

# Local Infrastructure Hub:

Better Utilizing Investments to Leverage Development (BUILD)

Updated: February 2026

# How to Use This Presentation

This presentation is designed to help cities successfully navigate the US DOT's **Better Utilizing Investments to Leverage Development (BUILD) grant programs**. You'll find practical steps, examples, and tools to help your team align your surface transportation goals with eligible federal projects—such as highways, ports, bridges, and rail—and strengthen project readiness for competitive applications.

## What You'll Learn

*(Click a topic to go to that section)*

1. **Understand the Grant**: Start with the Grant Overview to get familiar with BUILD, federal priorities, and the White House's guidance on project alignment.
2. **Incorporating Data and Engaging Your Community**: Learn how to find and apply relevant datasets and analytical tools to make your proposal evidence-based and compelling. Explore Community Engagement and Advocacy Strategies and understand the audience for advocacy and project strategies.
3. **Budgeting to Build a Strong Application**: Find guidance on capital stacks and funding structures, develop a draft project budget with matching sources and potential new sources of funding. Cities will also understand best practices for crafting narratives and will be able to produce a compelling grant narrative consistent with the funding opportunity requirements.
4. **Long Term Capacity Building**: Develop plans to successfully administer the grant, including how best to (re-)organize local industrial processes.
5. **Access Tools & Resources**: Download templates, examples, and helpful references to guide each step of your grant preparation process.

*The Local Infrastructure Hub was a US-focused, nationwide program that helped city leaders connect with resources and expert advice to access and implement federal infrastructure funding from July 2022 to March 2026. This resource was created in 2024 and updated in February 2026. It is intended to be used as a general guide to the BUILD grant program; consult each Notice of Funding Opportunity (NOFO) for specific guidance.*

# 1. Understand the Grant

*A video recording of this section is available [here](#)*

# Preparing for Federal Funds



## Establish your team

Establish a team with equitable representation that will:

- I) Collect and analyze data,
- III) Engage the community
- III) Form partnerships with state agencies.
- IV) Write the grant
- V) Create a budget



## Understand the process

Read the NOFO of your desired grant opportunity.

Confirm that your proposed projects meet the eligibility criteria.



## Identify and Iterate

Refine projects that could be funded by your desired grant.



## Know your deadlines

Explore your and federal deadlines and any pre-application deadlines if present.

# Federal Funding Registration – Recommended Timelines

Activity	Suggested Deadline for Completion
Create an account with login.gov	At least 6 - 8 weeks before submission deadline
Register in SAM or update SAM registration to obtain a DUNS number	At least 6 - 8 weeks before submission deadline
Submit the application to <a href="http://www.grants.gov">www.grants.gov</a>	See deadline date on NOFO

***To account for any unexpected situations, you should have everything ready for submission at least 2 - 4 weeks before the deadline.***

## SAM Reminders

### **For New Registrants:**

It can take up to four weeks after an applicant submits the System for Award Management (SAM) registration before the registration is active in the system. Please keep this in mind and create your account **as early as possible!**

### **For Existing Registrants:**

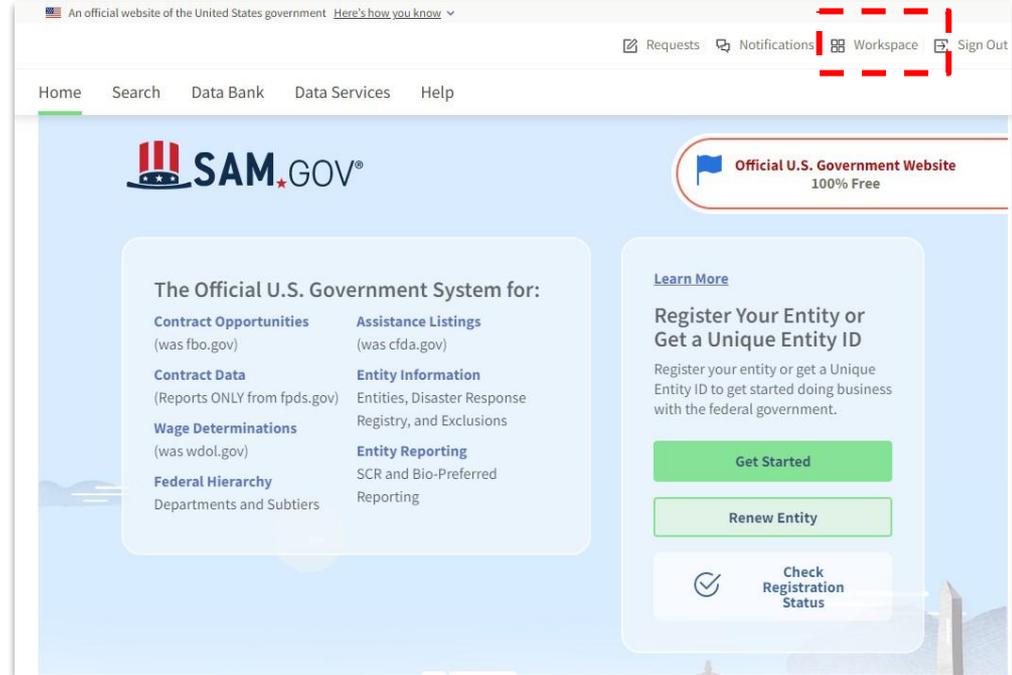
Existing SAM.gov registrants should check annually to confirm that their registration is active. Please ensure that your city's name, address, and EIN are up to date.

# Check That Your Sam.Gov Registration Is Up-To-Date

In April of 2022, the federal identification number (DUNS) changed to a Unique Entity Identification (UEI) number.

To locate your UEI:

1. Sign in to [SAM.gov](https://sam.gov);
2. Go to your Workspace to locate your newly assigned UEI;
3. Find link to Workspace on the top right corner of your screen.



# Navigating the Switch from DUNS to UEI

- 1) In the SAM.gov Workspace, locate the Entity Management widget (see image);
- 2) The UEI is displayed at the bottom of the widget in the entity summary list;
- 3) Once you have the UEI, validate your entity's legal business name and physical address under Profile.

If your current, correct entity information is not listed, SAM.gov provides guidance on [what to do if you can't find a match for your entity](#).

The screenshot displays the SAM.gov Workspace interface. On the left, the 'Entity Management' widget is highlighted with a red dashed border. It contains a 'Get Started' button in the top right corner, which is pointed to by a red arrow. Below the button, there are four status indicators for Entity Registration: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). A 'Next Update Due' section indicates 'Due in Next 30 days: 0 Entity Registrations'. Below this, there are two status indicators for Unique Entity ID: ACTIVE (0) and DRAFT (0). On the right side of the workspace, there is a 'Profile' section with a user icon and a 'Get Started' button. Below the profile are three icons: Downloads, Saved Searches, and Following. Further down are sections for 'Pending Requests' (No pending requests) and 'Notifications' (No available notifications), both with 'See All' links.

# Where To Start If You Do Not Have A Sam.Gov Account

[Learn More](#)

## Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity



Check Registration Status

The main page of the SAM.gov website can also walk you through setting up a first-time account.

- 1) Register your entity at least 4 weeks before submitting an application;
- 2) Your entity must be verified with specific documents that the website lists for you.

Gathering those documents may take a week or more. So begin the registration process **right away** if your city does not already have a [SAM.gov](#) account.

# USDOT Guidance on Federal Grant Readiness

The following considerations are not intended to supplant official grant program information but to help those applying who are less familiar with Federal processes:

**Step 1.** Is Federal Funding Right for My Organization?

**Step 2.** What Should My Organization Consider Before Applying?

**Step 3.** If Awarded, Can My Organization Successfully Meet Federal Requirements?

**Step 4.** Can My State DOT Play a Role in Administering Funds?

# Example: Project / Grant Targeting Strategy

	Grant Programs										
Projects	BRIC	Flood Mit. Assistance	BIP	INFRA	PROTECT: Coastal	PROTECT: Com. Res.	PROTECT: Res. Imp.	Trans. Alts. STBG	RAISE	SS4A	Culvert Removal
Innerarity Causeway	★				★						
Tonbridge Drive	★										
Quintette Bridge				★	★	★					
Perdido Key Drive					★						
CR-399					★						
Fort Pickens Road					★						
Johnson Beach Road					★						
CR-164						★			★	★	
Florida Sun Trail								★			
Scenic HWY Trail								★			
<b>Opp. Ranking</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>

# Example: Timelines and Actions per Program

	Grant Programs / Actions										
Timeline	BRIC	Flood Mit. Assistance	BIP	INFRA	PROTECT Coastal	PROTECT Com. Res.	PROTECT Res. Imp.	Trans. Alts. STBG	RAISE	SS4A	Culvert Removal
January	App. / Submit	Approval / Submit	App.	Approval / Team						App.	
February									Submit		Submit
March	Costs	Costs		NOFO							
April			Team		Costs	Costs	Costs	Costs	Costs	Costs	Costs
May				Submit						NOFO	
June			NOFO								
July	Team	Team								Team	
August					Team	Team	Team	Team	Team		Team
September	NOFO	NOFO	Sub.		Approval	Approval	Approval	Approval	Approval	Sub.	App.
October					NOFO	NOFO	NOFO	NOFO			NOFO
November									NOFO		
December			Costs	Costs	Submit	Submit	Submit	Submit			
Opp. Ranking	3	3	3	1	3	2	3	3	3	2	1

# Grant Preparation Checklist

- Coordinate between relevant agencies and stakeholders
- Budget for and secure your non-federal match
- Ensure your project is in the TIP/STIP
- Prepare to apply for / administer federal funding
- Prepare your Benefit-Cost Analysis (for capital projects ONLY)
- Budget for public engagement
- Build a workforce development and labor plan
- Understand NEPA and other federal requirements



# **BUILD Overview and Requirements**



# BUILD Grants – Background

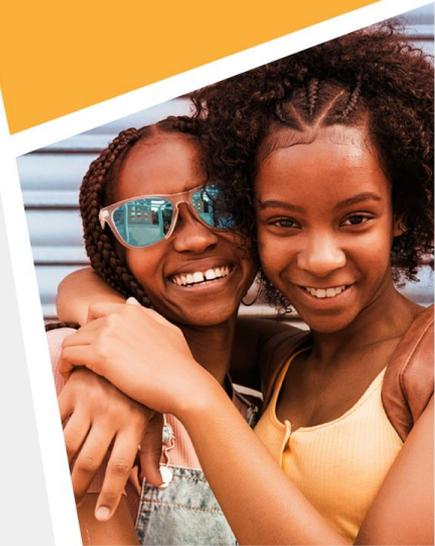
**Better Utilizing Investments to Leverage Development (BUILD) discretionary grant program provides a unique opportunity for the USDOT to invest in road, rail, transit and port projects that promise to achieve national objectives.**

Previously known as the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) and Transportation Investment Generating Economic Recovery (TIGER) discretionary grants.

