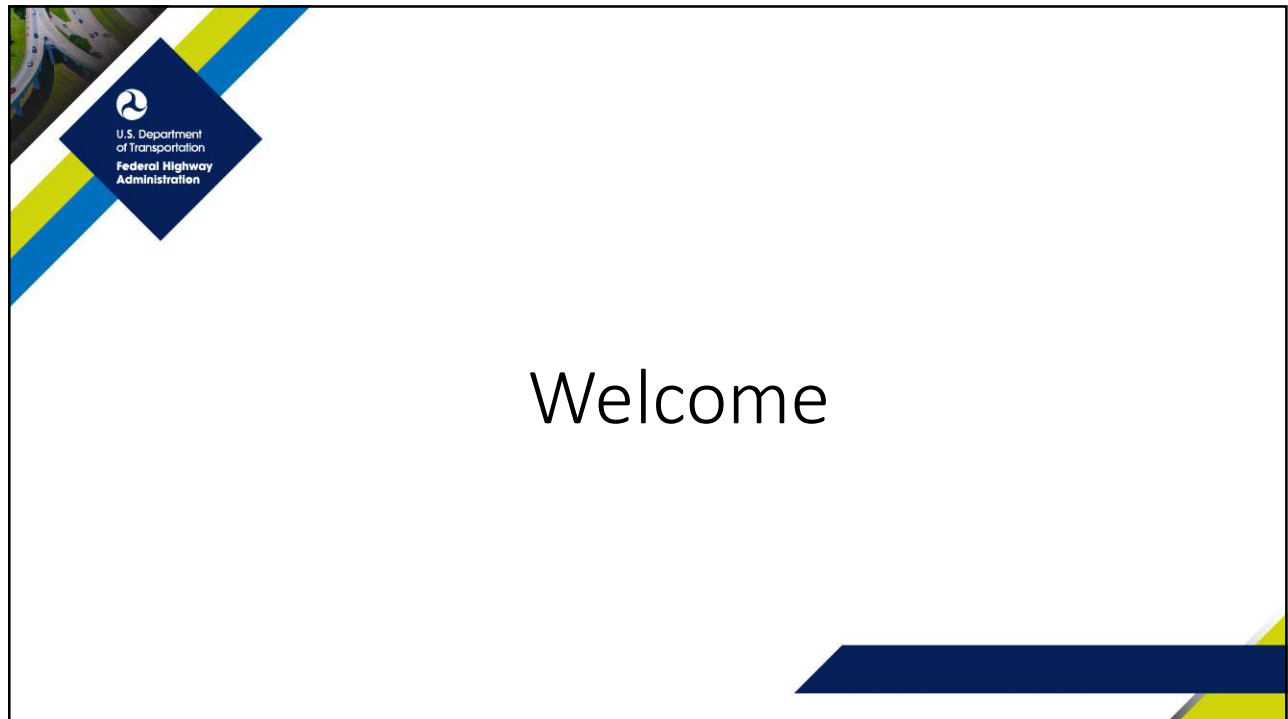


# 2024 Local Agency Program (LAP) Discretionary Grant Symposium

April 23, 2024

Presented by  
Federal Highway Administration Georgia Division and the Georgia Department of Transportation

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# Agenda



Local Government Discretionary Grant Experience



GDOT LAP Program Updates



New Funding Opportunities Under BIL and Application Considerations



FHWA Discretionary Grant Execution and Invoicing



Safe Roads and Streets for All (SS4A) Payment Request Set-up



10 Ways to Cause Repayment of Federal Funding!

3



## Meet the FHWA Georgia Division Discretionary Grant Team



**Shain Eversley**  
Discretionary Grants Coordinator



**Danielle King**  
Program Management Analyst




**Neosha Lawhorn**  
Realty Officer and Local Programs Coordinator



**Jared Lombard**  
Community Planner

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## DISCLAIMER

Except for any statutes or regulations cited, the contents of this presentation do not have the force and effect of law and are not meant to bind the public in any way. This presentation is intended only to provide information regarding existing requirements under the law or agency policies.

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## MENTIMETER

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# Grant Success in Gwinnett

Jerry Oberholtzer, AICP  
Division Director of Transportation Planning



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## Grants Received

**Federal**

- SMART** Strengthening Mobility & Revolutionizing Transportation
- S | S** Safe Streets & Roads For All (SS4A)  
**4 | A**
- Railroad Crossing Elimination Grant Program
- Rebuilding American Infrastructure with Sustainability & Equity (RAISE)

**State**

- STATE ROAD & TOLLWAY SRTA AUTHORITY** Georgia Infrastructure Bank (GTIB)
- GDOT** Local Maintenance & Improvement Grant (LMIG)  
Georgia Department of Transportation

**ARC Regional**


- Atlanta Regional Commission Transportation Improvement Program (TIP)



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## Federal Aid Projects

-   Gravel Springs Road Int  
Peachtree Industrial Blvd
-  Cumming Hwy
-  McGinnis Ferry Road Int  
Western Gwinnett Pathway Ext
-  Nelson Brogdon Blvd
-  Jimmy Carter Blvd
-  Scenic Hwy



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## Aligning With Federal Priorities



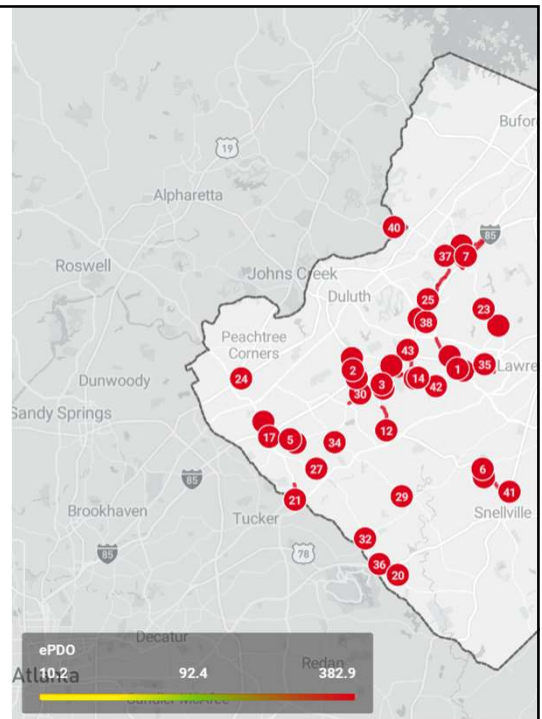
10

# Articulate a Compelling Story



11

# Let The Data Drive Your Story



12

# Emphasize Innovation



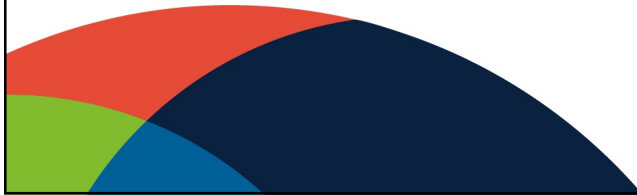
13

# Utilize Planning Grant Opportunities



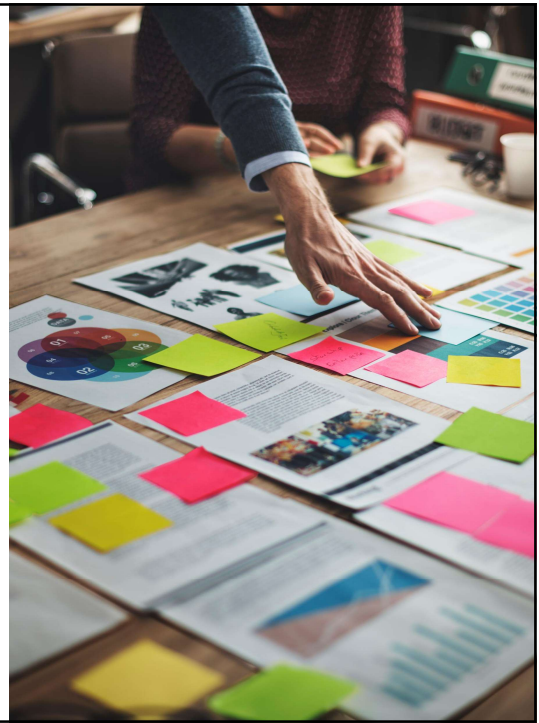
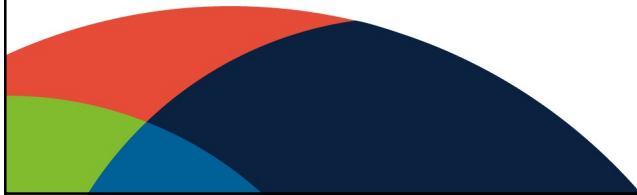
14

# Demonstrate Team Capacity to Deliver



15

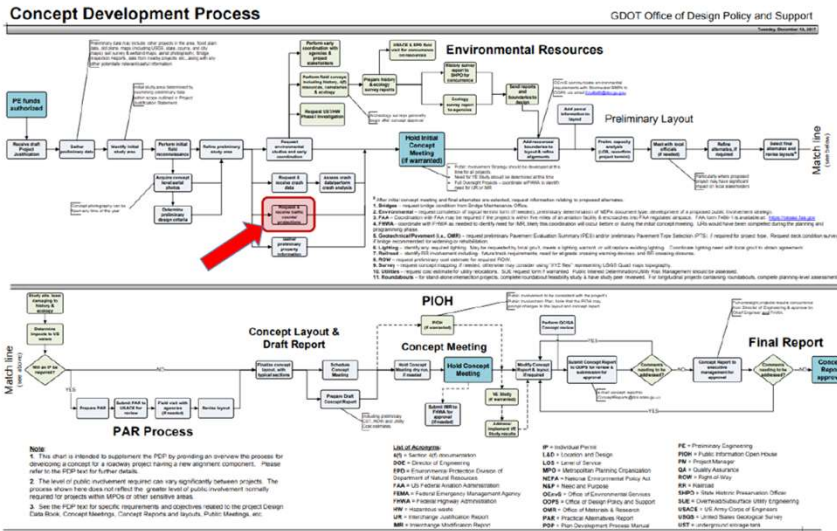
# Follow the Rules Closely



16



# What Did I Get Myself Into?



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# Helpful Hints

- **Budget Ahead** for Match %
- **Document Everything** (NEPA Applies for construction)
- **Communicate to Everyone**
- **Never Surrender / Don't be Scared**
- Located Your **Project Champion**
- Build **Relationships** out of Partnerships
- Follow the **Rules**



