

# Key West

## Grant Writing and Grant Administration Services

RFP #22-005

*Prepared by:*

**Kimley»Horn**

Expect More. Experience Better.

# Introduction



**Laura Wittenbauer, MBA**  
*Project Manager*



**Allison Megrath, AICP, CNU-A**  
*Deputy Project Manager*

**Grant Professionals Association and National Grants  
Management Association Members**

**Depth of qualifications and experience**



# Local Government Perspective to RFP

- Working in Local/State government
- Written RFP's
- Evaluation Committee
- Understanding the balance of project ready and project worthy (Project and Funding Fit)
- Grant Writing
- Grant Administration (Including CARES Act and ARPA)



# Kimley-Horn Approach to RFP



Annual Comprehensive Financial Report



Capital Improvement Plan

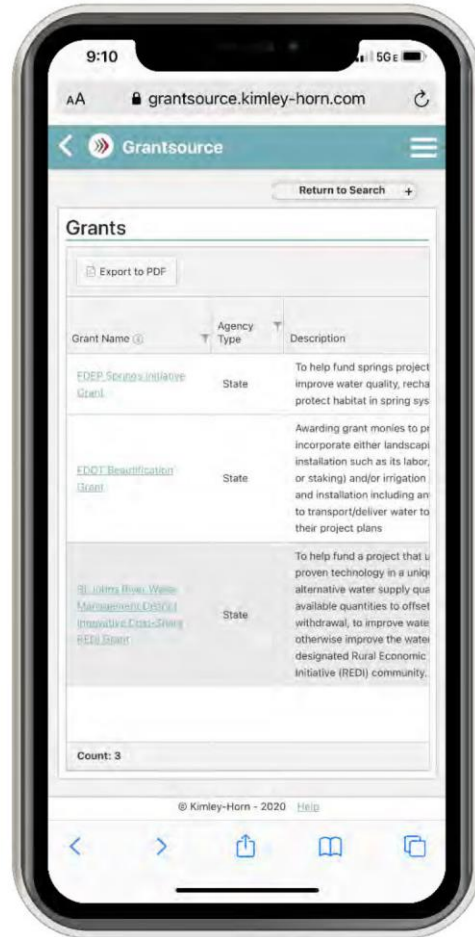
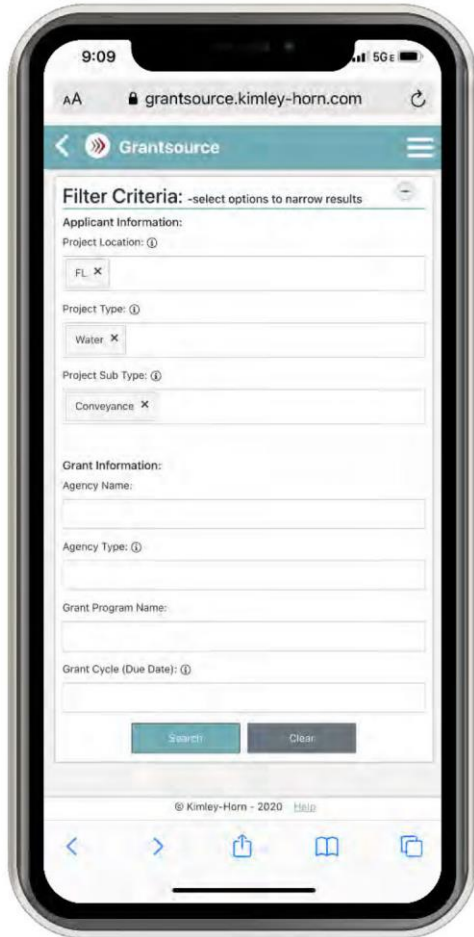


Proposed Budget (2023)