For reference, the Bipartisan Infrastructure Law authorized and appropriated \$1.5 billion to be awarded by the Secretary of Transportation for BUILD grants under the Local and Regional Project Assistance Program for FY 2026.



U.S. Department of Transportation



# BUILD Overview

The BUILD program is a **discretionary grant program for investments in surface transportation infrastructure that will have a significant local or regional impact.**

Funds were authorized under the Local and Regional Assistance Program in the Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL). For reference, \$1.5 billion in funding was offered in FY2026.

Source: [FY 2026 BUILD NOFO, pp. 12](#)



## Organization ELIGIBILITY

- States and the District of Columbia;
- any territory or possession of the United States;
- **a unit of local government;**
- a public agency or publicly chartered authority established by 1 or more States;
- a special purpose district or public authority with a transportation function, including a port authority;
- a federally recognized Indian Tribe or a consortium of such Indian Tribes;
- a transit agency; and
- a multi-State or multijurisdictional group of entities that are separately eligible.

# Program Funding

The demand for BUILD funding continues to be higher than available funds.

In FY25 Round 2, the USDOT awarded 30 projects \$488 million after receiving 815 applications requesting over \$10 billion in funding.

*NOTE: Funding is designated with a 50/50 split between Urban and Rural areas, and no more than 15% may be awarded to projects in a single state.*

Source: [FY 2026 BUILD NOFO](#), p. 4 & 13.



## TIMELINE

The BUILD Notice of Funding Opportunity (NOFO) for **FY2026** was **released in on November 26th, 2025** with a **deadline of February 24th, 2026**. The Grant will be administered by the Federal Highway Administration (FHWA).

The **FY2027** NOFO has not been announced as of February 2026.

$$\frac{(\text{BUILD Grant Request} + \text{Other Federal Funds})}{\text{Total Project Cost}} = \text{Federal Cost Share}$$

# Award Sizes and Match Requirements

Award Information			
Grant Type	Project Area*	Minimum Award	Maximum Award
Capital	Urban	\$5 million	\$25 million
	Rural	\$1 million	
Planning	Urban, Rural	None	

Cost Share			
Project Area	Community Area: <i>Is the Project located in an APP or HDC?*</i>	Federal Cost Share	City Cost Share
Urban	N	May <b>not</b> exceed 80%	At least 20%
Urban	Y	May exceed 80%	May be less than 20%
Rural	Y		
Rural	N		

\*The [BUILD Grant Project Location Verification](#) tool can be used to determine whether your project lies in an urban or rural area, or an area of persistent poverty (APP) or historically disadvantaged community (HDC).

Source: [FY 2026 BUILD NOFO, p. 6-7](#)

# BUILD Merit Criteria

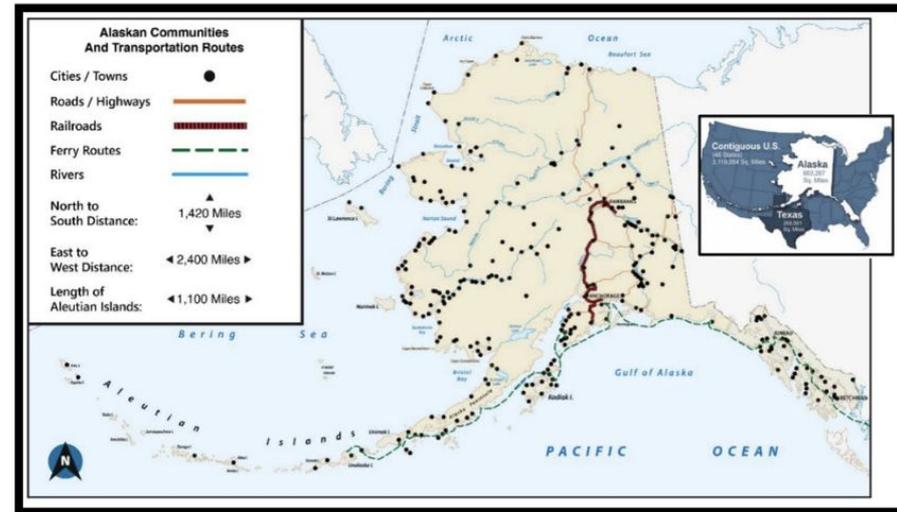
<b>Merit Criterion</b>	<b>Description: <i>The US DOT will...</i></b>
<b>Safety</b>	Evaluate whether and how the project demonstrates safety benefits.
<b>Environmental Sustainability</b>	Evaluate whether and how the project demonstrates environmental sustainability benefits.
<b>Quality of Life</b>	Consider the extent to which the project beautifies transportation infrastructure with context-appropriate design.
<b>Mobility &amp; Community Connectivity</b>	Assess whether and how the project will improve mobility and community connectivity.
<b>Economic Competitiveness &amp; Opportunity</b>	Assess whether and how the project will improve economic competitiveness and opportunity.
<b>State of Good Repair</b>	Assess whether and to what extent the project improves state of good repair.
<b>Partnership &amp; Collaboration</b>	Consider the extent to which the project has or will support and engage people and communities.
<b>Innovation</b>	Assess the extent to which the applicant uses innovative: technologies, project delivery, or financing

Source: [FY 2026 BUILD NOFO, pp. 37-40](#)

# Eligible Project Categories – Planning

Activities eligible for funding are related to the planning, preparation, or design of eligible surface transportation capital projects.\*

1. Master plans (land use, housing, transportation, economic); transportation corridor plans; comprehensive plans
2. Multimodal freight corridor plans
3. Development of port plans
4. Risk assessments for transportation system to withstand emergencies and disasters



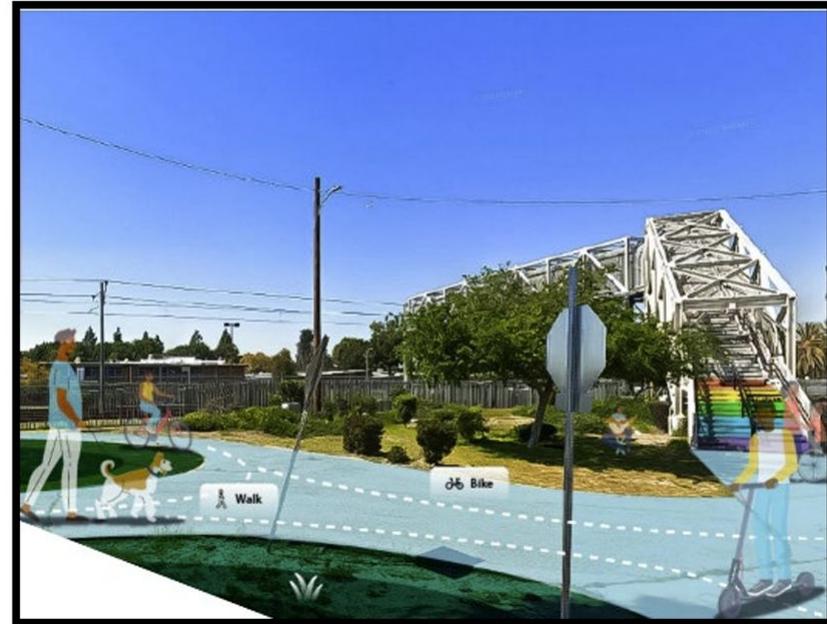
\*These projects cannot not result in construction with BUILD FY 2026 funding.