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## Helpful Hints

- Be Willing to **Take Risks**  
(risks vs deliverability) deadlines & obligation dates
- **Logical Termini**
- Who Can **Deliver**? You? Private Partner?
- Ask Your Neighbor for **Examples** (wins & losses)



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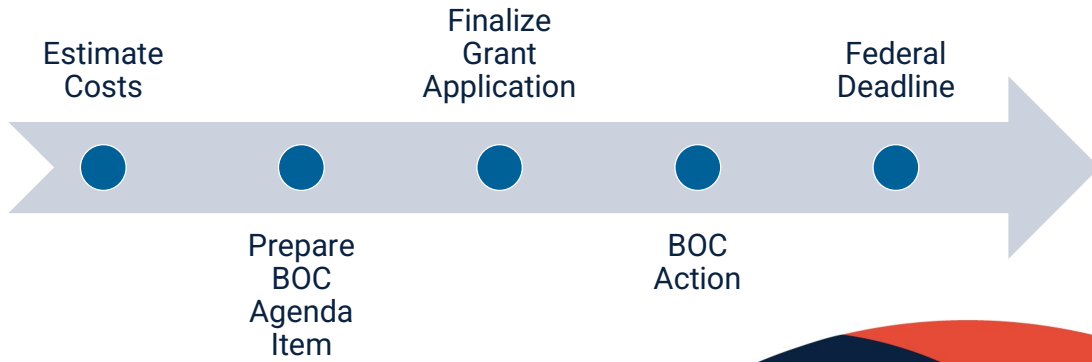
## Things to Avoid

- Going it **Alone**
- Can't **Deliver**
- Potential **Roadblocks**: Historical, Environmental, etc
- **Redesign** – Or Ask for Planning Funds
- **Politics**
- Community-**Sensitive Areas** (City Downtowns)



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# Timeline / Staffing / Budgeting



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RIDE Gwinnett

I ♥ Ride Gwinnett

## Questions?

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**Local Administered Project – LAP Program**

**Malik Al-Kush - LAP Coordinator**  
**Office of Program Control - OPC**

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**The GDOT Program**

**Locally Sponsored Projects**



**Discretionary Grants**



**Congressionally Directed Spending**

**Major Encroachment Permits**



**Regulations for Driveway and Encroachment Control**

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## LAP Certification

### Key Ingredients To Success:

- ✓ Full-time Responsible Charge and Alternate Full-time Responsible Charge
- ✓ Procurement Plan or Procurement Adoption Letter
- ✓ Title VI Plan or Agreement
- ✓ 5 Training Certificates - ROW, PDP, LAP, Title VI, and Procurement
- ✓ All training must be complete prior to submitting LAP Certification documentation for LAPCC review

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## Local Administered Projects and Program Site - LAPPS

LAPPS web application streamlines the LAP application review and approval timeline:

- SME Review Periods – 5 days
- LAP Application Approval – 30 days from LPA Submission
- Soft Testing in Process
- Coordinating with GDOT IT for Full Launch in Early 2024
- User Guide Under Development


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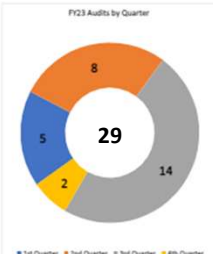
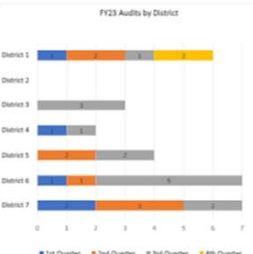
## LAP and PDP Training Attendance FY 2023

TRAINING COURSES	FY 2023 COURSES		FY 2023 ATTENDEE(S)
LAP TRAINING	5	↔	LAP CONSULTANTS = 115 GDOT = 32 LOCAL PUBLIC AGENCY PERSONNEL = 181
PDP TRAINING	5	↔	PDP CONSULTANTS = 328 GDOT = 72 LOCAL PUBLIC AGENCY PERSONNEL = 174
ROW TRAINING	4	↔	ROW CONSULTANTS = 51 GDOT = 6 LOCAL PUBLIC AGENCY PERSONNEL = 150
TITLE VI TRAINING	4	↔	TITLE VI CONSULTANTS = 39 GDOT = 4 LOCAL PUBLIC AGENCY PERSONNEL = 169
PROCUREMENT TRAINING	3	↔	PROCUREMENT CONSULTANTS = 6 GDOT = 9 LOCAL PUBLIC AGENCY PERSONNEL = 122
<b>TOTAL:</b>	<b>21</b>		<b>CONSULTANTS = 539</b> <b>GDOT = 123</b> <b>LPAs = 796</b>

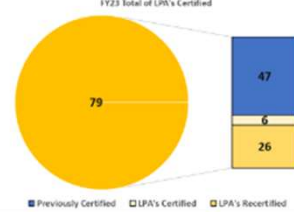
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## LAP Compliance Audits and Certification FY 2023


FY23 AUDITS DISTRICT	LPA	#	AUDIT DATE
1	Fayette County	0011512	9/20/2022
1	Fayette County	0046334	3/1/2023
1	Dalton County	0007335	4/12/2023
1	Gwinnett County	0013844	4/12/2023
1	Fayette County	0030066	10/5/2022
1	Fayette County	0038875	10/5/2022
3	Columbia County	0012387	3/16/2023
3	Columbia County	0080117	3/16/2023
3	City of Senoia	0012879	3/16/2023
4	City of Douglas	0012397	4/26/2022
4	Dougherty County	0015401	3/15/2023
5	City of Savannah	0030028	11/1/2022
5	City of Savannah	0048358	11/1/2022
5	Cherokee County	0080666	3/14/2023
5	City of St. Marys	0011388	3/15/2023
6	Cherokee County	0016365	9/29/2022
6	Cherokee County	0016365	3/27/2023
6	Bartow County	0015430	3/15/2023
6	Bartow County	0015431	3/15/2023
6	Bartow County	0015145	3/15/2023
6	City of Woodstock	0010011	3/20/2023
6	City of Villa Rica	631890	10/27/2022
7	City of Marietta	0010027	8/11/2022
7	Chatham County	772310	8/16/2022
7	Rockdale County	0011363	12/7/2022
7	Rockdale County	0012886	12/7/2022
7	City of Marietta	0003325	12/9/2022
7	City of Union City	0066444	3/16/2023
7	City of Dale Park	0012634	3/2/2023



**FY23 Total of LPA's Certified**

- Previously Certified
- LPA's Certified
- LPA's Recertified

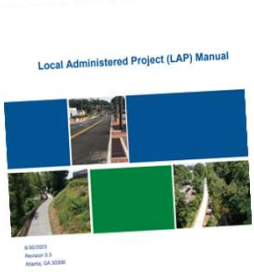
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## Local Administered Project (LAP)

### LAP Webpage

<http://www.dot.ga.gov/PS/Local/LAP>



**Local Administered Project (LAP) Manual**

4/22/2021  
Revision 3.2  
Atlanta, GA 30336

**Application & Program Info**

**LAP Manual**

The manual outlines practices for authorizing qualified Local Public Agencies to manage activities for Federal-aid funded projects.

View Manual

**District Planning & Programming Liaison**

District	Phone
District 1	(770) 694-6545
District 2	(816) 863-3407
District 3	(706) 546-7566
District 4	(229) 391-6024
District 5	(912) 530-4857
District 6	(878) 721-6374
District 7	(770) 216-3896

Find your GDOT District

Application	+
General (LAP Forms/Processors)	+
Design	+
Construction	+
Additional References	+
FAQs	+

**Programs**

**Federal Discretionary Grant Administration**

Collaborate with local governments and other state agencies to ensure grant requests are submitted to the Georgia Department of Transportation.


View Page

**Transportation Alternatives Program (TAP)**

We require the local government to demonstrate the ability to provide local government financing to support projects that meet our objectives for TAP.

View Page

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## FHWA Discretionary Grants Administration

The federal Bipartisan Infrastructure Law (BIL) includes discretionary grants that can be administered in one of two ways:

1. Administered by local governments directly
2. Local municipalities can petition state Departments of Transportation to administer the grant(s) on their behalf.

For Georgia municipalities that request the Georgia Department of Transportation (GDOT) to administer their grants, GDOT has implemented a request process. Once municipal requests have been reviewed and approved, the GDOT-administered Discretionary Grant projects will be regarded as normal federal-aid process projects and will follow the GDOT Plan Development Process.

There is a formal process to request GDOT administration of direct recipient discretionary grants.

Website:

<https://www.dot.ga.gov/GDOT/Pages/discretionarygrants.aspx>

**Requests from Local Governments**

With the implementation of the new federal **Bipartisan Infrastructure Law (BIL)**, there are discretionary grants that can be administered by the local governments directly or local municipalities can petition the State Department of Transportation to administer the grant(s).

The Department is implementing a request process for local governments to request the grants be administered by the Georgia Department of Transportation (GDOT) as normal federal-aid process projects, following the **Plan Development Process**.

If a Local Government is interested in making such a request, the request should be sent to the Commissioner of the Georgia Department of Transportation outlining why the grant should be administered by GDOT instead of directly by the local award recipient. Additionally, the Request to Administer a **Local Federal Discretionary Grant Checklist** should be filled out and submitted with the request to provide the Department with additional information to consider in making final decisions on requests.

