownfields Petroleum Assessment
  - **Source of Support:** U.S. Environmental Protection Department
  - **Total Award Amount:** $200,000
  - **Period of Performance:** 10/2003 to 12/2008
  - Current project; all required reports submitted in a timely manner per agreement requirements.

- **Project:** Sensible Sprinkling Public Information Program (3 awards)
  - **Source of Support:** Southwest Florida Water Management District
  - **Total Award Amount:** $164,119
Proposal Anatomy:  
Certs & Reps

Assurances, representations, and certifications re: compliance with laws and regulations governing such areas as equal opportunity and affirmative action, clean air and water, labor surplus areas, and defaults on loans.
Submitting the Grant:

Review & Comment

Who can do what for you
Submitting the Grant:

The Authorized Organization Representative (AOR)

Give this process 3 days on your submittal timeline
Submitting the Grant:

Submittal – electronic or hard copy?

Copy sent to C&G Officer in Budget & Management Department
Delivery Systems

- Grants.gov
- FEMA ePortal - https://portal.fema.gov/famsVuWeb/home
- State Agencies
- Other Various Sites – foundations, non-profits, corporate
- Commercial carrier
City of St. Petersburg
Grant Application Cover Letter
For Electronic Proposal Submittals

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<td>2. Total Cost Share (Provided by applicant and project partners, if applicable):</td>
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<td>3. Total Project Cost (Add amounts in 1 and 2):</td>
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<td>4. Cost Share Percentage (Divide amount in 2 by amount in 3):</td>
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<tr>
<td>Certifying Official’s Signature</td>
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<td>Certifying Official’s Name (printed): Patricia (Tish) Elston</td>
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Forms, Templates and Examples:

- U Drive – Grants Folder
- Real-Time Award Library with Proposals
- Key Components of Proposals
Grants: Finding, Writing & Winning Them!

Forms, Templates and Examples:
Wrap Up

- Finding - Learned several new ways to search for funding opportunities

- Writing – Learned the fundamentals of proposals, and specific ways to ensure you’re delivering what they want

- Winning – Learned how advance planning can create a significant advantage when writing the proposal and valuable writing tips

- Tools and Resources – Learned where they are and how to use them