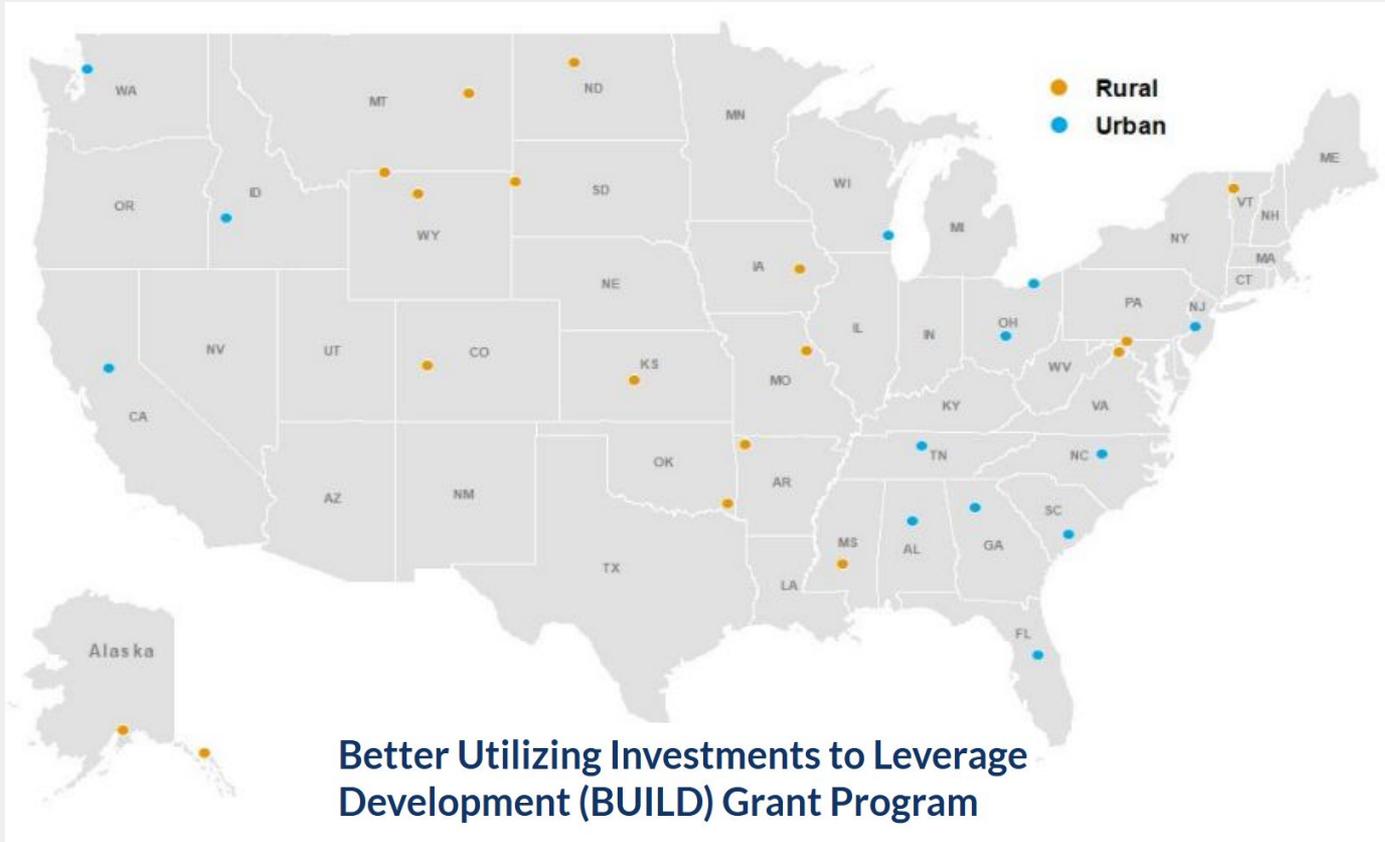
Source: [FY 2026 BUILD NOFO, p. 11](#)

# Eligible Project Categories – Capital

Eligible projects are surface transportation capital projects, including:

1. Highway, bridge, or other road projects
2. Public transportation
3. Passenger and freight rail transportation
4. Port infrastructure
5. Surface transportation airport components
6. Intermodal projects
7. Culvert replacement / rehabilitation
8. Surface transportation facilities on Tribal land
9. Public road and non-motorized projects





[2025 Round 2 Project Fact Sheets](#)

# How to Prepare for the BUILD NOFO

- Review procurement actions needed / availability of existing contracts / federal contracting compliance
- Execute Preliminary / Concept engineering phase(s)
- Determine match requirements, budget, and get local expenditure approval
- Target local agency legislative approval to submit process / timelines
- Identify regional partnerships / state advocacy support letters
- Clear coordination through area MPO for alignment on regional grant application submittals



## 2. Incorporating Data and Engaging Your Community

*A video recording of this section is available [here](#)*

# BUILD Merit Criteria



**Each of the following must be met and substantiated with data/evidence**

1. Safety
2. Environmental Sustainability
3. Quality of Life
4. Mobility and Community Connectivity
5. Economic Competitiveness and Opportunity
6. State of Good Repair
7. Partnership and Collaboration
8. Innovation

# Support with Data

- **Merit Criteria**
- **Benefit Cost Analysis**
  - Assesses whether benefits outweigh costs.
  - Projects will be assigned a BCA a rating of high, medium-high, medium, medium-low, or low.
- **Urban / Rural**
  - 50/50 urban/rural split for awards.
  - For a capital project in a rural area, the minimum award is \$1 million, while the minimum capital award for urban areas is \$5 million.
  - The Secretary may increase the Federal share above 80 percent to pay for the eligible costs of a project in a rural area.
- **Areas of Persistent Poverty and Historically Disadvantaged Communities**

# Document Organizational Capacity and Project Readiness

- **Project Risk Review**
  - Analyzes the likelihood of the project meeting major milestones
- **Applicant Capacity**
  - Assess applicant capacity to successfully deliver the project in compliance with applicable Federal requirements and experience working with Federal funds, civil rights compliance, and delivering infrastructure projects.
- **Financial Completeness**
  - Reviews the project budget to confirm the availability of funding for the project and whether the applicant presented a complete funding package based on reasonable cost estimates.

# Connecting the NOFO to Community Engagement

## **Project Benefits May Be Identified Through Community Engagement**

- Mobility and Community Connectivity

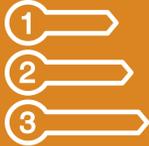
## **NOFO Sections Requiring Evidence of Community Engagement & Organizational Policies/Procedures**

- Partnership and Collaboration
- Schedule
- Budget

# Utilizing Data in Your Application



# Effectively Utilizing Data is Vital to Winning Federal Funding



Central to  
Eligibility and  
Credibility

Many grants have specific evidence and citation requirements in order to meet eligibility criteria and to achieve the highest ratings. **Documenting and citing relevant data** is integral to meeting these thresholds and elevating the quality of your application.



Improves Grant  
Competitiveness

Incorporating data describing populations impacted in your community is not only explicitly required in many grant criteria but will also **help develop a persuasive story** about the impact generated by your use of grant funding.



Builds A  
Framework for  
Managing Impact

Data use enables a **rigorous assessment of the goals of your envisioned project**, illuminates opportunities for targeted actions that result in demonstrably improved outcomes for residents, and lays out a framework for reporting on progress once the project is underway.

# BUILD Grant Project Verification

**BUILD Grant Project Location Verification**

**Instructions:**

- Steps 1 and 2 provide instructions to analyze if your project is in Urban area, an Area of Persistent Poverty, or a Historically Disadvantaged Community (see the Notice of Funding Opportunity for definitions). Steps 3 and 4 provide instructions to determine which county(ies) and census tract(s) your project is in.
- Layers can be turned on or off using the Map Layers icon in the top right of the screen.
- Layers are zoom dependent and may not appear until you zoom in.

**Step 1:** Verify if your project is in an **Urban** area using this layer:

Census Designated Urban Areas with a Population Greater Than 200,000 (2020 Census)

**Step 2:** Verify if your project is in an **Area of Persistent Poverty and a Historically Disadvantaged Community** using these layers:

Persistent Poverty Census Tracts (2020 Census)      Persistent Poverty Counties (2020 Census)

**Step 3:** Verify the **county(ies)** your project is in using this layer:

Counties (2020 Census)

**Step 4:** Verify the **census tract(s)** your project is in using these layers:

Census Tracts (2020 Census)

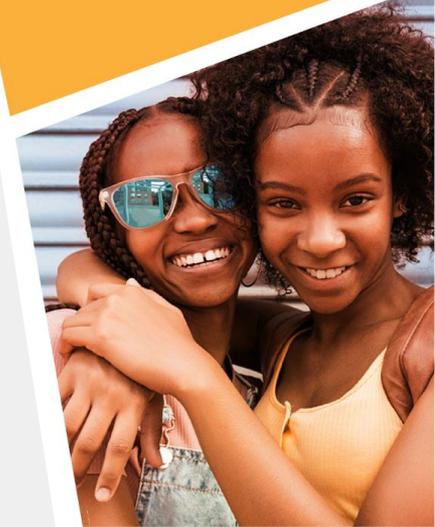
Don't show this again      **OK**

**Map Layers**

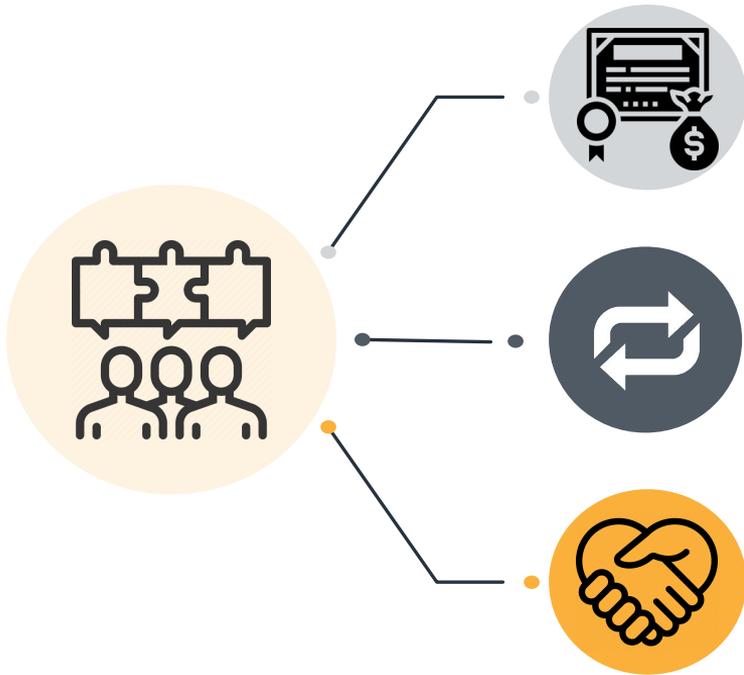
- Areas of Persistent Poverty and Historically Disadvantaged Communities
- Urban Areas
- Census Tracts and Counties