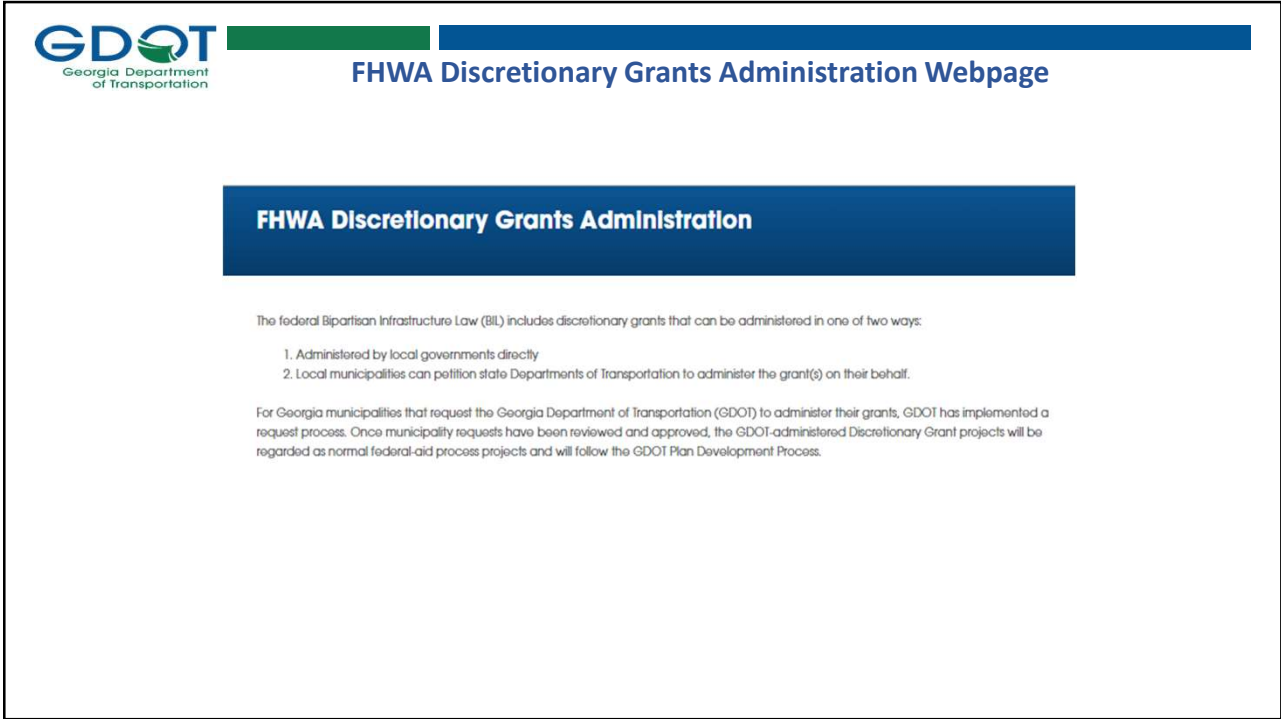
Please note that oversight funding will be necessary for the Department to administer the grant. Additionally, **Locally Administered Projects (LAP) certification** is strongly encouraged.

Memo from GDOT Chief Engineer

**Resources**

[FHWA: Competitive Grant Funding Matrix](#)  
[Local Federal Discretionary Grants Checklist](#)

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The screenshot shows the top portion of a webpage. On the left is the GDOT logo (Georgia Department of Transportation). To the right is a blue header bar with the text "FHWA Discretionary Grants Administration Webpage". Below this is a dark blue box with the text "FHWA Discretionary Grants Administration". The main content area contains the following text:

The federal Bipartisan Infrastructure Law (BIL) includes discretionary grants that can be administered in one of two ways:

1. Administered by local governments directly
2. Local municipalities can petition state Departments of Transportation to administer the grant(s) on their behalf.

For Georgia municipalities that request the Georgia Department of Transportation (GDOT) to administer their grants, GDOT has implemented a request process. Once municipality requests have been reviewed and approved, the GDOT-administered Discretionary Grant projects will be regarded as normal federal-aid process projects and will follow the GDOT Plan Development Process.

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The screenshot shows a webpage section titled "Requests from Local Governments". It includes the GDOT logo and the page title "FHWA Discretionary Grants Administration Webpage". The main content area contains the following text:

**Requests from Local Governments**

With the implementation of the new federal **Bipartisan Infrastructure Law (BIL)**, there are discretionary grants that can be administered by the local governments directly or local municipalities can petition the State Department of Transportation to administer the grant(s).

The Department is implementing a request process for local governments to request the grants be administered by the Georgia Department of Transportation (GDOT) as normal federal-aid process projects, following the [Plan Development Process](#).

If a Local Government is interested in making such a request, the request should be sent to the Commissioner of the Georgia Department of Transportation outlining why the grant should be administered by GDOT instead of directly by the local award recipient. Additionally, the Request to Administer a [Local Federal Discretionary Grant Checklist](#) should be filled out and submitted with the request to provide the Department with additional information to consider in making final decisions on requests.

Please note that oversight funding will be necessary for the Department to administer the grant. Additionally, [Locally Administered Projects \(LAP\) certification](#) is strongly encouraged.

At the bottom of the content area is a blue button with the text "Memo from GDOT Chief Engineer".

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**GDOT**  
Georgia Department of Transportation

## FHWA Discretionary Grants Webpage



Interoffice Memo

**DATE:** May 22, 2023  
**FROM:** *Malik Al-Kush*  
**TO:** GDOT Divisions/Offices/Districts  
**SUBJECT:** REVISED Federal Discretionary Grant Assistance Requests from Local Governments

With the implementation of the new federal **Bipartisan Infrastructure Law (BIL)**, local governments can apply for and directly receive federal discretionary grant awards from a federal transportation agency. Because this is unfamiliar territory, local municipalities are seeking support/assistance from the Department to navigate various aspects of the grant process. Therefore, the Department is implementing a process to assess if and to what extent assistance will be provided to federal discretionary grant award recipients.

In most cases, local governments seeking assistance will receive support from the Department in the form of project oversight. Therefore, local governments should be prepared to coordinate with federal agency grant sponsors to execute grant agreements, submit payment reimbursements and adhere to reporting requirements for the federal grant awards they receive. These responsibilities will not be performed by the Department when serving in an oversight capacity.

On rare occasion, the Department may deem it beneficial for the project and all parties involved to administer the local government's discretionary grant award. If this decision is made, the process will proceed as a normal federal-aid project and follow the Plan Development Process located [here](#).

If a local government is interested submitting a request for the Department's assistance with a discretionary grant award, the request should be sent to the Commissioner of the Georgia Department of Transportation outlining why assistance is needed and the specific role or tasks they are seeking GDOT to perform. Additionally, the Request for GDOT's assistance with a Local Federal Discretionary Grant Award Checklist attached and will be added to R.O.A.D.S should be filled out and submitted with the request to provide the Department with additional information to consider in making final decisions on requests.

Please note that oversight funding will be necessary for the Department to perform an oversight role even if the Department declines to administer the grant award.

Additionally, **Locality Administered Projects (LAP)** certification is strongly encouraged ([https://www.dot.ga.gov/GDOT/Departments](#)).

For questions sent by the local governments about the process, please have them contact Malik Al-Kush, Local Administered Projects Coordinator, in the Office of Program Control at [malkush@dot.ga.gov](mailto:malkush@dot.ga.gov) or 404-631-1830.

**Attachment:**  
Request to Administer a Local Federal Discretionary Grant Checklist



**FEDERAL DISCRETIONARY GRANTS TO LOCAL GOVERNMENTS  
REQUEST FOR ASSISTANCE CHECKLIST**

Date: \_\_\_\_\_  
 Date of Grant Award: \_\_\_\_\_  
 Local Government Sponsor Name: \_\_\_\_\_  
 Existing P.I. (if applicable): \_\_\_\_\_  
 Project Description (include all proposed improvements): \_\_\_\_\_

**Guidance Started**

- Send request letter on official Local Government letterhead to the GDOT Commissioner from the local public official (city/county manager, mayor, etc.)
- Provide a copy of the grant application for the grant award
- Is the Local Government/Sponsor LAP certified?
- Has the Local Government acquired a consultant to perform the engineering on this project?
  - What is the firm listed via the "Books Act" Title 23 CFR?
  - What is the name of the firm?
  - Is the firm prequalified by GDOT?

**Scope**

- The Plan Development Process must be followed if the GDOT administers the grant. Does the Local Government understand this?
- An environmental document approved by FHWA will be required.
  - Ecology, Air Quality, Archaeology, History studies and a NEPA document are required
- Right of Way Acquisition must follow the federal Uniform Act
- Has any engineering, environmental and/or right-of-way activities been accomplished yet?

**Budget**

- What is the total dollar amount of the grant award?
- Federal grants usually require a 20% local match, is that match identified?
- What phases will the federal grant be used in? (PE, ROW, UTIL, CST)

FEDERAL DISCRETIONARY GRANTS TO LOCAL GOVERNMENTS  
REQUEST FOR ASSISTANCE CHECKLIST

Total Milestones  
Map # of #

- Are other funding sources identified above the grant? If yes, provide each funding source identified in each phase.
- Is the Local Government prepared to provide oversight funding to GDOT?
  - NOTE: Oversight will range from \$25K to \$100K depending on the complexity of the project.

**Schedule**

- Are there specific milestones deadlines for this project detailed in the grant award? (i.e. ROW complete within 12 months)
- For the grant application, what is the scheduled deadline for completion of this project?
- Are there financial penalties involved if the project delivery schedule is not met?

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**GDOT**  
Georgia Department of Transportation


## LAP Program Staff

GDOT OPC Administrator (Interim)	Derrick Brown	<a href="mailto:dbrown@dot.ga.gov">dbrown@dot.ga.gov</a>
GDOT LAP Program Coordinator	Malik Al-Kush	<a href="mailto:malkush@dot.ga.gov">malkush@dot.ga.gov</a>
★ Jacobs/GDOT LAP Team Manager	Ja'Nece Gibson	<a href="mailto:jgibson@dot.ga.gov">jgibson@dot.ga.gov</a>
Training Enrollment	Vivian Reid	<a href="mailto:vreid@dot.ga.gov">vreid@dot.ga.gov</a>

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**Questions**



The slide features the GDOT logo in the top left corner. The word "Questions" is centered in a blue font. Below it, five 3D cubes are arranged in a pyramid shape (one on top, four on the bottom), each with a white question mark on its top and front faces.

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**Discretionary Grants:  
How to Apply and  
Things to Consider**



The slide has a decorative background with yellow, blue, and grey geometric shapes. On the left, there is a photograph of a multi-level highway interchange. The FHWA logo is positioned in a dark blue diamond shape over the photo. The title "Discretionary Grants: How to Apply and Things to Consider" is written in a large, black, sans-serif font on the right side.

