

Planning for Successful National Scenic Byways Grant Applications

Heritage Route Workshop

April 17, 2012



Where Are We Going?

NSB Program Background

General Trends in Byway Funding

Tips from a Federal Reviewer

Examples of Successful and Unsuccessful Applications

Helpful Resources

The National Scenic Byways (NSB) Program

- Established under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991
 - About 33 years old!
- The program is a grassroots, collaborative effort established to help recognize, preserve, and enhance selected roads throughout the country.
- The program instructs States to develop a process to recognize, preserve, and enhance selected roads throughout their State

The National Scenic Byways (NSB) Program Funding

- **Funding for the program is a result of congressional action.**
 - **Pre 2012**
 - **Funding Included in Transportation Bills**
 - **Post 2012**
 - **Funding Granted Through Appropriations**
- **Funding for the program was due to a fundamental shift in the transportation community's thought process regarding FHWA's mission.**
 - **The Common Misconception: Environmental Protection v. Transportation Projects**
 - **MDOT and the PMB program demonstrates balance between transportation improvements and preserving our scenic vistas and important landscapes.**



Where Are We Now? (1992-2011)

Since ISTEA (1991-2012): Funding included in the FHWA Budget

- **\$469 M invested**
 - MI - \$10.9 M

- **3,049 projects in all 50 states, Puerto Rico, and the District of Columbia**
 - MI – 49 projects

Michigan Projects (1992-2024)

- **1998:** Statewide Planning, Coordination & Administration of Byway Program
 - \$80,800
- **2000:** M-15 Heritage Route Trailway Feasibility Study
 - \$5,695
- **2003:** M-22 Non-motorized Path
 - \$428,480
- **2006:** US-41 Brockway Mountain Drive Scenic Overlook Enhancement - Phase I
 - \$395,000
- **2009:** M-123 Developing the Tahquamenon Story
 - \$179,800
- **2012:** Woodward Avenue Wayfinding and Signage
 - \$594,968
- **2022:** Whitefish Bay Scenic Byway Resource Protection Project
 - \$103,736
- **50 Projects Funded in Michigan**
 - \$11M





BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



AMERICA'S BYWAYS®

Copper Country Trail National Byway



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



What?

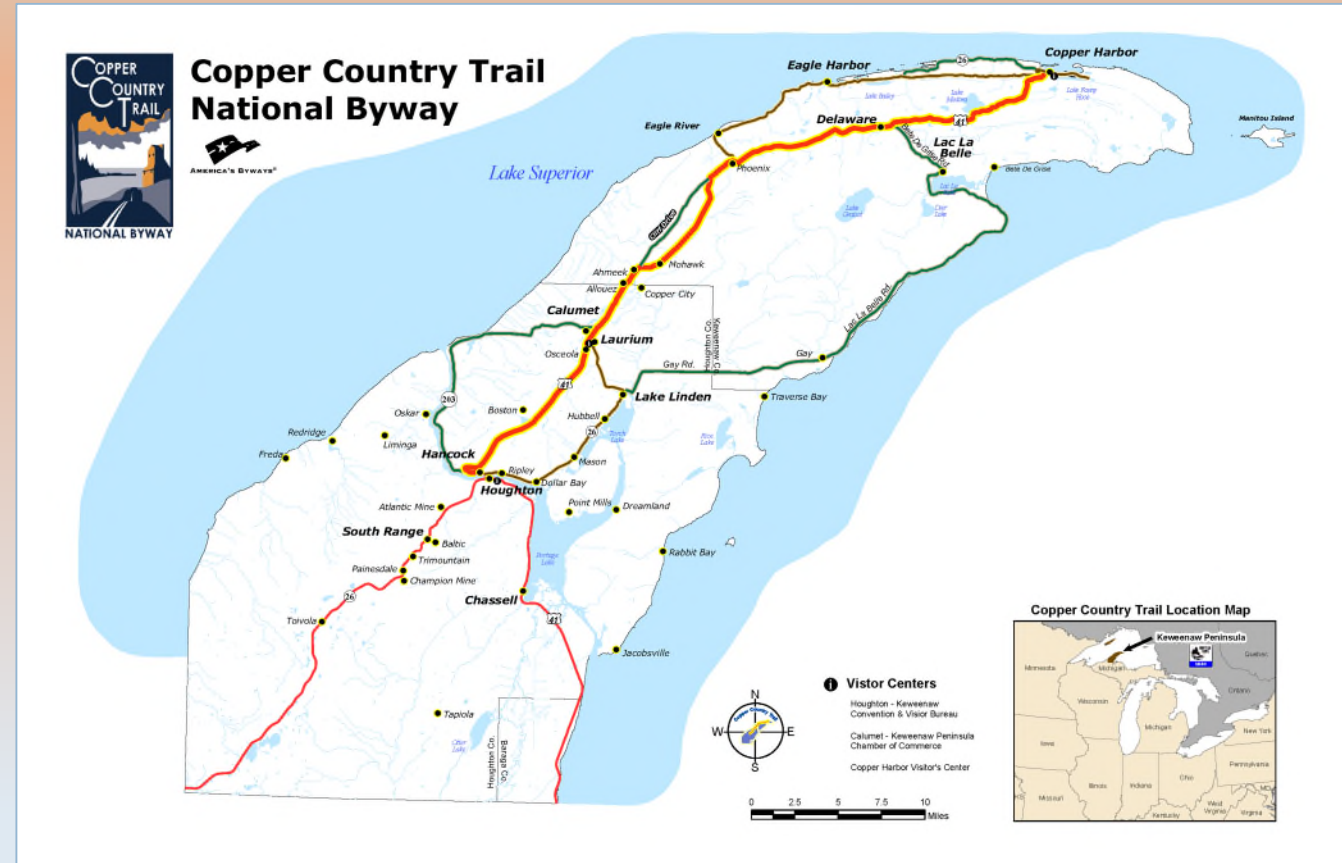
- An Improvement to a Road in Effort to Advance the Scenic Quality of the Route