Source: [BUILD Grant Project Verification Tool](#)

# Engaging Your Community



# Why Are We Focusing on Community Engagement?



## To help access BUILD discretionary funding

- Infrastructure investments towards improved environment, economy, and communities is the cornerstone of these funds
- Specifically address merit and selection criterion

## To develop a replicable process for future applications

- Developing a community engagement plan establishes a process that can be repeated for future grant applications and future city projects and planning efforts

## To establish long-term relationships with communities

- Developing relationships with community stakeholders now will help lay the foundation for a long-term trust-based relationship to develop projects and programs with greater impact

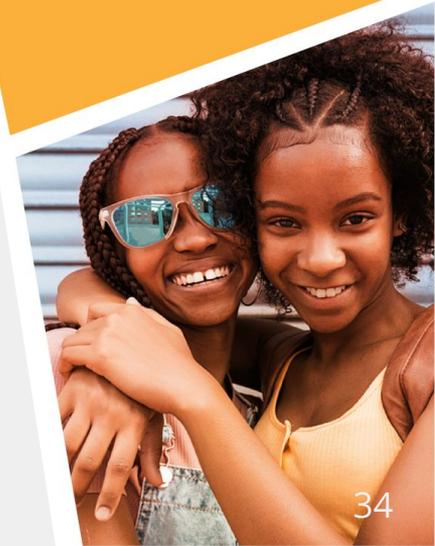
# Developing a Project Brief

## Your project brief should include the following:

- Proposed project
- Key grant information
- Why this grant is important to city leadership
- Benefit to residents
- Project partners and funders
- High Level community engagement plan
- Key milestones and timeline
- Projected project budget (include a line item for community engagement)

# Asset Based Community Development

- Asset-based community development is a concept pioneered by John P. Kretzman & John L. McKnight.
- ABCD – A very different philosophical base from more “traditional” approach to community development.
- Foundation for the “traditional” approach is identifying a community’s needs, deficiencies & problems.
- Foundation for ABCD is an exciting journey of discovering a community’s capacities & assets.



# Asset Mapping

## Traditional Path 1

<b>Basis:</b>	Needs
<b>Goal:</b>	Institutional Change
<b>Conversation</b>	Problems & Concerns
<b>Change Agent:</b>	Power
<b>View of Individual:</b>	Consumer, Client
Needs based on community	
<b>“Problems”</b> Unemployment, gangs, truancy, broken families, housing shortage, crime, child abuse, illiteracy, welfare, lead poisoning, dropouts, etc.	

## Alternative Path 2

<b>Basis:</b>	Assets
<b>Goal:</b>	Building Communities
<b>Conversation</b>	Gifts & Dreams
<b>Change Agent:</b>	Relationships
<b>View of Individual:</b>	Producer, Owner
Assets based on community	
<b>“Treasures”</b> Youth, elderly, artists, churches, schools, businesses, parks, libraries, cultural groups, community colleges, clubs, hospitals, farms, ranches, etc.	

# What Are Assets?

## Individual Assets

Individuals & their:

- Skills
- Talents
- Experiences

Consider:

- Professional
- Personal
- Resources
- Leadership
- Networks

## Institutional Assets

- Churches
- Colleges and Universities
- Elderly Care Facilities
- Fire Department
- Hospitals and clinics
- Mental health facilities
- Libraries
- Police Department
- Schools
- Utilities
- Transportation

## Organizational Assets

- Radio/TV stations
- Small businesses
- Large businesses
- Home-based enterprises
- Religious organizations
- Nonprofit organizations
- Clubs
- Citizen groups
- Business associations
- Cable and phone companies
- Community Centers

## Governmental (State & Federal) Assets

- City Government
- State Capital
- Bureau of land management
- Economic Development Dept.
- Forest Service
- Military facilities
- School Service Center
- Small business Administration
- State Education Agency
- Telecommunications agency

## Physical and Land Assets

- Agriculture
- Energy resources
- Forest
- Industrial areas
- Lakes, ponds, Streams
- Mining
- Natural resources /landmarks
- Parks/recreation areas
- Vacant land
- Water resources

## Cultural Assets

- Historic/Arts groups
- Ethnic/Racial diversity
- Heritage
- Crafts, skills
- Cultural traditions

# Use Meaningful Community Engagement Techniques

- Card Sorting
- Expectation Mapping
- How Might We
- Mobile Ethnography
- Prototype
- World Cafe



# Bonus Round

## Activate Elected Officials

- Letter of Support
- Briefing
- Planning Committee
- Press Conference
- Ribbon Cutting

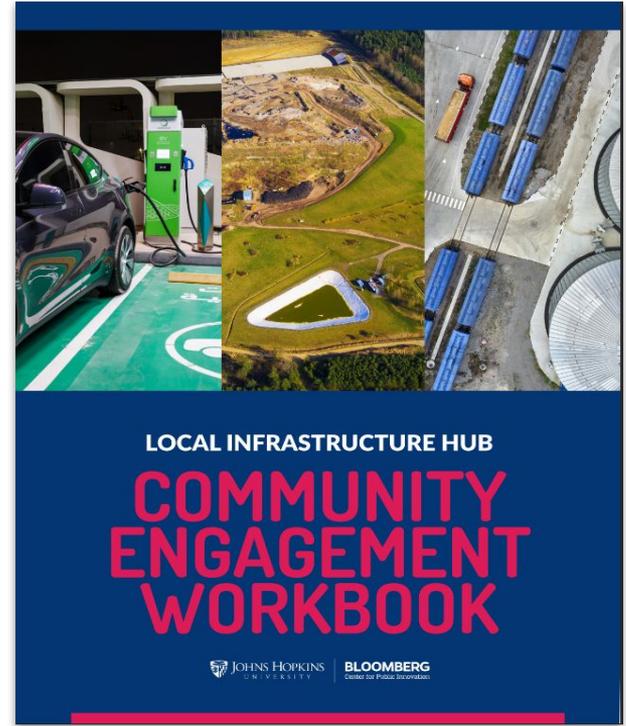
## Community Engagement

- Refreshments
- Incentives
- Interpretation/Sign Language
- Transportation
- Child Care

# How to Use the Community Engagement Workbook

1. Develop a Project Brief
2. Select a Core Project Team
3. Complete Asset Mapping
4. Select Civic Engagement Techniques

Source: [Community Engagement Workbook](#)





## **3. Budgeting to Build a Strong Application**

*A video recording of this section is available [here](#)*

# Capital Improvement Programming: 101

- Understand the **types of budgets**
- Learn **how to present** your budget case
- Understand **revenue sources available** to City Departments (“Color of Money”)
- Understand **capital improvement** budgeting / forecasting
- Addressing **General Fund** demands
- Knowing your elected officials’ **political focus areas**

# Capital budgeting challenges and mitigation approaches

## Challenges

- Outdated, lowball project estimates
- Failing to include maintenance impact of new facilities in operations budget
- Failing to include soft costs
- Assuming that once a project is budgeted that it will happen
- Failing to keep up with new regulations that could significantly escalate costs
- Failing to deliver the project
- Alternate project delivery method selection
- Sufficiency of Matching Funds

## Mitigation

- **Update project estimates** at each opportunity (at least annually)
- **List regulations** that affect the project and track any **changes to the law**
- Elected Official and manager priorities change – the **sooner you build your project**, the less chance that the \$\$\$ will go elsewhere
- Delivering “On time, on budget” helps **promote and forecast future projects** (What about early or under budget?)
- Monitoring funding opportunities and pursuing grants/other funding

# Example Layout

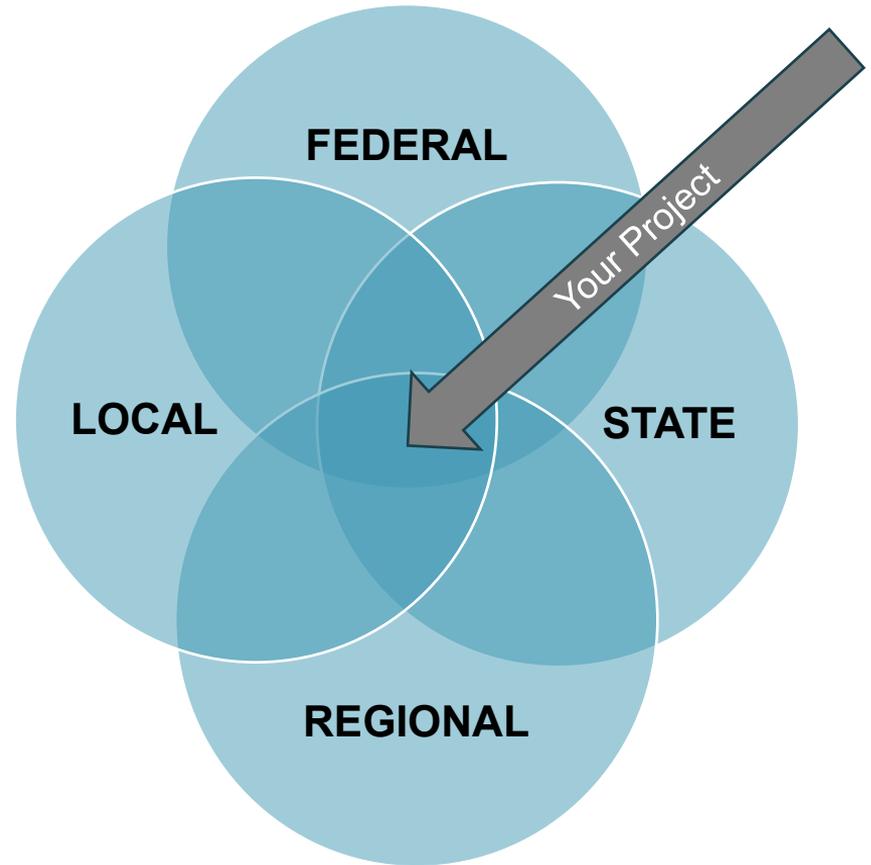
- Using fiscal constraint tactics
- Implementing resource balancing

Capital improvement programs should cover 5, 7 or 10 year periods. The example below demonstrates how to layout out a single project.