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<https://www.transportation.gov/dot-navigator>

U.S. Department of Transportation  
Federal Highway Administration

U.S. Department of Transportation ABOUT DOT PRIORITIES CONNECT

### DOT Navigator

The DOT Navigator is a resource to help communities understand how to apply for grants, and plan for and deliver transformative infrastructure projects and services.

[LEARN MORE ABOUT THE DOT NAVIGATOR](#)

#### Spotlight on Technical Assistance Resources

Check out the featured technical assistance resources below and view a [searchable list of technical assistance resources](#).

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U.S. Department of Transportation  
Federal Highway Administration

### What Do You Want to Do?

[Funding](#)

- PREPARE A SUCCESSFUL GRANT APPLICATION**  
Get planning tips, checklists, and information applying for federal grants
- GET TECHNICAL ASSISTANCE RESOURCES**  
Find resources to get funding and build capacity to do transportation projects
- ACCESS DATA AND MAPPING TOOLS**  
Access data and mapping tools to help write a strong grant application
- FIND FUNDING OPPORTUNITIES**  
Search grant opportunities to meet your community's transportation needs
- LEARN ABOUT FUNDING AND MATCH**  
Learn about USDOT grant funding, including match requirements and flexibilities
- LEARN ABOUT THE BIPARTISAN INFRASTRUCTURE LAW**  
Get information to help access BIL funding programs

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U.S. Department of Transportation

Home | Grants

DOT Navigator Home

Find Grant Opportunities >

- Overview
- Calendar of Funding Opportunities
- DOT Discretionary Grants Dashboard**
- BIL Launchpad

Search Technical Assistance Resources

Grant Application Resources >

Data & Mapping Tools >

Funding and Match Requirements >

Webinars

Bipartisan Infrastructure Law Fundline

## Find Federal Grant Opportunities

The following resources can help connect communities with federal transportation funding opportunities and resources:

### Key Notices of Funding Opportunity

[Key Notices of Funding Opportunity](#) provides a calendar of anticipated opening and closing dates for Notices of Funding Opportunity (NOFOs) for key programs within the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA).

### DOT Discretionary Grants Dashboard

The [DOT Discretionary Grants Dashboard](#) provides a searchable database of federal grant opportunities at USDOT and other agencies that can aid communities in meeting their transportation infrastructure needs. Filter grant program results by eligible activities and applicants, transportation type, and programs with rural and Tribal set-asides or available match waivers. Results can be downloaded as an editable Excel file.

### BIL Launchpad

The [BIL Launchpad](#) provides customized information on available funding, interactive technical support, data on successful awards, and essential resources to help users navigate transportation grant programs and expedite applications.

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Technical Assistance Resources

Webinars

Bipartisan Infrastructure Law Funding

Find Transportation Contacts Near You

ROUTES Home

Related Links

- [FHWA Tribal Funding Opportunities](#)
- [EV Funding Opportunities](#)
- [National Roadway Safety Strategy](#)
- [J40 Initiative](#)
- [Rural Eligibility](#)

Contact Us

ROUTES Initiative  
Office of the Under Secretary for Policy

also includes Federal grant programs outside of DOT that may be of particular interest to [rural communities](#). An updated *Rural Grant Applicant Toolkit* will soon be published to help rural communities harness the Dashboard. The Dashboard is updated weekly.

The [DOT Navigator](#) is a resource to help communities understand the best ways to apply for grants, and to plan for and deliver transformative infrastructure projects and services.

[Download CSV](#)

Eligible Activities: - Any -

Eligible Applicants: - Any -

Agency/Office: - Any -

Transportation Type: - Any -

Match Waiver: - Any -

Rural Set-Aside: - Any -

Tribal Set-Aside: - Any -


Status: - Any -

Keywords:

Apply

Displaying 1 - 10 of 97

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**Eligible Activities**

- Any -

**Eligible Applicants**

- Any -

- Any -
- State Governments
- Local Governments**
- Federally Recognized Tribes and Affiliated Groups
- Planning and Project Organizations
- Transportation Providers and Operators
- Academic and Research Institutions
- Job Training Applicants
- Private-Sector Applicants
- Non-profit
- U.S. Territories

**Agency/Office**

- Any -

**Match Waiver**

- Any -

**Rural Set-Aside**

- Any -


**Tribal Set-Aside**

- Any -

**Keywords**

**Apply**

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Displaying 1 - 10 of 12

Agency/Office	Program Name And Description	Transportation Type(s)
USDOT / Federal Highway Administration (FHWA)	<p><b>Bridge Investment Program</b></p> <p>The Bridge Investment Program (BIP) funds planning and construction projects that replace or protect aging and at-risk bridges.</p>	<p>Bike/Ped</p> <p>Bridge</p> <p>Roadway</p>
Other Federal Agencies / U.S. Department of Labor (DOL)	<p><b>Building Pathways to Infrastructure Jobs H-1B Skills Training Grant</b></p> <p>The DOL Building Pathways to Infrastructure Jobs Grant Program represents a down payment for the future skilled workforce needs that are being developed through the BIL investments by investing in the development and expansion of the workforce partnerships that will be needed to build equitable pathways to good infrastructure jobs.</p>	<p>Air</p> <p>Bike/Ped</p> <p>Bridge</p> <p>Maritime</p> <p>Pipeline</p> <p>Railway</p> <p>Roadway</p> <p>Transit</p>
Other Federal Agencies / U.S. Department of Labor (DOL)	<p><b>Critical Sector Job Quality Grants</b></p> <p>The purpose of this demonstration program is to support transformative efforts to improve job quality and availability of good jobs, particularly for the benefit of historically marginalized populations and communities that have experienced barriers to employment in good jobs.</p>	<p>Air</p> <p>Bike/Ped</p> <p>Bridge</p> <p>Maritime</p>

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U.S. Department of Transportation

ABOUT DOT ▾ PRIORITIES ▾ CONNECT ▾ 🔍

U.S. Department of Transportation Federal Highway Administration

DOT Navigator Home

Find Grant Opportunities ▸

- Overview
- Calendar of Funding Opportunities
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- BIL Launchpad
- Search Technical Assistance Resources
- Grant Application Resources ▸
- Data & Mapping Tools ▸
- Funding and Match Requirements ▸**
- Webinars
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- ROUTES Home

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- BIL Launchpad**  
 The BIL Launchpad provides customized information on available funding, interactive technical support, data on successful awards, and essential resources to help users navigate transportation grant programs and expedite applications.
- Grants.gov**  
 Grants.gov provides a centralized location for grant seekers to find and apply for federal funding opportunities. On the site, users can search for grant opportunities, find information about grants, and access resources on applying for federal funding.

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U.S. Department of Transportation

ABOUT DOT ▾ PRIORITIES ▾ CONNECT ▾ 🔍

Home | Grants

U.S. Department of Transportation Federal Highway Administration

DOT Navigator Home

Find Grant Opportunities ▸

Search Technical Assistance Resources

Grant Application Resources ▸

Data & Mapping Tools ▸

Funding and Match Requirements ▸

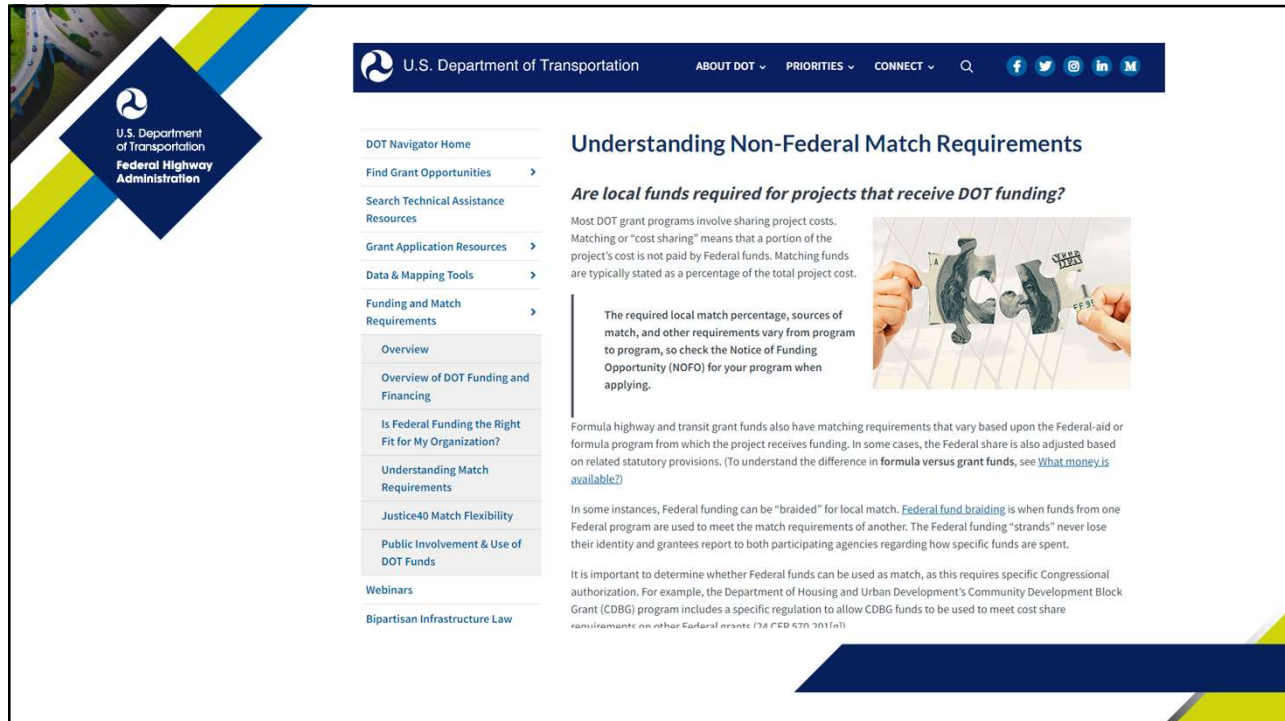
- Overview
- Overview of DOT Funding and Financing
- Is Federal Funding the Right Fit for My Organization?**
- Understanding Match Requirements
- Justice40 Match Flexibility
- Public Involvement & Use of DOT Funds
- Webinars


## USDOT Grant Funding and Match Requirements

The following resources provide general information on U.S. Department of Transportation grant funding—including match requirements and flexibilities.