Where?

- Brockway Mtn Drive: The Highest Scenic Route Between the Rocky & Allegheny Mtns.

Why?

- Overlooks Developed through desires of the Keweenaw County Road Commission & Keweenaw National Historic Park



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



History

- **1920's: Project Proposed**
 - ▣ Jumpstart the Tourism Industry
- **1930's: Great Depression Creates A Cheap Labor Pool**
 - ▣ 66% of Population Unemployed
- **1932 Road Commission Began Project**
 - ▣ Increased Workforce from 70-80 to 600-700 men
- **1933: Construction Started**
 - ▣ Basic road completed in 4 months
 - ▣ 150-300 men, all hand work – no machines



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



- Brockway Mtn Drive Officially opened on Tuesday, October 10, 1933
- Scenic Overlook Work continued:
 - 1934: Scenic Overlook Improvement Made
 - 1,900 feet of “Rock Guard Rails” (cut and fitted fieldstone) constructed,
 - Funded by FERA and CWA Funds In 1935-7,
 - 1935-7: “Rubble Guard Rail” Constructed
 - WPA funding used for smoothing and additional 66 Sections
 - 1936: Project Considered Complete
 - Cost of \$40,000.
 - 1938-1940 drive was hard-surfaced.
 - Not Paved, “Road Mix”



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



- **2005 Applied to Scenic Byways Grant Program**
 - Acquisition of Copper Harbor Overlook (“Brockway Nose”)
 - Construction of Overlook
 - Preservation of Walls
 - Surfacing of Turnouts
 - Interpretive Signage
- **Project Funded in 2006 (SB-2006-MI-03)**
 - Road Commission Applicant
 - Keweenaw National Historical Park Consulting
 - WUPPDR Facilitating
 - Matching funds/in-kind from Property Owner and KCRC.



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



- ❑ **2007 Overlook Purchased, then nothing.....**
- ❑ **Management Personnel Changes**
 - ❑ **Pete Hanses (Retired)**
 - ❑ **Susan Berquist (Retired)**
 - ❑ **Bill Land (Moved to Florida)**
- ❑ **2011 – Welcome Tom Doyle**
 - ❑ **Future Construction Planned**
 - **Local Agency Programs (LAP) Involvement**
 - ❑ **Interpretive Signage Planned**
 - **WUPPDR Involvement**



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



□ Fall 2012

- Overlook Construction & Dedication Complete

□ 2024

- Resurfacing Needed



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



BROCKWAY MOUNTAIN DRIVE IMPROVEMENT PROJECT



BROCKWAY MOUNTAIN DRIVE



Post-2012 Trends with the NSB Program

- **Non-Existent!**
 - FY 2012-2022 – No Funding Available (NSBP Funding Removed from Transportation Bill)
- **Funding generally disappeared for the Byway Program following 2012**
 - Through Grassroots collaborative action, constituents pressured their representatives to restore funding to the program.
- **Funding Returns in 2022**
 - Funding Shifts to Appropriations
 - Limits on Eligible Applicants
 - States & Federally Recognized Tribes
 - Award Focus Transitions to Infrastructure
 - Project Cost Minimum of \$500,000
- **Appropriation Funding Amounts are Relatively Low**
 - Pre 2012: Avg. 30-40M
 - Post 2012: Avg. 20-25M
- **Few Priority Projects were Funded post 2012**
 - FHWA now recommends Applications Include Scalable Project Options