Project Phases	Fiscal Year 1	Fiscal Year 2	Fiscal Year 3
Construction Cost Estimate			\$10,000,000
Pre-Design	\$200,000		
Design	\$1,400,000		
Design Admin/ Project Mgmt	\$100,000	\$100,000	\$100,000
Survey - Design	\$400,000		
Survey - Construction			\$400,000
Environmental Permits	\$200,000	\$300,000	
Utilities		\$400,000	
Right of Way		\$2,000,000	
Construction Mgmt			\$1,200,000
Environmental Mitigation			\$500,000
<b>Total</b>	<b>\$2,300,000</b>	<b>\$2,800,000</b>	<b>\$12,200,000</b>

# Funding Ecosystem

- Decision-makers for spending
- Multi-tiered system of potential funding opportunities
- Source of funds: Federal, state, regional, and local programs



# Grant Financial Plan

## Aligned with Project Development and Grant Plan

- Cost Risk
  - Bid prices/procurement
  - Inflation
  - Project unknowns (contingencies)
- Budgeting for all grant phases
- Annual revenues (max & min)
- Year of expenditure and revenue forecasts
- Federal funding source constraints

BUDGET INFORMATION - Construction Programs			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ 330,000.00	\$	\$ 330,000.00
2. Land, structures, rights-of-way, appraisals, etc.	\$ 15,000.00	\$	\$ 15,000.00
3. Relocation expenses and payments	\$ 0.00	\$	\$ 0.00
4. Architectural and engineering fees	\$ 495,000.00	\$	\$ 495,000.00
5. Other architectural and engineering fees	\$ 427,500.00	\$	\$ 427,500.00
6. Project inspection fees	\$ 75,000.00	\$	\$ 75,000.00
7. Site work	\$ 250,000.00	\$	\$ 250,000.00
8. Demolition and removal	\$ 400,000.00	\$	\$ 400,000.00
9. Construction	\$ 1,750,000.00	\$	\$ 1,750,000.00
10. Equipment	\$ 0.00	\$	\$ 0.00
11. Miscellaneous	\$ 130,000.00	\$	\$ 130,000.00
12. SUBTOTAL (sum of lines 1-11)	\$ 3,872,500.00	\$	\$ 3,872,500.00
13. Contingencies	\$ 600,000.00	\$	\$ 600,000.00
14. SUBTOTAL	\$ 4,472,500.00	\$	\$ 4,472,500.00
15. Project (program) income	\$ 0.00	\$	\$ 0.00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 4,472,500.00	\$	\$ 4,472,500.00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c. Multiply X	80 %	\$ 3,578,000.00

# BUILD Grant Highlights

## Award Amounts (based on the FY 2026 NOFO)\*

- **Planning Grants**: DOT will award \$75M for planning, preparation, or design of eligible projects. **No minimum award amounts.**
- **Capital Construction Grant**: BIL specifies that the **minimum funded is \$5M in urban areas & \$1M in rural areas. Maximum grant award is \$25M** for grants under BIL funding.
- **Equity**: DOT will award at least \$15 million for projects located in historically disadvantaged communities or areas of persistent poverty. 50% (or \$750M) of the funds provided for BUILD grants are to be used for projects in rural areas and 50% to be used for projects in urban areas.

*\* Subject to annual appropriations by U.S. Congress*

# Typical Grant Outlays



## Partial project funding

- Award is usually % of total project cost
- Match



## Application costs



## Post-award grant negotiation

- usually not reimbursable



## Grant administration

- Internal and external efforts

# BUILD Match Source Considerations

## Potential funding sources may include:

- General Fund (revenue from property taxes, sales, income taxes etc.)
- Leveraging bonds
- Tax Credits
- Public/Private Partnerships (contractual agreements between a municipality and private entity agreeing to share financial responsibility for funding/managing)
- Other targeted State Funding
- Other Federal Funding (i.e. ARPA, RCN, Safe Streets, etc.)

Applicants should use the following equation when **determining the cost share** for their project ([FY 2026 NOFO pg 7](#)):

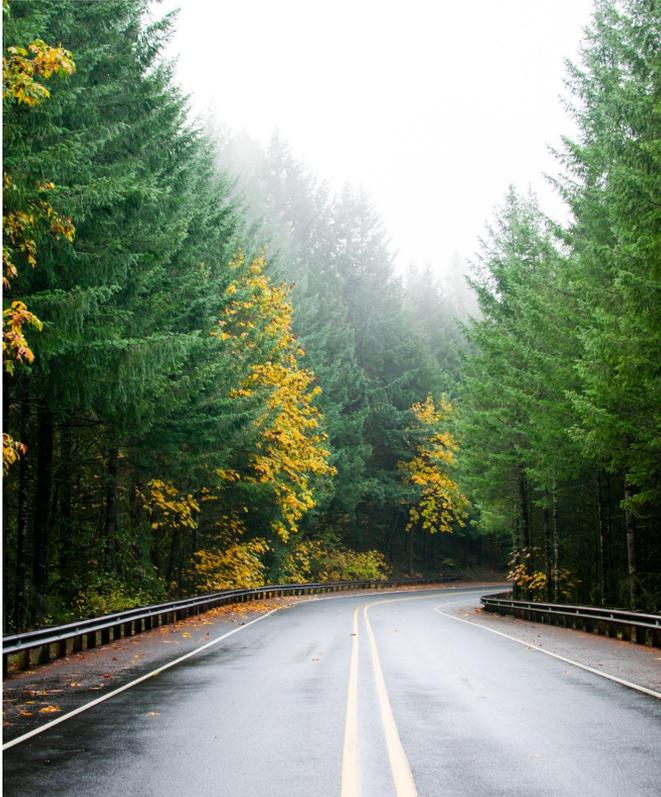
$$\frac{(\text{BUILD Grant Request} + \text{Other Federal Funds})}{\text{Total Project Cost}} = \text{Federal Cost Share}$$



### ***Recommended***

- Ensure consideration of all potential funding sources/uses prior to applying
- Make a graph/chart to compare the needs of the contemplated program against different funding source requirements and allowability

# Potential Match Sources



- State or Congressionally designated spending authorizations
- Local sales tax or bonds
- Loans – i.e., state revolving loan fund, federal loans
- Local Business investment – i.e. donated printing of signage
- In-kind contribution: personnel, goods, services, space, and utilities contributed by applicant or a non-federal third party
- **Atypical options**
  - ❑ Environmental mitigation credits
  - ❑ Donated Right-of-Way
  - ❑ Value of equipment necessary for project
  - ❑ Pre-award activities funded through non-federal sources
  - ❑ Philanthropic or individual donations

# Budget Components of Applications



# Building a Grant Application Budget

## Best Practices

1. Utilize **scoring criteria** to help build a focused budget
2. Ensure both **application narrative and application justification/itemization** align with scoring criteria
3. Differentiate between **funding sources** as separate line items or categories
4. Make clear how each funding source (public, private, federal, or other) **contributes to the overall project or project components** in the budget (also helps keep you organized within the project file for audit/monitoring later)

# Project Budget

The NOFO recommends that agencies **include tables or exhibits** as represented in Tables 1 & 2 (at right).

<b>Funding Source</b>	<b>[Component 1]</b>	<b>[Component 2]</b>	<b>Total Funding</b>
BUILD Funds	[\$XXX]	[\$XXX]	[\$XXX]
Other Federal Funds	[\$XXX]	[\$XXX]	[\$XXX]
Non-Federal Funds	[\$XXX]	[\$XXX]	[\$XXX]
<b>Total Project Cost</b>	[\$XXX]	[\$XXX]	[\$XXX]

*Note: If there is only a single component, remove "Component 2" column. If there are more than 2 components, add columns.*

<b>Cost Classification</b>	<b>BUILD Funds</b>	<b>Other Federal Funds</b>	<b>Non-Federal Funds</b>	<b>Total Project Cost</b>
Preliminary Engineering	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Design	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Environmental	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Construction	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Contingency	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
<b>Total Funding</b>	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]

*Note: The cost classifications listed above are for example only. Include Cost Classifications relevant for the project described in the application.*

# Managing a Grant Award Budget

## Best Practices

1. Ensure you have **good tracking mechanisms** in place to track costs and prevent duplication of benefits
2. Understand the **disbursement process** for each funding source (i.e., reimbursable?)
3. If funding spans multiple fiscal years, understand the **impact of funding** on fiscal reports, reserve impacts, bond rating, or other financial reporting impacts

# Other Project Budget Considerations

- Budget may be separated by components or phase.
- Include all partnership, public involvement, equity, and other non-engineering project elements in budget.
- Grant administration may be included in budget.