- Overview of DOT Funding and Financing**  
 What money is available? Learn about potential options—including discretionary grants, formula grants, loan financing, and public-private partnerships—in the [Overview of DOT Funding and Financing](#).
- Is Federal Funding the Right Fit for My Organization?**  
 Is Federal Funding the Right Fit for My Organization? provides an overview of general grant requirements, from applying through reporting and oversight.
- Understanding Non-Federal Match Requirements**  
 Are local funds required for projects that receive DOT funding? Find out in [Understanding Non-Federal Match Requirements](#).

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**U.S. Department of Transportation** ABOUT DOT ▾ PRIORITIES ▾ CONNECT ▾ 🔍 

**U.S. Department of Transportation Federal Highway Administration**

- DOT Navigator Home
- Find Grant Opportunities >
- Search Technical Assistance Resources
- Grant Application Resources >
- Data & Mapping Tools >
- Funding and Match Requirements >
  - Overview
  - Overview of DOT Funding and Financing
  - Is Federal Funding the Right Fit for My Organization?
  - Understanding Match Requirements
  - Justice40 Match Flexibility
  - Public Involvement & Use of DOT Funds
- Webinars
- Bipartisan Infrastructure Law

## Understanding Non-Federal Match Requirements

### Are local funds required for projects that receive DOT funding?

Most DOT grant programs involve sharing project costs. Matching or "cost sharing" means that a portion of the project's cost is not paid by Federal funds. Matching funds are typically stated as a percentage of the total project cost.

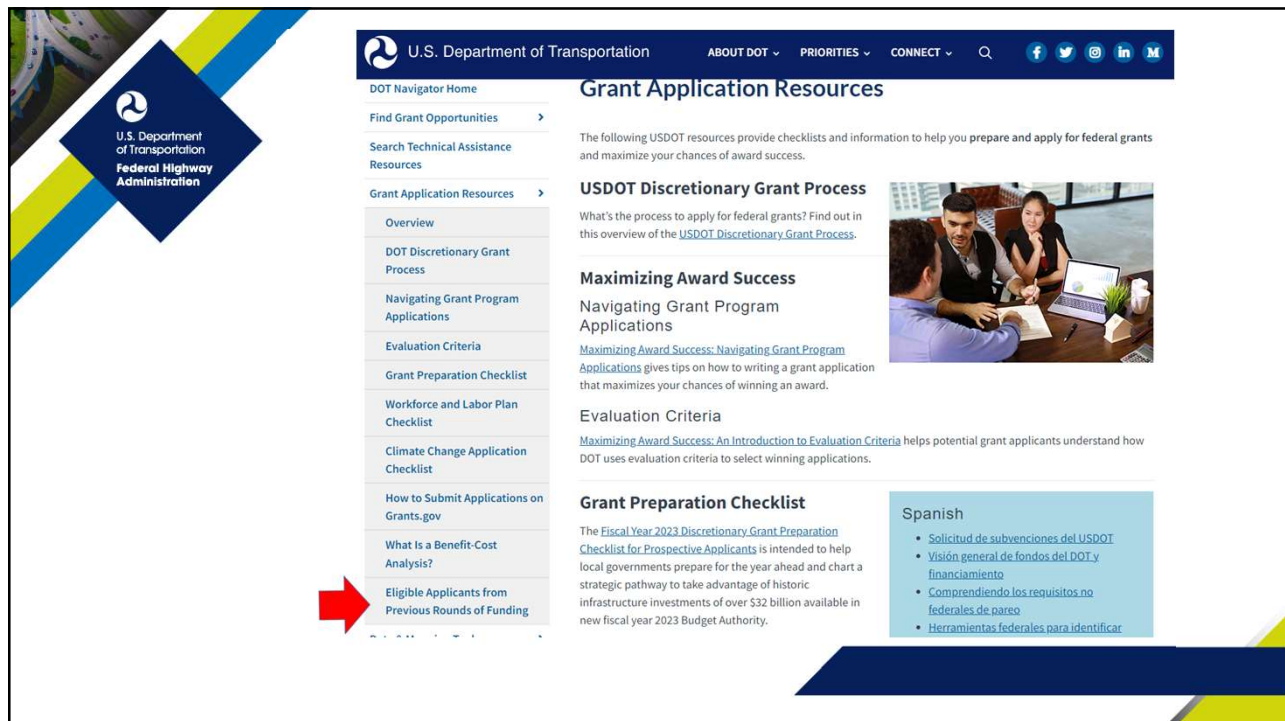
The required local match percentage, sources of match, and other requirements vary from program to program, so check the Notice of Funding Opportunity (NOFO) for your program when applying.


Formula highway and transit grant funds also have matching requirements that vary based upon the Federal-aid or formula program from which the project receives funding. In some cases, the Federal share is also adjusted based on related statutory provisions. (To understand the difference in [formula versus grant funds](#), see [What money is available?](#))

In some instances, Federal funding can be "braided" for local match. [Federal fund braiding](#) is when funds from one Federal program are used to meet the match requirements of another. The Federal funding "strands" never lose their identity and grantees report to both participating agencies regarding how specific funds are spent.

It is important to determine whether Federal funds can be used as match, as this requires specific Congressional authorization. For example, the Department of Housing and Urban Development's Community Development Block Grant (CDBG) program includes a specific regulation to allow CDBG funds to be used to meet cost share requirements on other Federal grants: [24 CFR 570.701\(a\)](#)

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**U.S. Department of Transportation** ABOUT DOT ▾ PRIORITIES ▾ CONNECT ▾ 🔍 

**U.S. Department of Transportation Federal Highway Administration**

- DOT Navigator Home
- Find Grant Opportunities >
- Search Technical Assistance Resources
- Grant Application Resources >
  - Overview
  - DOT Discretionary Grant Process
  - Navigating Grant Program Applications
  - Evaluation Criteria
  - Grant Preparation Checklist
  - Workforce and Labor Plan Checklist
  - Climate Change Application Checklist
  - How to Submit Applications on Grants.gov
  - What Is a Benefit-Cost Analysis?
  - Eligible Applicants from Previous Rounds of Funding

## Grant Application Resources

The following USDOT resources provide checklists and information to help you prepare and apply for federal grants and maximize your chances of award success.

### USDOT Discretionary Grant Process

What's the process to apply for federal grants? Find out in this overview of the [USDOT Discretionary Grant Process](#).

### Maximizing Award Success

#### Navigating Grant Program Applications

[Maximizing Award Success: Navigating Grant Program Applications](#) gives tips on how to writing a grant application that maximizes your chances of winning an award.

#### Evaluation Criteria

[Maximizing Award Success: An Introduction to Evaluation Criteria](#) helps potential grant applicants understand how DOT uses evaluation criteria to select winning applications.

### Grant Preparation Checklist

The [Fiscal Year 2023 Discretionary Grant Preparation Checklist for Prospective Applicants](#) is intended to help local governments prepare for the year ahead and chart a strategic pathway to take advantage of historic infrastructure investments of over \$32 billion available in new fiscal year 2023 Budget Authority.

#### Spanish

- [Solicitud de subvenciones del USDOT](#)
- [Visión general de fondos del DOT y financiamiento](#)
- [Comprendiendo los requisitos no federales de pæreo](#)
- [Herramientas federales para identificar](#)

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The screenshot shows the U.S. Department of Transportation website. The header includes the DOT logo and navigation links: ABOUT DOT, PRIORITIES, CONNECT, and a search icon. Social media icons for Facebook, X, Instagram, LinkedIn, and YouTube are also present. The breadcrumb trail reads 'Home | Grants'. On the left, a sidebar menu lists: DOT Navigator Home, Find Grant Opportunities, Search Technical Assistance Resources, Grant Application Resources (with a sub-menu: Overview, DOT Discretionary Grant Process, Navigating Grant Program Applications, Evaluation Criteria, Grant Preparation Checklist, Project Readiness Checklist), Data & Mapping Tools, Funding and Match Requirements, Webinars, Bipartisan Infrastructure Law Funding, Find Transportation Contacts Near You, and ROUTES Home. The main content area is titled 'Eligible Applicants from Previous Rounds of BIL Grant Funding'. It contains an introductory paragraph, a list of two links: 'View the list of eligible applicants for the 2023 rounds of RAISE, INFRA, Mega, Rural, RCP, SS4A, and SMART' and 'View the list of eligible applicants for the 2022 rounds of RAISE, INFRA, Mega, Rural, RCP, SS4A, and SMART', and a paragraph about the 2022 rounds of the Federal Railroad Administration's (FRA) Railroad Crossing Elimination Program and the Federal Highway Administration's (FHWA) Bridge Investment Program. A red arrow points to the second link in the list. Below the text is a section titled 'RAISE' with a sub-header 'Rebuilding American Infrastructure with Sustainability and'.

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The screenshot shows the U.S. Department of Transportation website. The header is identical to the previous screenshot. The breadcrumb trail reads 'Home | Grants'. The sidebar menu is identical, but the 'Funding and Match Requirements' item is highlighted with a red arrow. The main content area is titled 'Find Federal Grant Opportunities'. It includes an introductory sentence: 'The following resources can help connect communities with federal transportation funding opportunities and resources:'. Below this are four resource cards: 1. 'Key Notices of Funding Opportunity' with a calendar icon and a description of the 'Key Notices of Funding Opportunity' (NOFOs) calendar. 2. 'DOT Discretionary Grants Dashboard' with a magnifying glass icon and a description of the searchable database. 3. 'BIL Launchpad' with a launchpad icon and a description of customized information. 4. 'Grants.gov' with a briefcase icon and a description of the centralized location for grant seekers. A red arrow points to the 'Funding and Match Requirements' link in the sidebar.

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The screenshot shows the U.S. Department of Transportation website. On the left is a navigation menu with the following items: Find Grant Opportunities, Search Technical Assistance Resources, Grant Application Resources (with a sub-menu including Overview, DOT Discretionary Grant Process, Navigating Grant Program Applications, Evaluation Criteria, Grant Preparation Checklist, Workforce and Labor Plan Checklist, Climate Change Application Checklist, How to Submit Applications on Grants.gov, What is a Benefit-Cost Analysis?, and Eligible Applicants from Previous Rounds of Funding), and Data & Mapping Tools. A red arrow points to the 'Grant Preparation Checklist' item. The main content area features a header with the DOT logo and navigation links (ABOUT DOT, PRIORITIES, CONNECT), followed by social media icons. Below the header, there are four resource sections: 'Key Notices of Funding Opportunity', 'DOT Discretionary Grants Dashboard', 'BIL Launchpad', and 'Grants.gov'. Each section includes a brief description and an icon. The page footer indicates it was last updated on Friday, September 29, 2023.