Where Are We Now? (2012-2024)

Since 2012: Funding Transitioned to an Appropriation

- **Funding was restored through The Consolidated Appropriations Act of 2022**
- **\$22 M invested**
 - MI - \$0.00 Received by MDOT
 - MI - \$103,736.00 Received by Bay Mills Indian Community
- **33 projects funded in 29 of the 50 states**
 - MI – 1 Project
 - Roadside Improvements Along the Whitefish Bay National Forest Scenic Byway
 - Federal Tribes – 5 Projects

General Trends with the NSB Program

- **Highly competitive!**
 - FY 2009 – 353 applications totaling \$87.7M but only \$40.4M available
 - FY 2010 – 300 applications totaling \$100M but only \$40.7M available
 - FY 2011 – 260 applications totaling \$115M but only \$43.5M available
 - FY 2012 – 261 applications totaling \$112M but only \$20.6M available
 - FY 2022 – 166 applications totaling \$131M but only \$22M available
- **Percentage of priority one projects not recommended for funding: 43%**
- **Percentage of priority one projects not funded based on incomplete/inconsistent information: 47%**

General Trends with the NSB Program

- **Why Do These Matter?**
 - The program's funds are increasingly competitive, so a quality application is of Utmost importance.
- **What Makes Applications not Competitive?**
 - **2012 Award**
 - 19 of the State's #1 priorities (out of 44 States that applied) were not funded
 - Of those, 9 of the 19 projects could not be found eligible.
 - Of the 9, 6 could not be found eligible because of insufficient information in the narrative, work plan, or budget
 - 1 was ineligible because it was for implementation activities that were premature because planning was not yet complete
 - 1 was ineligible because the funds requested were not proportionate to the benefit to the byway traveler
 - 1 was ineligible because the funds requested were not proportionate to the benefit to the byway traveler
 - 1 was ineligible because of the potential duplication of funding and questions regarding the feasibility of the completion of the project.
 - Numerous also included funding Match issues.
 - 10 State #1 priorities were found eligible, but did not meet the administrative criteria for the greatest strategic benefits criterion.

General Trends with the NSB Program

- **Two Large Criteria must be Covered**
 - **Administrative Criteria**
 - Applicant Information
 - Byway Information
 - Project Location
 - Project Eligibility
 - **Technical Criteria**
 - Project Feasibility
 - Cost Share Responsibility
 - Design & Implementation Plans
 - Planning & Engineering
- **Where is this found?**
 - **Administrative Criteria**
 - Generally, this is included in the Project Narrative & Forms
 - **Technical Criteria**
 - **Project Narrative**
 - Primarily in Merit Criteria & Project Readiness and Environmental Risk Sections

The 2024 NOFO

- **Announced 09/17/2024**
 - Deadline for Submission 12/16/2024
- **Available Funding: \$26.95M**
 - Provided through Two Separate Appropriations
 - Consolidated Appropriations Act, 2023 (Public Law 117-328): \$20M
 - Consolidated Appropriations Act, 2024 (Public Law 118-42): \$7.5M
- **Expected Timeline**
 - Awards Expected between March – August 2025
 - Consolidated Appropriations Act, 2023 (Public Law 117-328)
 - Obligation by September 30, 2026
 - Expenditure by September 30, 2031
 - Consolidated Appropriations Act, 2024 (Public Law 118-42)
 - Obligation by September 30, 2026
 - Expenditure by September 30, 2031



Changes to the NOFO

- **Following the Return of NSBP Funding, FHWA Imposed Numerous Requirements**
 - Performance Measures
 - Letter of Intent
 - Minimum Cost
 - Infrastructure Project Focus
- **A Transition of Funding Focus Occurs Post 2022**
 - Return to a Broad Project Focus
- **As directed by the report language accompanying the Consolidated Appropriations Act, 2023, and the Consolidated Appropriations Act, 2024, under Section E.3.b Policy Considerations**
 - FHWA will no longer give priority consideration to applications with a total project cost of \$500,000 or larger.