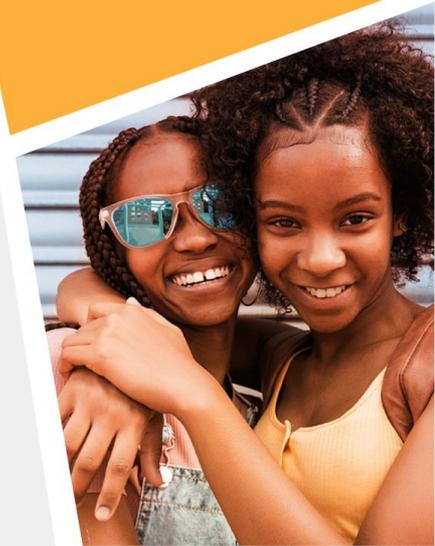
## Per the NOFO...

Match commitment **must be documented.** *(pg 19)*

Projects with funding estimates that are based on early stages of design (e.g., less than 30 percent design) or outdated cost estimates **without specified budget contingencies will receive a lower rating.** *(Pg. 41)*

All applicants, including those requesting 100 percent grant funding, should **describe a plan to address potential cost overruns...**by including an explicit contingency amount with a source, or otherwise. *(Pg. 41)*

# Preparing for the Notice of Funding Opportunity (NOFO)



## 3 Essentials for a Grant Win



- ✓ Right project
- ✓ Right program
- ✓ Right application [strong supporting data and Benefit-Cost Analysis]

# Preparation is Key to Grant Success



Pre-position for Program Success:

- ✓ Evaluate projects for match to grants
- ✓ Prioritize projects for application: ***Readiness, Eligibility, Merit***
- ✓ Develop 5-year application strategy
- ✓ Position individual projects to pursue grants



**Data analysis is the centerpiece**

# Understand Grant Program Readiness Factors

Define scope/purpose/need

In regional transportation plan

NEPA/environmental status

In sponsor's capital improvement program

Project schedule developed

Public engagement conducted

Project budget estimated

Design percentage completed

Funding identified and committed

Status of procurement/contracting

# Start Work Ahead of NOFO



## Prior to NOFO

- Evaluate projects
- Select projects
- Conduct engineering, environmental, and economic analyses
- Engage political/community support
- Develop application team, assign workflows



## During NOFO Response Time

- Gather letters of support
- Write grant narrative
- Adjust BCA
- Create graphic design

# Application Components

- SF-424
- SF-LLL
- Key Information Questions
- Project Description
- Project Location File
- Project Budget
- Funding Commitment Documentation

- Merit Criteria evaluation
- Project Readiness description
- Benefit-Cost Analysis Narrative (capital projects only)
- Benefit-Cost Analysis Calculations (capital projects only, unlocked Excel file)
- Letters Of Support

# Critical Roles in Grant Preparedness and Application



**Local Champion** – client-side or contracted project manager to coordinate activities supported by:

## Project Description

- Program development, planners, engineers (cost estimates, schedules, plans), environmental analysts, financial analysts

## Benefit-Cost Analysis (BCA)

- Economists\*

## Application

- Grant manager,\* grant writers,\* graphic designer,\* technical editor, engineers and subject matter experts, data researchers, political liaisons, economists\*

*\* Previous federal grants experience important for aligning project with grant standards*

# Specialized Expertise Required



- **Mode/Sector** – often engineering or technical analyses
- **Grant Application** – policy and program, narrative writing, BCA completion
- **Local Experience or context understanding**

# Provide Strong Production Management

27	28	29	30	31
	Project Team Meeting List of needed Graphics and Maps	Talking Points/Letters of Support comments due back	Project Team Meeting	Stakeholder List Talking Points/Letters of Support - Draft Project Narrative + Cover designs - 1st Draft
3	4	5	6	7
Talking Points/Letters of Support - Final	Project Team Meeting Send LOS out for signatures		Project Team Meeting Project Narrative + cover designs - 1st Draft comments due back	
10	11	12	13	14
List of Appendices	Project Team Meeting M&O data	Final Council Packet Due	Project Narrative, 2nd Draft + Forms Project Team Meeting	Project Narrative - HDR 2nd Draft QC
17	18	19	20	21
Project Narrative, 2nd Draft + Forms comments due back	Project Team Meeting Letters of Support - Follow up #1	BCA go/no go	BCA Tech Appendix - 1st Draft Project Team Meeting Letters of Support due back Project Narrative 3rd Draft	BCA Tech Appendix comments due back Letters of Support - Follow up #2 Council Resolution due back
24	25	26	27	28
Project Narrative + BCA Tech Appendix + Forms - Final Draft comments due back	Project Team Meeting Final QC	Tech Edit	Finalize application, and compile documents Send final application to COH 12 p.m. AKT Submit Grant Application 3:00 p.m. AKT	Grant Application Due 11:59 p.m. EST

- Form your grant team early
- Adequate time
- Deliverable-oriented
- Clear roles and responsibilities
- Bandwidth to meet deadlines
- Production management tools
- Use a graphics professional

# Writing a Strong Narrative



## 8 Merit Criteria for Evaluation

The NOFO elaborates on each of these criteria on pages 26 through 45 (2026 NOFO)



**This is not multiple choice - each of the following criteria must be met**

1. Safety
2. Environmental Sustainability
3. Quality of Life
4. Mobility and Community Connectivity
5. Economic Competitiveness and Opportunity
6. State of Good Repair
7. Partnership and Collaboration
8. Innovation

# Data, Data, DATA!

Merit Criteria	Non-Responsive	Low	Medium	High
Safety	<p>Application did not address the Safety criterion</p> <p>OR</p> <p>Project negatively affects safety</p>	<p>Application contains insufficient information to assess safety benefit</p>	<p>The project has one or more of the following safety benefits, but safety may not be a primary project purpose or does not meet the description(s) of a High rating:</p> <ul style="list-style-type: none"> <li>• Reduce any number of fatalities and/or serious injuries</li> </ul>	<p>Safety is a primary project purpose AND the project has clear, direct, <b>data-driven</b> (for capital projects only), and significant benefits that targets a known, documented safety problem, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>• Implement autonomous systems designed to improve safety outcomes</li> <li>• Prevent fatalities and serious injuries by:               <ul style="list-style-type: none"> <li>○ Eliminating at-grade crossings; or</li> <li>○ Facilitating the separation of freight and passenger traffic</li> </ul> </li> </ul>

# Project Selection Criteria

The NOFO elaborates on each of these criteria on pages 19 through 23 (FY 2026 NOFO)



**Each of the following items must be addressed**

## **Project Readiness**

1. Project risk Review (capital projects only)
2. Applicant Capacity Review
3. Financial Completeness Review

# Define/Redefine a Project for the Grant



**Scope**



**Phasing/  
Schedule**



**Benefits**



**Budget**



**Grant Focus**



**Administration  
Focus**

# Best Practices for Grant Success



**Clear branding and statement of benefits**



**Engage Congressional delegation and funders**



**Good presentation, themes**



**Strong political and stakeholder support**



**Easy to read text, maps & graphics**



**NEPA is appropriately scheduled**



**BCA in alignment with latest guidance**



**Project is scoped to fit the grant criteria**

# Results of Award Analysis & Application Reviews

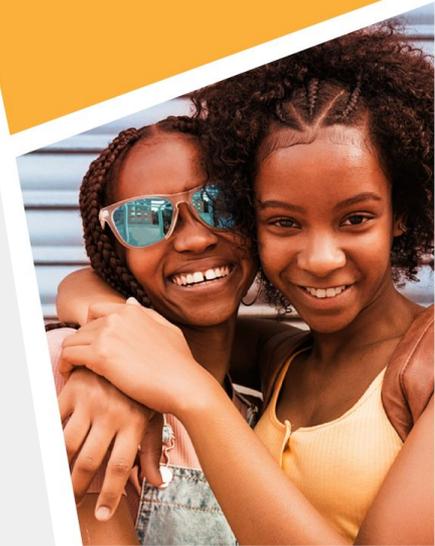
- Ensure alignment of project with grant program criteria
- Address merit criteria by section
- Explain local context
- Write data-rich narrative
- Include complete and realistic schedule and budget
- Submit engineering products
- Refine BCAs
- Leverage subject matter experts
- Demonstrate partnerships
- Address readiness criteria
- Address policy priorities
- Ensure readability and quality visuals



## 4. Long Term Capacity Building

*A video recording of this section is available [here](#)*

# **Benefit-Cost Analysis (BCA)**



The BCA is "an analysis which quantifies, in monetary terms, as many of the costs and benefits of a proposal as feasible, including items for which the market does not provide a satisfactory measure of economic value."