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The screenshot shows a specific page on the U.S. Department of Transportation website titled 'Federal Transportation Funding: Fiscal Year 2023 Discretionary Grant Preparation Checklist for Prospective Applicants'. The left navigation menu is similar to the previous page but includes 'DOT Navigator Home' and 'DOT Discretionary Grants Dashboard'. The main content area contains an introduction stating that over \$32 billion is available for fiscal year 2023, followed by a list of grant programs and a detailed checklist. A red box highlights the checklist items:

1. Coordinate Between Agencies and Stakeholders
2. Get Familiar with the DOT Calendar of Funding Opportunities
3. Budget for and Secure Your Non-Federal Match
4. Ensure Your Project is on the TIP/STIP
5. Get Ready to Apply for and Administer Federal Funding
6. Know Your Justice40 Designated Census Tracts
7. Prepare Your Capital Project's Benefit-Cost Analysis
8. Budget for Meaningful Public Involvement
9. Build a Strong Workforce Development and Labor Plan
10. Understand NEPA and Other Federal Requirements as You Consider Whether to Seek Funding

The page footer notes that the content is not intended to bind prospective applicants or have legal effect.


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# Understanding the Difference

Discretionary Grant Direct Recipient vs.  
Formula Grant or Pass-Through Recipient


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## Federal Funding: Formula Funds vs. Discretionary Grant Funds

Formula Program Funds	Discretionary Grant Program Funds
 <p>Funds are awarded to all State DOTs via a formula calculation based on the State population and vehicle miles traveled (VMT).</p>	 <p>Funds are awarded to eligible applicants upon submission of a competitive grant application.</p>
 <p>Formula programs are administered by the Georgia Department of Transportation.</p>	 <p>Discretionary programs are administered by FHWA Georgia Division, in coordination with FHWA Headquarters and USDOT.</p>
 <p>Projects are assigned a GDOT Project Manager who is responsible for ensuring federal compliance and project delivery</p>	 <p>The Local Agency Responsible Charge is the project manager responsible for ensuring federal compliance and project delivery (Direct Recipient).</p>


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## Discretionary Grant Administration Direct Recipient vs. Pass-Through

Direct Recipient	GDOT Pass-Through
<ul style="list-style-type: none"> <li>Local agency Responsible Charge has the sole responsibility of coordinating project delivery, ensuring federal compliance, and submitting appropriate documentation for billing.</li> <li>Consultants may be hired to perform project delivery; however, they cannot be the Responsible Charge and must be procured in compliance with federal requirements.</li> <li>Applicable Federal, State, and Local program requirements apply.</li> <li>FHWA point of contact provides oversight of federal requirements but does not serve the role of Project Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Requires GDOT approval and an administration fee.</li> <li>A GDOT Project Manager is assigned to coordinate and ensure project delivery, federal compliance, and billing.</li> <li>Applicable Federal, State, and Local program requirements apply. (This may be more restrictive based on the State's Stewardship and Oversight agreement with FHWA).</li> <li>FHWA point of contact provides project oversight in accordance with the State Stewardship and Oversight agreement.</li> </ul>


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## Required Coordination

<p><b>GDOT Assistance (On State System)</b></p> <ul style="list-style-type: none"> <li>GDOT will be involved in all projects occurring on the State system.</li> <li>All State policies and standards will be applicable to work done on the State system.</li> <li>Local program maintains full responsibility for all federal implementation and funding requirements.</li> </ul>	<p><b>GDOT Pass-through</b></p> <ul style="list-style-type: none"> <li>Funding allocated to GDOT through FMIS.</li> <li>GDOT maintains responsibility for federal funds and project management.</li> </ul>
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# Federal Responsibilities

Considerations when applying for federal discretionary grants.

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## Direct Recipient Status Requires:

 <p>Full responsibility for funding compliance and reimbursement (and repayment, if necessary).</p>	 <p>Compliance with State specifications for construction.</p>
 <p>Coordination with GDOT for project improvements on the State road system.</p>	 <p>Completion of NEPA certification in compliance with federal guidelines.</p>
 <p>Compliance with the Uniform Act for Right of Way acquisition.</p>	 <p>Coordination with appropriate transportation owners (i.e.; Federal Railroad Administration, Federal Lands, and Local Utility Administrations).</p>
 <p>Compliance with Title VI and Civil Rights Act.</p>	 <p>Compliance with applicable federal, state, and local law and regulation and does not circumvent or speed up requirements of State law or regulation.</p>

\*This is not intended to be an exhaustive list of all requirements. Direct Recipients are subject to compliance with all applicable federal, state, and local laws and regulation.

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## Person in Responsible Charge

**Requirements of the Position:**

The person in responsible charge must be a **full-time employee of the LPA** who is accountable for a project. This requirement applies even when consultants are providing construction engineering services.


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## Duties of the Responsible Charge

- Administer governmental project activities (cost, time, contract requirements, construction quality and scope of Federal-aid projects)
- Make decisions on scope changes that require change orders or supplemental agreements
- Be familiar with day-to-day activities, including project safety issues
- Maintains awareness of the qualifications, assignments, and on-the-job performance of the agency and consultant staff at all stages of the project.
- Visit and review the project. The frequency of visits should be based on the magnitude and complexity of the project
- Direct project staff, agency, or consultant, to carry out project administration and contract oversight, including proper documentation
- Ensure financial safeguards to prevent waste, fraud, and abuse

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## Person in Responsible Charge

### Requirements of the Position:


The person in responsible charge must be a **full-time employee of the LPA** who is accountable for a project. This requirement applies even when consultants are providing construction engineering services.

- Duties and functions can be shared among several full-time employees, but responsibility cannot be transferred to a consultant.
- One employee may be responsible charge of several projects and direct project managers assigned to specific projects.

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## Early and Continuous Coordination



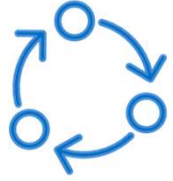
### Coordinate Between Agencies and Stakeholders

- Ensure that finance, procurement, planning, and public works departments are working in alignment to submit grant applications, successfully execute grant agreements, and deliver projects.
- Establish early and continuous coordination between local government and community stakeholders and with regional and state or other third-party implementation partners to ensure that projects are set up for success.

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# Timeline Management



**Be Aware of Internal Processes, Requirements, and Timelines.**

- Does the project require a STIP/TIP amendment?
- Does the BOC/City Council need to approve the grant agreement?
- Are budget approvals in place to support the grant award match requirements?
- Are there external partners to coordinate with (i.e.; GDOT, railroads, and local utility companies)?

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# Deadlines

- Discretionary Grant obligation and expenditure deadlines are defined for each program within the Transportation Act (BIL) language and cannot be extended without a change of law.
- Schedule deadlines cannot exceed obligation or expenditure deadlines. Costs incurred beyond the schedule deadline will be ineligible for reimbursement.

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## Resources for Education

- Bipartisan Infrastructure Law (BIL) and Federal Requirements – Guidance for Local and Tribal Agencies (dot.gov)  
[Bipartisan Infrastructure Law \(BIL\) and Federal Requirements - Guidance for Local & Tribal Agencies \(dot.gov\)](https://www.fhwa.dot.gov/bipartisan-infrastructure-law/bil-guidance-for-local-tribal-agencies/)
- FHWA's Federal-aid Essentials for Local Public Agencies  
<https://www.fhwa.dot.gov/federal-aidessentials/essentials.cfm>
- GDOTs LAP Certification Program  
<https://www.dot.ga.gov/GDOT/Pages/LAP.aspx>
- Grants.gov Community Blog  
<https://grantsgovprod.wordpress.com>
- National Highway Institute  
<https://www.nhi.fhwa.dot.gov/>
- Delphi eInvoicing Training  
[ESC: Delphi eInvoicing System - Grantee Training](https://www.fhwa.dot.gov/esc/delphi-einvoicing-system-grantee-training/)

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## Questions?


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So, You Have Been Awarded a Discretionary Grant...  
What next?

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## Grant Application Roadmap

**Grant Applicant Roadmap**

**PRE-AWARD**

- 1 Applicant registers on FHWA and USDOT's "e-award" platform. Registration is mandatory.
- 2 Applicant completes the USDOT e-award application and uploads all required documents. USDOT notifies applicant of award status.
- 3 Applicant submits the funding request. USDOT reviews the request and notifies applicant of award status.
- 4 USDOT issues a letter of intent. Applicant must accept the letter of intent within 30 days of receipt.

**AWARD**

- 5 USDOT notifies all applicants of the final award decisions, including application not selected for award.
- 6 USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.
- 7 Grantee implements the awarded project and adheres to all necessary conditions of the award.

**POST-AWARD**

- 8 Grantee submits the project report and the letter of intent to USDOT. USDOT reviews the report and notifies applicant of award status.
- 9 Grantee submits the project report to USDOT. USDOT reviews the report and notifies applicant of award status.
- 10 Grantee submits the project report to USDOT. USDOT reviews the report and notifies applicant of award status.

### AWARD

**5** USDOT notifies all applicants of the final award decisions, including application not selected for award.

Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.

**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.

**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

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## Grant Application Roadmap – Point of Contact

**SUBJECT:** Your Safe Streets and Roads for All (SS4A) Program Grant

**Grant Recipient**

My name is Shain Eversley from the Georgia Division Office of the **Federal Highway Administration (FHWA)** which is supporting the **Office of the Secretary of Transportation** in administering the **Safe Streets and Road for All (SS4A)** Grant Program.

Congratulations on being selected as a grant recipient for an Action Plan Grant. I will be your primary point of contact at FHWA.

Before you may begin work on your grant, the FHWA first must enter into a formal Grant Agreement with your jurisdiction detailing the terms of your SS4A grant. It is important for you to know that any expenditures incurred before the Grant Agreement is signed by both your jurisdiction and FHWA will not be reimbursed.