Changes to the NOFO

- **Most Changes to the NOFO Surround the 2022 Requirements**
 - **Merit Criteria Change**
 - Under Section E.1 Merit Criteria, the following two evaluation criteria are removed, as they are incorporated in other NOFO requirements:
 - Describe the challenge(s) or issue(s) the proposed project is seeking to mitigate and/or address. Please include data or evidence that supports the existence of the challenge(s) or issue(s) that the project is intended to address.
 - Describe how you will evaluate the success of the proposed project in meeting its stated purpose and goal(s), including specific metrics that will be used to evaluate the extent to which the proposed project would be successful in addressing and/or mitigating the identified challenges, or meeting the stated goals. Please be as specific as possible, including descriptions of specific data and project evaluation criteria.
 - **Administrative Requirements Change**
 - Section F.2 Administrative and National Policy Requirements adds several Program Requirements that each applicant selected for NSBP grant funding must demonstrate effort to consider before receiving funds for construction.



Eligibility Standards

- Any Grant Applications should benefit the byway travelers experience.
 - **Manage the Intrinsic Qualities that Support the Byways Designation**
 - **Shape and Interpret the Byways Story for Visitors**
 - **Improve Visitor Facilities Along the Byway**
- Roadway Eligibility
 - **Highways**
- Applicant Eligibility
 - **States and Federally Recognized Indian Tribes**

Eligibility Standards

- **Project Eligibility**

- **Planning, design, and/or development of a State or Indian Tribe Byway program.**
- **Development and implementation of a corridor management plan to maintain the intrinsic characteristics of a byway corridor while accommodating increased tourism**
- **Safety improvements to a byway, to accommodate increased traffic and changes in the types of vehicles using the highway as a result of their designation**
- **Construction along a scenic byway for a visitor facility**

- **An access improvement to a scenic byway for the purpose of recreation.**
- **Protection of intrinsic resources in an area adjacent to a scenic byway.**
- **Development and provision of tourist information to the public.**
- **Development and implementation of a scenic byway marketing program.**

The Grant Application

- A combination of Forms & Narrative make up the application!
 - Project Narrative
 - Standard Form 424 (Application for Federal Assistance)
 - Standard Form 424C (Budget Information for Construction Programs)
 - Standard Form 424A (Budget Information for Non-Construction Programs)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: Completed by Grants.gov upon submission		4. Applicant Identifier: <input type="text"/>			
5a. Federal Entity Identifier: <input type="text"/>			5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>				* c. Organizational DUNS: <input type="text"/>	
d. Address:					
* Street1: <input type="text"/>					
Street2: <input type="text"/>					
* City: <input type="text"/>					
County/Parish: <input type="text"/>					
* State: <input type="text"/>					
Province: <input type="text"/>					
* Country: <input type="text"/> USA: UNITED STATES					
* Zip / Postal Code: <input type="text"/>					
e. Organizational Unit:					
Department Name: <input type="text"/>			Division Name: <input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: <input type="text"/>		* First Name: <input type="text"/>			
Middle Name: <input type="text"/>					
* Last Name: <input type="text"/>					
Suffix: <input type="text"/>					
Title: <input type="text"/>					
Organizational Affiliation: <input type="text"/>					
* Telephone Number: <input type="text"/>		Fax Number: <input type="text"/>			
* Email: <input type="text"/>					

The Grant Application

- Recommended Project Narrative
 1. Basic Project Information – Description, Location, and Parties
 2. Grant Funds, Sources and Uses of all Project Funding
 3. Merit Criteria
 4. Project Readiness and Environmental Risk
 5. Statutorily Required Project Selection
 6. Priorities and FHWA Priority Selection Considerations

I. Basic Project Information – Project Description, Location, and Parties

The project narrative should be submitted in a single PDF document and should thoroughly address each of the below statutory eligibility criteria and merit criteria with as much detail as possible, without exceeding the overall page limit. FHWA recommends that the Basic Project Information section follow the outline below to address the program requirements and assist evaluators in locating relevant information:

1. Name/title of proposed project.
2. The State DOT or Indian Tribe applying for funding (23 U.S.C. 162(b)(1)).
3. Name and contact information for the State DOT or Tribal applicant point of contact.
4. Name of the byway(s) impacted by the proposed project, and whether the project is a statewide or multi-State project.
5. Designation type of the byway(s) impacted by the proposed project (National Scenic Byway, All-American Road, State scenic byway, or Indian Tribe scenic byway) (23 U.S.C. 162(b)(1)(A)(i) – (v)).
6. The primary project type under which the proposed project aligns (23 U.S.C. 162(c)).
7. If applicable, the additional project types identified.
8. Project Abstract (maximum five sentences): Summarize project work that would be completed under the project. The project abstract must succinctly describe how the specific request for NSBP funds would be used to complete the project.