State of Florida - Local Financial Reporting

# Grant Source



Kimley»Horn | Grantsource

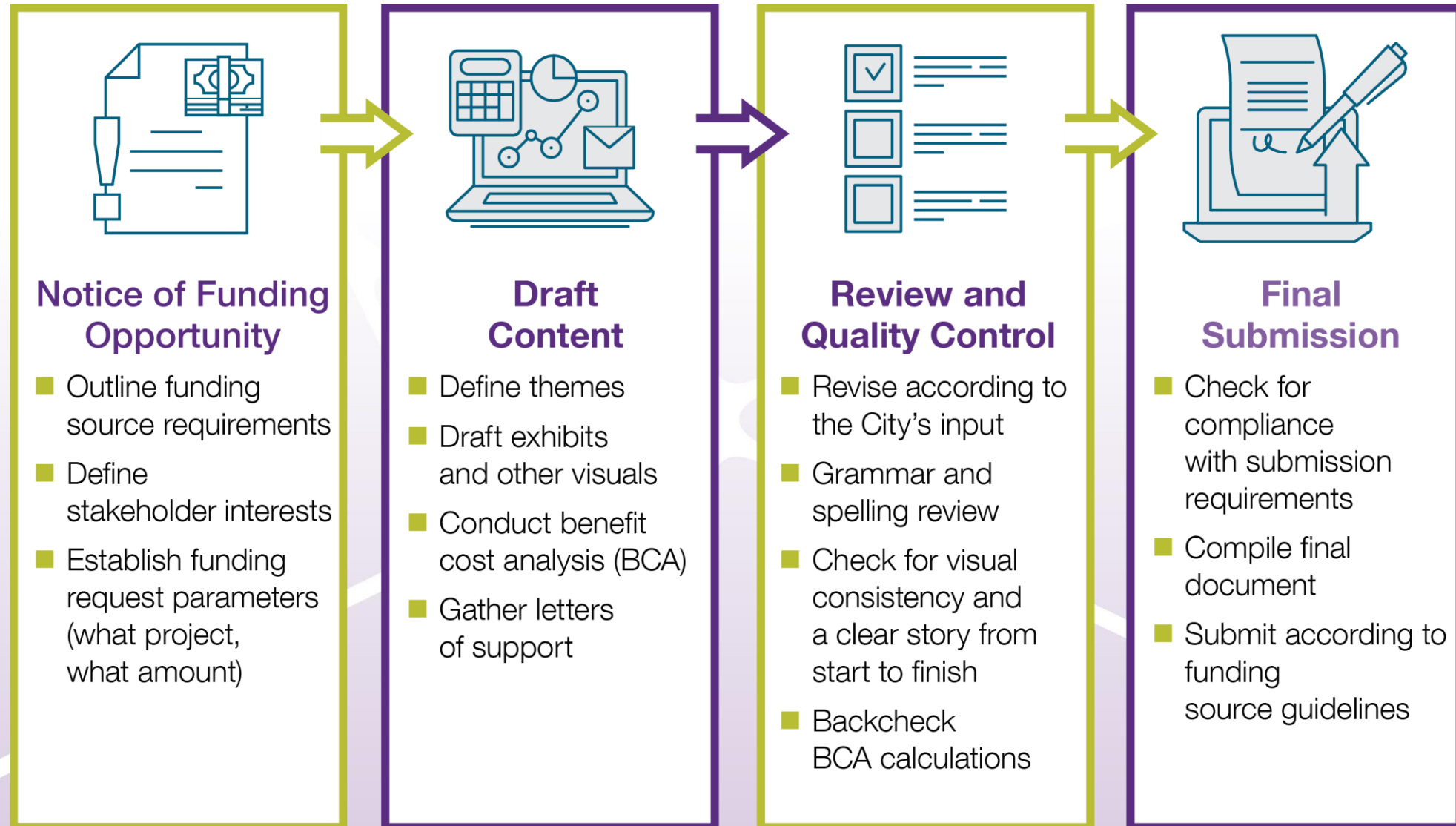
Logout

Here's a list of available grants based on your chosen criteria:

Export full listPDFEXCELEMAIL

Grant Name	Description	Grant Contacts	Resources	Export
CARES Act Airport Grants	The CARES Act provides funds to increase the federal share to 100 percent for Airport Improvement Program (AIP) and supplemental discretionary grants already planned for fiscal year 2020. Under normal circumstances, AIP grant recipients contribute a matching percentage of the project costs. Providing this additional funding and eliminating the local share will allow critical safety and capacity projects to continue as planned regardless of airport sponsors' current financial circumstances.	<div>John Doe, P.E. Orange, CA</div> <div>Jane Doe, P.E. Los Angeles, CA</div>	<div>+ Documents</div> <div>+ Experience Map</div> <div>+ Factsheet</div>	<div>PDF</div> <div>EXCEL</div> <div>EMAIL</div>
FAA Airport Improvement Program Grants	The Airport Access Program is a state-funded incentive designed to assist Virginia localities in improving access to an existing public-use airport or establishing adequate access to a new public-use airport licensed by the Virginia Department of Aviation (DOAV). Program funds are allocated by the Commonwealth Transportation Board (CTB) in accordance with its policy of March 14, 2012 (Appendix B of Airport Access Program Guide). The funds may be used for financing the construction of or improvement to secondary or local system roads within all counties and cities, and certain towns that are part of the Urban System, hereinafter referred to as eligible	<div>Jane Doe, P.E. Orange, CA</div> <div>John Doe, P.E. Los Angeles, CA</div>	<div>+ Documents</div> <div>+ Experience Map</div> <div>+ Factsheet</div>	<div>PDF</div> <div>EXCEL</div> <div>EMAIL</div>

# Grant Process



# Funding Matrix



## City of Key West Third-Party Funding Matrix

Kimley»Horn

Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Eligible Activities	Types of Projects
319(h) Nonpoint Source Stormwater Management Grant	Florida Department of Environmental Protection (FDEP)	Varies	Yes. 1:1 Match Required	Project proposals may be submitted anytime throughout the year.	Department review and evaluation periods are expected to occur in September/ October and March/April of each year, or as needed. If the project is not funded in the current selection cycle, it will be considered in the following cycle with no need to resubmit (unless there is a need to update the proposal). If your project is not selected within the current state fiscal year, the proposal will need to be resubmitted for evaluation.	Financial assistance is available to Florida's local governments, including county and municipal governments, special districts, water management districts, other state agencies, public universities/ colleges and national estuary programs located in Florida.	Eligible projects include/not limited to: 1. Demonstration and evaluation of best managements practices (BMP's), 2. Nonpoint pollution reduction in priority watersheds (Sarasota Bay), 3. Green stormwater infrastructure / low impact development for stormwater, 4. Ground water protection from nonpoint source, 5. Public education programs on nonpoint source management, and 6. Septic to sewer projects.
Building Resilient Infrastructure and Communities (BRIC)	Federal Emergency Management Agency (FEMA)	\$600,000 (Up to \$300,000 for mitigation planning and planning- related activities per applicant)	Yes. 75% Grant 25% Match	Late September	Mid November	Projects that: 1. Increase resilience and public safety, 2.Reduce injuries and loss of life, and 3. Reduce damage and destruction to property, critical services, facilities, and infrastructure.	Projects that: 1. Reduce the risks from disasters and natural hazards, 2. Incentivize public infrastructure projects, 3. Incentivize projects that mitigate risk to one or more lifeline, and 4. Incentivize projects that incorporate nature-based solutions.



# Communication and Collaboration



City of Key West  
Citizenry  
Technical Expertise  
Partnerships: Public Outreach and Analyses





# Compliance

Internal Controls  
Compliance Testing  
Guidance  
Statutes  
Regulations  
Audit-Readiness



# Why Select Kimley-Horn?

## WE ARE:

- ✔ **Successful** - \$40 million in funding in Florida for 2022
- ✔ **Grant Specialists** – Application and administration compliance
- ✔ **Innovative** - *GrantSource*, a funding search tool
- ✔ **Dedicated Professionals** - Committed to client service
- ✔ **Passionate** - Driven by our Clients' success
- ✔ **Prepared** – Your trusted funding and administration advisors

# We Look Forward to Serving You

## Thank You

## Questions?