In the weeks ahead, FHWA will hold webinars to share information with you about the process we will follow for development and approval of the Grant Agreement. The webinars will be recorded and made available to all grant recipients.

Following these webinars, I will contact you to schedule a kick-off meeting. In the meantime, if you have any questions, please feel free to contact me.

Thank you for your commitment to roadway safety. I look forward to working with you.

Shain Eversley  
Discretionary Grant Division Point of Contact  
Georgia Division – Federal Highway Administration




**AWARD**

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**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.


**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

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## Grant Application Roadmap – Kick-Off Meeting

- Introductions
- Roles and Responsibilities
- Grant Agreement
  - Requirements
  - Execution
  - Reimbursement
  - Timeframe
- Questions




**AWARD**

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**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.

**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

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## Grant Application Roadmap – Roles and Responsibilities



**AWARD**


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**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.


**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">Office of the Secretary (OST)</p> <ul style="list-style-type: none"> <li>Leads pre-award activities.</li> <li>Administers the SS4A Program.</li> </ul>	<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">Office of Acquisitions and Grant Management (HCFA)</p> <ul style="list-style-type: none"> <li>Responsible for budget and contractual activities.</li> </ul>	<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">FHWA Office of Safety, SS4A Team</p> <ul style="list-style-type: none"> <li>Manage the SS4A Grant Program</li> <li>Collaborates with other stakeholders.</li> </ul>	<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">Office of Infrastructure</p> <ul style="list-style-type: none"> <li>Develops and Maintains the stewardship and oversight framework for administering projects supported by the SS4A grants.</li> </ul>
<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">Division Offices</p> <ul style="list-style-type: none"> <li>Principal FHWA POC for Grant Recipients.</li> <li>Implements stewardship and oversight framework.</li> </ul>		<p style="text-align: center; background-color: #0056b3; color: white; font-weight: bold; padding: 2px;">SS4A Grant Recipients</p> <ul style="list-style-type: none"> <li>Develop the Grant Agreement</li> <li>Manages and delivers the project.</li> <li>Attends and participates in the SS4A programming.</li> </ul>	

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## Grant Application Roadmap – Grant Agreement



**AWARD**

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**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.

**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

- Outlines the Federal requirements (2 CFR 200).
- Required between FHWA and Direct Recipient.
- Reimbursement for cost incurred prior to the execution of the grant agreement is not eligible.
- Execution required for reimbursable work.
- Requests for pre-award costs not approved.
- Conformance with procurement standards in 2 CFR §§ 200.317-200.327

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## Grant Application Roadmap – Grant Agreement



BIC-413  
TEMPLATE: NOT INTENDED FOR EXECUTION WITHOUT MODIFICATION  
01-04-2024

[Please complete all areas in red. Where indicated, and prior to submitting grant agreement for FHWA review, please remove the bracket, all drafting instructions (in Red and in the Comments Section) and change all text from red to black.]

<p>1. <b>Federal Award No.</b></p>	<p>2. <b>Effective Date</b> See No. 10 Below</p>	<p>3. <b>Assistance Listing No.</b> 20.539</p>											
<p>4. <b>Award Title</b> [Insert Recipient Name] [Insert Recipient Address]</p> <p>Unique Entity Id: [Insert UETI] TIN No.: [Insert TIN ID]</p>	<p>8. <b>Sponsoring Office</b> U.S. Department of Transportation Federal Highway Administration Office of Safety 1200 New Jersey Avenue, SE HSSA-1, Mail Stop 873-117 Washington, DC 20590</p>	<p>10. <b>Procurement Request No.</b> [Insert PR Number]</p>	<p>11. <b>Federal Funds Obligated</b> [For phase agreement, enter phase number and name.] [Insert Amount \$]</p>										
<p>6. <b>Period of Performance</b> Effective Date of Award: [insert date or number of months]</p>	<p>7. <b>Total Amount</b></p> <table border="0" style="width: 100%; font-size: x-small;"> <tr><td>Federal Share:</td><td>\$0amount</td></tr> <tr><td>Recipient Share:</td><td>\$0</td></tr> <tr><td>Other Federal Funds:</td><td>\$0</td></tr> <tr><td>Other Funds:</td><td>\$0</td></tr> <tr><td>Total:</td><td>\$0</td></tr> </table>	Federal Share:	\$0amount	Recipient Share:	\$0	Other Federal Funds:	\$0	Other Funds:	\$0	Total:	\$0	<p>9. <b>Authority</b> Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58, November 15, 2021); also referred to as the "Bipartisan Infrastructure Law" or "BIL.")</p>	<p>13. <b>Accounting and Appropriations Data</b> [Insert Data]</p>
Federal Share:	\$0amount												
Recipient Share:	\$0												
Other Federal Funds:	\$0												
Other Funds:	\$0												
Total:	\$0												
<p>8. <b>Type of Agreement</b> Grant</p>	<p>12. <b>Submit Payment Requests To</b> See Article 5.</p>	<p>14. <b>Description of the Project</b></p>											

AWARD

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## Grant Application Roadmap – Grant Agreement



<p>6. <b>Period of Performance</b> Effective Date of Award: [insert date or number of months]</p>	<p>7. <b>Total Amount</b></p> <table border="0" style="width: 100%; font-size: x-small;"> <tr><td>Federal Share:</td><td>\$0amount</td></tr> <tr><td>Recipient Share:</td><td>\$0</td></tr> <tr><td>Other Federal Funds:</td><td>\$0</td></tr> <tr><td>Other Funds:</td><td>\$0</td></tr> <tr><td>Total:</td><td>\$0</td></tr> </table>	Federal Share:	\$0amount	Recipient Share:	\$0	Other Federal Funds:	\$0	Other Funds:	\$0	Total:	\$0		
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Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.

AWARD


5 USDOT notifies all applicants of the final award decisions, including application not selected for award.

6 USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.

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Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.

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## Grant Application Roadmap – Grant Agreement

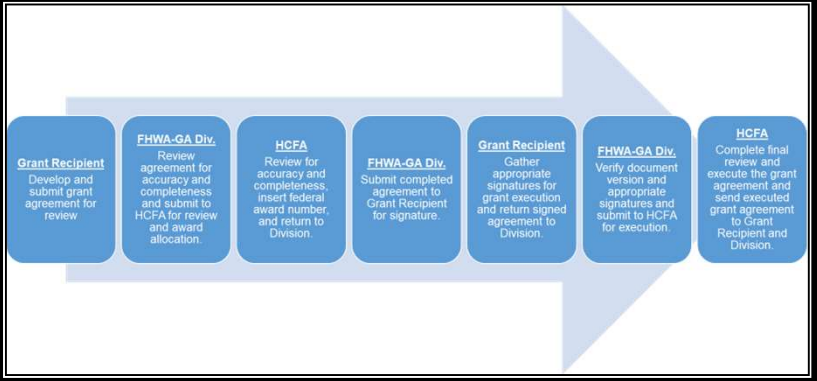


**AWARD**

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**6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.

**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.



```

graph LR
    A[Grant Recipient: Develop and submit grant agreement for review] --> B[FHWA-GA Div.: Review agreement for accuracy and completeness and submit to HCFA for review and award allocation.]
    B --> C[HCFA: Review for accuracy and completeness, insert federal award number, and return to Division.]
    C --> D[FHWA-GA Div.: Submit completed agreement to Grant Recipient for signature.]
    D --> E[Grant Recipient: Gather appropriate signatures for grant execution and return signed agreement to Division.]
    E --> F[FHWA-GA Div.: Verify document version and appropriate signatures and submit to HCFA for execution.]
    F --> G[HCFA: Complete final review and execute the grant agreement and send executed grant agreement to Grant Recipient and Division.]
    
```

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## Grant Application Roadmap – Delphi - iSupplier



**AWARD**

**5** USDOT notifies all applicants of the final award decisions, including application not selected for award. Those not selected may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.

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**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.



**Delphi invoicing System**

**What is invoicing?**

invoicing Access: invoice has been implemented by the Department of Transportation (DOT) as a program to transform and automate the invoice and grants payment process. This program will improve online invoice processing activities by having vendor and grant recipients submit invoices electronically via the Delphi invoicing System.

Vendor Training: The Delphi invoicing System is a real-time invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment and by providing grant recipients with accurate invoice status reporting capabilities.


Grantee Training: The system will be available for invoice submission and processing from 6:00am ET Monday through 9:00pm ET Saturday. System maintenance will occur between 9:00pm ET Saturday through 6:00am ET Monday.


Help:


Forms:

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## Grant Application Roadmap – Delphi - iSupplier



**Sign in with**  **LOGIN.GOV**




**AWARD**


**5** USDOT notifies all applicants of the final award decisions, including application not selected for award. Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.

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**7** Grantee implements the awarded project and adheres to all necessary conditions of the award.




**Welcome to the Department of Transportation  
Delphi Invoicing System Login Page**



**Login With Your GSA Login.gov Credentials**

To access the Delphi invoice System, you will first be directed to Login.gov, where you must create an account if you don't already have one. Login.gov is an authentication platform shared by United States government agencies to streamline the login process and to allow the public to securely access personal information and federal government services. After creating a Login.gov account or logging in to your existing Login.gov account, you will be directed back to this site to submit your invoice or check on the status of your submission.




SSO Login


Click radio button: "I ACCEPT" to consent to these terms of use.

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## Grant Application Roadmap – Delphi - iSupplier



**Sign in with**  **LOGIN.GOV**




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SSO Login

Click radio button: "I ACCEPT" to consent to these terms of use.

- Names of Authorized Users
- E-mail Addresses
- Current Phone Numbers

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## Grant Application Roadmap – Delphi - iSupplier

### AWARD

- 5** USDOT notifies all applicants of the final award decisions, including application not selected for award. Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.
- 6** USDOT and Applicant negotiate and sign a grant project agreement and USDOT disburses funds.
- 7** Grantee implements the awarded project and adheres to all necessary conditions of the award.

- Grantee training videos are available on the Delphi eInvoicing Landing Page:
- [ESC: Delphi eInvoicing System - Grantee Training](#)

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## Grant Application Roadmap

### AWARD

- 5** USDOT notifies all applicants of the final award decisions, including application not selected for award. Those not select may receive a letter of encouragement to apply in future application opportunities or seek alternative grant opportunities.
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# Questions?