- UK Treasury (2014)

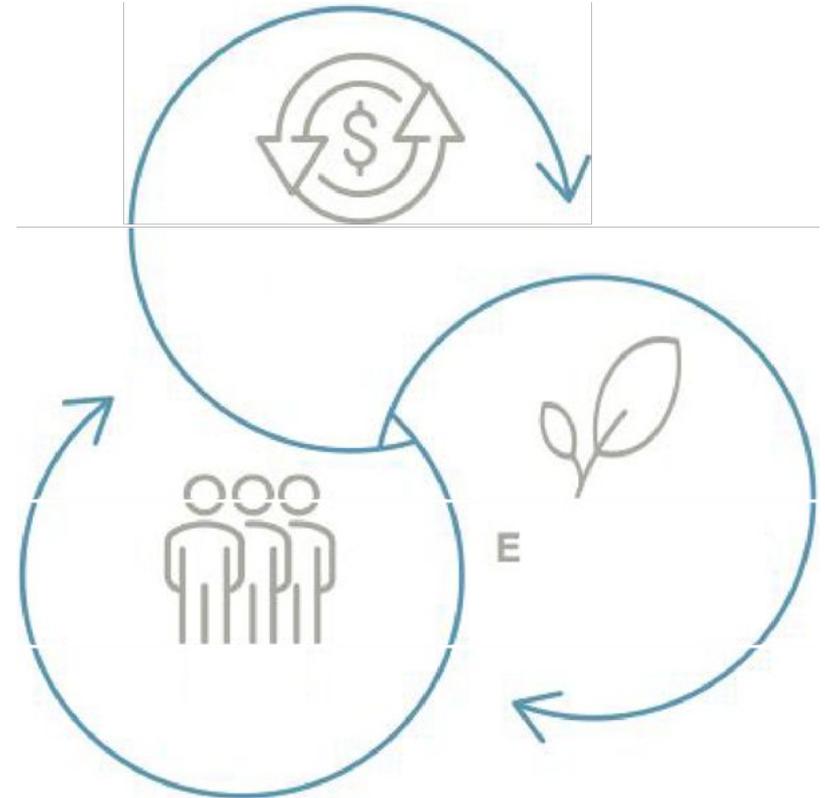
# Use of BCAS

- Helps assess the socioeconomic benefits of a project
- Provides a benchmark for project evaluation
- In the BUILD construction grant:
  - Medium to High benefit-cost ratio required
  - Submission must include BCA spreadsheet and technical appendix detailing assumptions and methodology



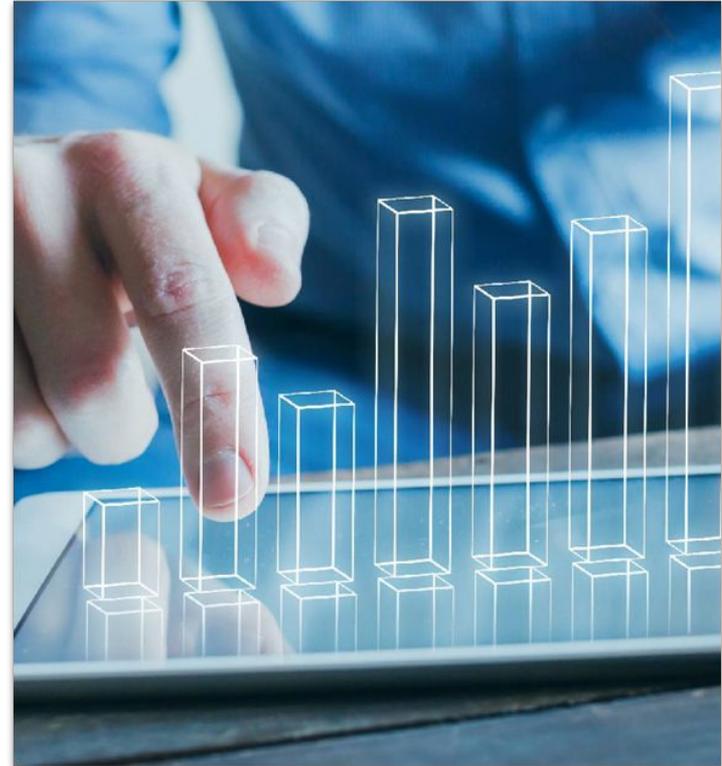
# Common Benefits

- **Economic**
  - Travel Time Reductions
  - Fuel Savings
  - Reduced Roadway Maintenance Costs
- **Environmental**
  - Reduction in GHG Emissions
  - Reduction in CAC Emissions
- **Social**
  - Reduced Accident Costs
  - Improved Quality of Life



# Evaluation Metrics

- **Net Present Value**
  - The present value of project benefits less the present value of project costs
- **Benefit-Cost Ratio**
  - Ratio of the total benefits to the total costs
- **Internal Rate of Return**
  - The discount rate that results in a breakeven results
- **Payback Period**
  - Years it takes for the project benefits to surpass its costs



# Steps to Conduct a Benefit–Cost Analysis (BCA)

**Define Project Scope and Impacts**

**Project Cost & Schedule Information**

**Data Collection**

**Assess Quantitative Impacts**

**Highlight Qualitative Impacts**

# Step 1 to Conduct a BCA

**Define Project Scope and Impacts**

**Project Cost & Schedule Information**

**Data Collection**

**Assess Quantitative Impacts**

**Highlight Qualitative Impacts**

**What happens without the project?**

**What changes will happen?**

**Who will be affected?**

**What are the outcomes / benefits?**

## Step 2 to Conduct a BCA

Define Project Scope and Impacts

**Project Cost & Schedule Information**

Data Collection

Assess Quantitative Impacts

Highlight Qualitative Impacts

Cost of the project

Is there information by activity?

What year are the costs based in?

Is there a detailed timeline?

## Step 3 to Conduct a BCA

Define Project Scope and Impacts

Project Cost & Schedule Information

**Data Collection**

Assess Quantitative Impacts

Highlight Qualitative Impacts

Historical data of users / volumes

Forecast of users / volumes

Changes in operational costs

Other project-specific data points

## Step 4 to Conduct a BCA

Define Project Scope and Impacts

Project Cost & Schedule Information

Data Collection

**Assess Quantitative Impacts**

Highlight Qualitative Impacts

Apply appropriate methodology

Monetization factors

Follow appropriate discounting

Assess evaluation metrics

## **Step 5 to Conduct a BCA**

**Define Project Scope and Impacts**

**Project Cost & Schedule Information**

**Data Collection**

**Assess Quantitative Impacts**

**Highlight Qualitative Impacts**

# Economic Impact Analysis (EIA)

- **Different than a BCA and not a substitute**
- **Evaluates the macroeconomic impacts of a project or event**
  - Assesses the direct macroeconomic impact of the project through GDP, employment, employment income, output, etc.
  - Can incorporate spin-off macroeconomic effects



# Comparing BCAs with EIAs

<b>Benefit-Cost Analysis (BCA)</b>	<b>Economic Impact Analysis (EIA)</b>
<ul style="list-style-type: none"><li>• Compares the advantages (user benefits, societal benefits) and disadvantages (costs) of an investment</li><li>• Considers the population's "well-being"</li><li>• Concerned with economic efficiency and welfare gains</li><li>• Benefits expressed as resource cost savings or changes in "well-being"</li></ul>	<ul style="list-style-type: none"><li>• Assess how the investment affects economic activity in the region</li><li>• Estimates effects of the investment on macroeconomic indicators, where project expenditures (costs) are seen as benefits as they generate economic activity</li><li>• Primarily concerned with changes in economic activity</li><li>• Impacts expressed as changes in business sales, employment, income, or tax revenue</li></ul>

# Economic Impact Assessments (EIAs) and US DOT Grants

- BCAs and EIAs are used to answer different questions about a project
  - Not considered substitutes
  - Can provide additional quantitative information to bolster application
- If a U.S. DOT discretionary grant program requires a BCA, **do not submit an EIA in its place**

# U.S. DOT Direction on BCA

*As of May 2025*

- May 2025 [BCA Guidance](#)
- [USDOT Order: Ensuring Reliance Upon Sound Economic Analysis in Department of Transportation Policies, Programs, and Activities](#)
  - Funding based on sound economic principles and analysis supported by rigorous cost-benefit requirements and data-driven decisions.
  - Project benefits must outweigh costs.
  - Change anticipated in methods & factors used to calculate social cost of carbon
  - Maximize benefits to families and communities.
  - Prioritize user-pay models.
  - Funding in local opportunity zones.
  - Focus on families.

# Long Term Capacity Building



# Building Capacity

Whether or not your city is awarded grant funding, it is never too early to start planning for capacity building...

If you **ARE** awarded grant funding...

...now is the time to **think about your city's capacity to implement and manage** the grant throughout its lifecycle

If you **ARE NOT** awarded grant funding...

...you will want to request a debrief and **prepare to compete successfully in future rounds of program funding**, or for other federal funding opportunities.

# Grant Lifecycle

1	2	3	4	5
<b>Pre-positioning</b> <ul style="list-style-type: none"><li>• Strategic planning</li><li>• Grant tracking</li><li>• Project development</li></ul>	<b>Application</b>	<b>Award</b>	<b>Negotiation</b>	<b>Grant Administration + Project Delivery</b> <ul style="list-style-type: none"><li>• Initiation</li><li>• Obligation</li><li>• Completion</li></ul>

# Expertise Required

- Local Experience
- Modal / Sector – often engineering
- Grant – policy/program, writing, BCA



# Program Resourcing

## Sustainable & Successful

- Staff increase or reallocation
- On-call contract
  - Strategy + Program Management
  - Application, BCA
  - Grant and Construction Administration

## Challenging Approaches

- Adding to current workloads
- Piecework or decentralized efforts



# Tracking Timelines and Actions for Grant Programs

It is important to understand **applicable actions, and the timing of those actions** for each targeted grant program. Once a NOFO is released, it may be too late to prepare a successful application.

Timeline	Grant Programs / Actions										
	BRIC	Flood Mit. Assistance	BIP	INFRA	PROTECT Coastal	PROTECT Com. Res.	PROTECT Res. Imp.	Trans. Alts. STBG	RAISE	SS4A	Culvert Removal
January	App. / Submit	Approval / Submit	App.	Approval / Team						App.	
February									Submit		Submit
March	Costs	Costs		NOFO							
April			Team		Costs	Costs	Costs	Costs	Costs	Costs	Costs
May				Submit						NOFO	
June			NOFO								
July	Team	Team								Team	
August					Team	Team	Team	Team	Team		Team
September	NOFO	NOFO	Sub.		Approval	Approval	Approval	Approval	Approval	Sub.	App.
October					NOFO	NOFO	NOFO	NOFO			NOFO
November									NOFO		
December			Costs	Costs	Submit	Submit	Submit	Submit			

Example of a tracking matrix for select BIL federal grant programs

# Organizational Capacity Elements in FY26 NOFO Merit Criteria

## *Partnership and Collaboration*

- 1. Coordinate with other types of projects** such as economic development, commercial or residential development near public transportation, power/electric infrastructure projects, or broadband deployment
- 2. Partner with high-quality workforce development programs** to help train, place, and retain people in good-paying jobs or registered apprenticeships
- 3. Establish formal public-private partnerships or joint ventures** to expand or create new infrastructure or economic development capacity.