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# SS4A Payment Process

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## SS4A Reporting

- At the end of each Quarter, each recipient submits two reports to their FHWA Project Manager
  - SF-425 Federal Financial Form
  - Quarterly Progress Report
- Reports are due by the 20<sup>th</sup> in the month after the quarter end.
- January 20<sup>th</sup>, April 20<sup>th</sup>, July 20<sup>th</sup>, October 20<sup>th</sup>


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## SS4A Reporting

- At the end of each Quarter, each recipient submits two reports to their FHWA Project Manager by email.
  - SF-425 Federal Financial Form
  - Quarterly Progress Report
- Reports are due by the 20<sup>th</sup> in the month after the quarter end.
- January 20<sup>th</sup>, April 20<sup>th</sup>, July 20<sup>th</sup>, October 20<sup>th</sup>


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## SS4A Payments –Delphi/iSupplier

- Payments requests are submitted by the Delphi/iSupplier system
- You will need a Login.gov account before we can establish your Delphi/iSupplier account.
- Once established you will have 3 calendar days window to activate their Delphi iSupplier account.

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## SS4A Payments –Delphi/iSupplier

The payment request through iSupplier will need to include:

- SF-270 or SF-271 (SF-270 for non-construction projects or SF-271 for construction projects).
- The costs incurred for the indicated billing period only.
- The calculated amounts on the SF-270 or SF-271 are mathematically accurate, including the match.
- The supporting documentation provided contains amounts that equal the requested amount to be paid on the SF-270/271 and includes sufficiently detailed information of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc.
- The SF-270 or SF-271 is signed and dated by an authorized official on behalf of the recipient.

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## Delphi/iSupplier Tips

- Log in to Delphi/iSupplier at least every 45 days, or your account will be locked.
- There is training available online
- SF-270 or SF-271 forms are available at [Grants.gov](https://www.grants.gov), under Post-Award Reporting Forms.

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## Top 10 Ways To Cause Repayment of Federal Funding!




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**Treasury Young**  
*Chief Procurement  
Officer*



**Maria L. Roux**  
*Asst. Chief  
Procurement Officer  
– QA Compliance*



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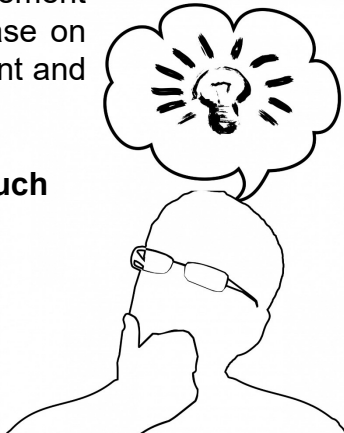
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## What is Qualifications Based Selection?

Qualifications Based Selection (QBS) is a procurement method used in the selection of professional services based on qualifications, expertise and experience of the consultant and does not consider price.

**This process typically involves evaluating factors such as;**

- Firms experience
- Workload capacity
- Technical capabilities
- Past performance



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**23 CFR Part 172** is a part of the Code of Federal Regulations that prescribes the requirements for the procurement, management, and administration of engineering and design related services utilizing Federal Aid Highway Program (FAHP) funds.



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**Do NOT use local rules!**

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**Do NOT limit competition!**

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**Do NOT ask for cost proposal unless you have completed independent estimate first!**

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**Do NOT shortcut the negotiation process!**

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**Do NOT add scope that was not included in the original solicitation!**

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**Do NOT use ineligible evaluators!**

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**Do NOT use ineligible criteria  
in evaluating!**

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**Do NOT use on-call (IDIQ) contracts unless they have been procured and managed using federal funds!**

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## Do **NOT** exclude federally required contract provisions!

### § 172.9 **Contracts** and administration.

**(c) Contract provisions.**

(1) All [contracts](#) and [sub contracts](#) shall include the following provisions, either by reference or by physical incorporation into the language of each [contract](#) or subcontract, as applicable:

(i) Administrative, contractual, or legal remedies in instances where [consultants](#) violate or breach [contract](#) terms and conditions, and provide for such sanctions and penalties as may be appropriate;

(ii) Notice of contracting agency requirements and regulations pertaining to reporting;

(iii) Contracting agency requirements and regulations pertaining to copyrights and rights in data;

(iv) Access by recipient, the subrecipient, FHWA, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the [consultant](#) which are directly pertinent to that specific [contract](#) for the purpose of making [audit](#), examination, excerpts, and transcriptions;

(v) Retention of all required records for not less than 3 years after the contracting agency makes final payment and all other pending matters are closed;

(vi) Standard DOT Title VI Assurances (DOT Order 1050.2);

(vii) Disadvantaged Business Enterprise (DBE) assurance, as specified in [49 CFR 26.13\(b\)](#);

(viii) Prompt pay requirements, as specified in [49 CFR 26.29](#);

(ix) Determination of allowable costs in accordance with the [Federal cost principles](#);

(x) Contracting agency requirements pertaining to [consultant](#) errors and omissions;


(xi) Contracting agency requirements pertaining to conflicts of interest, as specified in [23 CFR 1.33](#) and the requirements of this part; and

(xii) A provision for termination for cause and termination for convenience by the contracting agency including ~~the manner by which~~ it will be [effected](#) and the basis for settlement.

(2) All [contracts](#) and [sub contracts](#) exceeding \$100,000 shall contain, either by reference or by physical incorporation into the language of each [contract](#), a provision for lobbying certification and disclosure, as specified in [49 CFR part 20](#).

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**Do NOT diminish the importance of contract management/administration**

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**DO have a Responsible Charge!**

**(d) Contract administration and monitoring -**

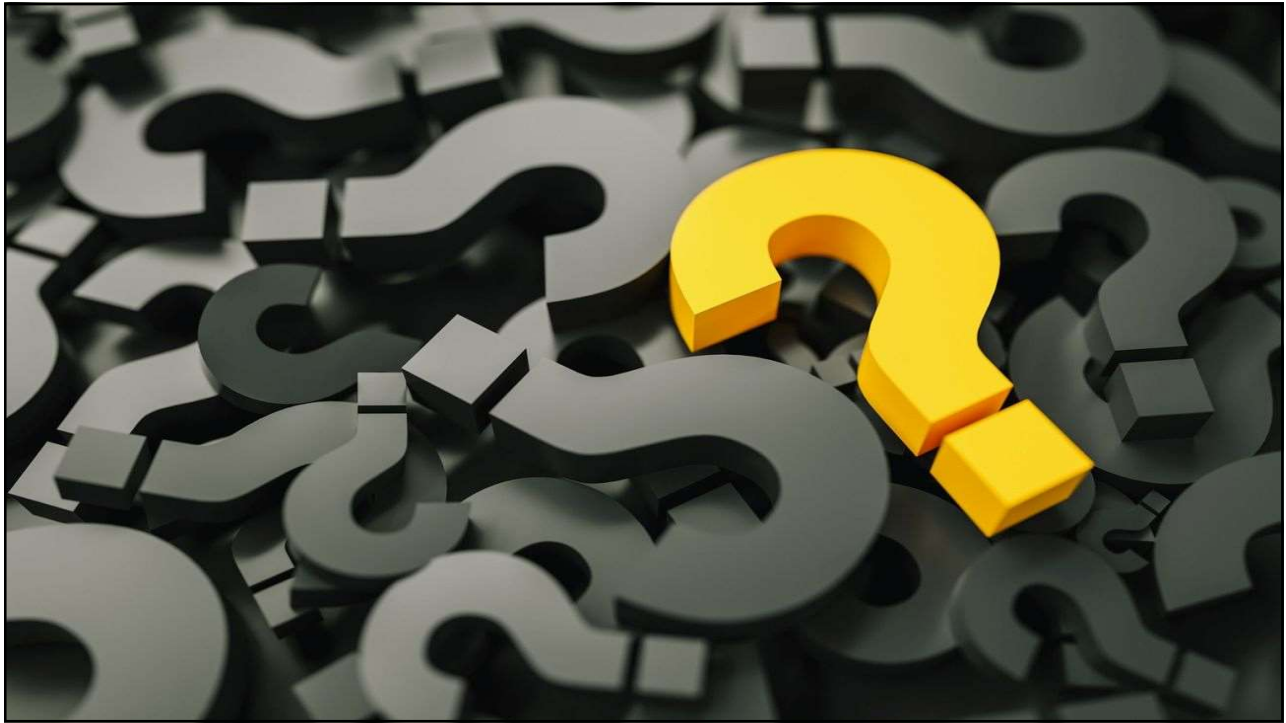
**(1) Responsible charge.** A full-time, public employee of the contracting agency qualified to ensure that the work delivered under contract is complete, accurate, and consistent with the terms, conditions, and specifications of the contract shall be in responsible charge of each contract or project. While an independent consultant may be procured to serve in a program or project management support role, as specified in § 172.7(b)(5), or to provide technical assistance in review and acceptance of engineering and design related services performed and products developed by other consultants, the contracting agency shall designate a public employee as being in responsible charge. A public employee may serve in responsible charge of multiple projects and contracting agencies may use multiple public employees to fulfill monitoring responsibilities. The term responsible charge is intended to be applied only in the context defined within this regulation. It may or may not correspond to its usage in State laws regulating the licensure and/or conduct of professional engineers. The public employee's responsibilities shall include:

- (i) Administering inherently governmental activities including, but not limited to, contract negotiation, contract payment, and evaluation of compliance, performance, and quality of services provided by consultant;
- (ii) Being familiar with the contract requirements, scope of services to be performed, and products to be produced by the consultant;
- (iii) Being familiar with the qualifications and responsibilities of the consultant's staff and evaluating any requested changes in key personnel;
- (iv) Scheduling and attending progress and project review meetings, commensurate with the magnitude, complexity, and type of work, to ensure the work is progressing in accordance with established scope of work and schedule milestones;
- (v) Ensuring consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work;
- (vi) Evaluating and participating in decisions for contract modifications; and
- (vii) Documenting contract monitoring activities and maintaining supporting contract records, as specified in 2 CFR 200.333.

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# Wrap Up/Mentimeter



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