# Organizational Capacity Elements in FY26 NOFO Merit Criteria

## Economic Competitiveness and Opportunity

“Economic competitiveness is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only), and significant benefits, by doing one or more of the following:

- Advance the nation’s **domestic energy** sector
- Improve **intermodal and/or multimodal freight mobility**, especially for supply chain bottlenecks; or
- Facilitate **tourism** opportunities; or
- Promote **long-term economic growth** and other broader economic and fiscal benefits; or
- Create **good-paying jobs** with free and fair choice including through the use of a project labor agreement

# FY26 BUILD NOFO Applicant Capacity Requirements

All applications should include a section in the Project Readiness file that **demonstrates their capacity, knowledge, and experience to successfully deliver the project in compliance with applicable Federal requirements** including, but not limited to, compliance with Buy America provisions.

**Technical capacity ratings** will be one of the following:

- “certain,” (highest)
- “somewhat certain,” or
- “uncertain.” (lowest)

## Applications with “certain” ratings will demonstrate:

- **Roles and Responsibilities:** Clear responsibilities and roles within the project, especially to administer the grant and deliver/implement the project.
- **Federal Funding** – Experience implementing federally funded transportation projects.
- **Federal Regulations** – Understanding of federal contract and procurement requirements, Buy America, Americans with Disabilities Act, Uniform Relocation Assistance and Real Property Acquisition Act, Davis Bacon Act, etc.
- **Project Planning** – Practice incorporating projects into long-range development plans or adding projects to the TIP/STIP through the MPO planning process.
- **Project Delivery** – Detailed descriptions of successfully delivered projects of similar size, scope, and complexity.

# FY26 BUILD NOFO Financial Completeness Requirements

- The Financial Completeness Review assesses the project budget to confirm the availability of funding for the project and whether the applicant presented a complete funding package based on reasonable cost estimates.
- DOT will assign the highest rating of “complete,” if the application:
  - Identifies all funding sources for the project budget
  - Documents all funding is available and committed to the project
  - Includes contingency amount and source in the project budget
  - Describes a plan to address potential cost overruns
  - Provides cost estimates prepared according to industry standards and/or DOT guidance
  - Includes an inflation factor.
- Projects with funding estimates that are based on early stages of design (e.g., less than 30 percent design) or outdated cost estimates without specified budget contingencies will receive a lower rating. All applicants, including those requesting 100 percent grant funding, should describe a plan to address potential cost overruns.

# Building Capacity: Staffing, Personnel, and Outreach

- Do you have staff assigned to or available for **researching grant opportunities, grant writing, and performing grants management**?
- Has your organization experienced **rapid turnover or changes to key personnel** in the last 12 months?
- Does your staff have the capacity and training to **manage grants post-award, including the monitoring of subrecipients and contractors**?
- Does your organization have **ready access to external support services** (i.e., on-call contracts) to perform technical studies and supplement your internal resources?
- How **prepared are you to “hit the ground running”** if you are awarded, for example, the Implementation Grant?
- Why type of **stakeholder/public/community outreach and involvement** network exists?
  - Can you improve in this arena?



# Building Capacity: Potential Match Funding Sources

*Does your organization have available matching resources or know how to identify sources for matching funds?*

## Potential Resources

- General Fund (revenue from property taxes, sales, income taxes etc.)
- Leveraging bonds
- Tax Credits
- Public/Private Partnerships
- Other State Funding
- Other Federal Funding (i.e. ARPA, RCN, etc.)



## TIPS

- ★ Ensure consideration of all potential funding, sources, uses, and need prior to applying for any grants.
- ★ Make a graph/chart to compare the needs of the proposed program against different funding source requirements and eligibility.

# Tracking FY26 BUILD NOFO Compliance Milestones

<i><b>Application</b></i>	<i><b>Negotiation</b></i>	<i><b>Delivery</b></i>	<i><b>Close-Out</b></i>
<ul style="list-style-type: none"> <li>• Complete and compliant</li> <li>• Submitted by               <ul style="list-style-type: none"> <li>◦ Feb. 28, 2024, 11:59 p.m. EST</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Forms</li> <li>• Statement of Work</li> <li>• Project Schedule</li> <li>• Project Budget</li> <li>• Performance Measures</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing data collection               <ul style="list-style-type: none"> <li>◦ Quarterly report and Federal Financial Reports (SF-425)</li> <li>◦ To monitor project progress and ensure accountability and financial transparency</li> <li>◦ Including performance based on identified measures (performance reporting continues for several years after project construction is completed)</li> <li>◦ Special reporting if the total value of a selected applicant’s currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000.</li> </ul> </li> <li>• Obligation deadline – Sept. 30, 2028</li> <li>• Expenditure deadline – Sept. 30, 2033</li> </ul>	<ul style="list-style-type: none"> <li>• Final report</li> </ul>

# Building Capacity: Internal Controls, Compliance and Monitoring

## Compliance

- Consider how prepared you are for **major grants compliance concepts**, such as:
- Identifying a relationship - specifically, the difference among verbiage such as recipient, subrecipient, vendor/contractor (See 2 CFR 200.332 and/or 2 CFR 200.331)

## Procurement

- Have you reviewed your local procurement policy?
- Have you reviewed Uniform Guidance and federal procurement requirements (See 2 CFR 200.317-320)
- **Risk Assessment** (2 CFR 200.332(b))?
- Is your organization registered with [SAM.gov](https://sam.gov)? Or showing suspended, debarred, or showing delinquent with federal debt in Sam.gov?

## Monitoring

- Do you have a pre-developed basic subrecipient monitoring plan?
- What resources do you have (strengths in personnel with monitoring experience, time, budget, etc.)?
- Do you have a “phone a friend” available - a mentor or other community you can reach out to and see how “they do it”?

# Capacity Building – Using the Right Tools

- Utilize e-grants systems like [www.grants.gov](http://www.grants.gov) to identify funding opportunities
  - Complete Grants 101 training
  - Subscribe to receive alerts when relevant Notices of Funding Opportunities (NOFOs) are posted or updated
- Obtain **AND keep active** a Unique Entity Identifier (UEI) through General Services Administration (GSA) using [www.sam.gov](http://www.sam.gov)
- Establish and maintain an indirect cost rate with your cognizant federal agency



## **5. Tools & Resources**

*Resources to help you understand and strengthen core components of your grant application*

# Tools & Resources (1/3)

- [BUILD Fact Sheet and Guide 2026](#)

## DOT Communications & Support

- [Better Utilizing Investments to Leverage Development \(BUILD\) Grant Program](#)  
Overview of the U.S. DOT's BUILD Program
- [BUILD FY2026 Notice of Funding Opportunity \(NOFO\)](#)  
Public announcement for the FY 2026 funding round
- [Awarded Projects for TIGER/RAISE/BUILD from 2009 to 2025](#)  
Map and lists of previously awarded BUILD projects

## Grant Preparation & Funding Resources

- [Ways Local Governments Can Make Their Federal Match](#)  
Answers to frequently asked questions about cost sharing
- [10 Ways to Make Your Local Match for Federal Projects](#)  
Overview of potential funding sources for required matches.
- [Grant Application Checklist for Prospective Applicants](#)  
US DOT-published checklist to help local governments prepare for funding applications

## Data Tools

- [BUILD Grant Project Verification](#)  
US DOT-published mapping tool used to determine if your project is in an Urban area, an Area of Persistent Poverty, or a Historically Disadvantaged Community

# Tools & Resources (2/3)

## Community Engagement

- [Cities of Service's Citizen Engagement Techniques](#)  
Community engagement tools and techniques
- [The Community Engagement Spectrum](#)  
Tool to assess with planning community involvement
- [Michigan State University: Guidebook to Community Engagement](#)  
Community engagement principles, challenges, and a step-by-step planning processes
- [Depaul University: What is Asset Based Community Development \(ABCD\)](#)  
Tools, guides, workbooks, and a national network on ABCD
- [Community Engagement Workbook](#)  
Guide for local governments to produce an effective and winning community engagement strategy
- [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#)  
Guide for USDOT funding recipients meaningfully involving communities to develop publicly-supported, well-thought-out plans and designs for deployment at the outset

## Budgeting

- [Build America Center: Financing Infrastructure Technical Assistance](#)  
Technical Assistance and financing guidance from the Build America Bureau

# Tools & Resources (3/3)

## Local Infrastructure Hub Workshop Recordings

- **Understand the Grant**

Start with the Grant Overview to get familiar with BUILD, federal priorities, and the White House's guidance on project alignment.

- **Incorporating Data and Engaging Your Community**

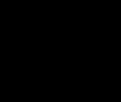
Learn how to find and apply relevant datasets and analytical tools to make your proposal evidence-based and compelling. Explore Community Engagement and Advocacy Strategies and understand the audience for advocacy and project strategies.

- **Budgeting to Build a Strong Application**

Find guidance on capital stacks and funding structures, develop a draft project budget with matching sources and potential new sources of funding. Cities will also understand best practices for crafting narratives and will be able to produce a compelling grant narrative consistent with the funding opportunity requirements.

- **Long Term Capacity Building**

Develop plans to successfully administer the grant, including how best to (re-)organize local industrial processes.



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