(a) Project Description

The applicant should provide detailed information about the project, including current challenges and how the project would address these challenges. The project description must also detail how the project will protect the scenic, historical, recreational, cultural, natural, and archaeological integrity of a highway and adjacent areas (23 U.S.C. 162(d)).

16

The applicant should provide a concise discussion of the project's history and a description of any previously incurred costs. The applicant may use this section to place the project into a broader context of other infrastructure investments being pursued by the project sponsor.

To the extent possible, FHWA encourages, but is not requiring, applicants to identify the degree to which the project may contribute to the functioning and growth of the economy, including the extent to which the project addresses congestion or freight connectivity, bridges service gaps in rural areas, or promotes greater land-use productivity, including main street revitalization or locally-driven density decisions that support equitable commercial and mixed-income residential development.

The Grant Application

- **Merit Criteria**

- 1. Evaluate the extent to which the project will advance at least one of the four NSBP goals**
- 2. Describe how the project will benefit the byway community and how it will protect the intrinsic qualities that support the byway's designation**
- 3. Describe the proposed timeline for the project, including project phases, if applicable**
- 4. Describe, in detail, the proposed project budget.**

The Grant Application

- **Project Readiness & Environmental Risk**

- 1. Technical Feasibility**

- 2. Project Schedule**

- 3. Required Approvals**

- 1. Environmental Permits & Review**

- 2. State & Local Approvals**

- 3. Federal Transportation Requirements Affecting State and Local Planning**

- 4. Assessment of Project Risks and Mitigation Strategies.**

IV. Project Readiness and Environmental Risk

The application should include information that, when considered with the project budget information, is sufficient for FHWA to evaluate whether the project is reasonably expected to begin construction in a timely manner. To assist with FHWA's project readiness assessment, the applicant should provide the information requested on technical feasibility, project schedule, project approvals, and project risks, each of which is described in greater detail in the following sections. Applicants are not required to follow the specific format described here, but this organization, which addresses each relevant aspect of project readiness, promotes a clear discussion that assists project evaluators.

(a) Technical Feasibility

The applicant should demonstrate the technical feasibility of the project with engineering and design studies and activities; the development of design criteria and/or a basis of design; the basis for the cost estimate presented in the application, including the identification of contingency levels appropriate to its level of design; and any scope, schedule, and budget risk-mitigation measures. Applicants should include a detailed SOW that focuses on the technical and engineering aspects of the project and describes in detail the project to be constructed. The applicant must demonstrate compliance with Title VI/Civil Rights requirements, to ensure that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age, or disability.

(b) Project Schedule

The applicant should include a detailed project schedule that identifies all major project milestones. Examples of such milestones include State and local planning approvals (programming on the Statewide Transportation Improvement Program (STIP)); start and completion of the National Environmental Policy Act (NEPA) and other Federal environmental reviews and approvals, including permitting, design completion, right-of-way acquisition, approval of plans, specifications and estimates; procurement; State and local approvals; project partnership and implementation agreements including agreements with railroads; and construction. The project schedule should be sufficiently detailed to demonstrate that:

Cost Share Responsibility

- Per 23 U.S.C. 162(f), the “Federal share of the cost of carrying out a project under this section shall be 80 percent, except that, in the case of any scenic byway project along a public road that provides access to or within Federal or Indian land, a Federal Land Management Agency (FLMA) may use funds authorized for use by the agency as the non-Federal share.
 - 80/20 Funding Split
 - 20% of Total Project Cost
- Match may be a combination of funding sources
 - Local Funds
 - FLMA Funds
 - In-Kind Contributions



Allowable In-Kind Notes

- In-Kind Contributions
 - All in-kind contributions or donations must meet the same requirements as if they were Local funds. (No Federal Dollars)
 - If the project is funded, the value and the source of the in-kind or non-cash match must be documented and supported in the project records.
 - In-kind contributions such as services, property, materials, and equipment may be accepted as the State or Indian tribe match
- Indirect Costs
 - Indirect costs are allowable only if a State or Indian tribe has an approved indirect cost rate approved by the Federal Highway Administration division office.

Allowable In-Kind Contributions

	An Individual or Private Entity	Local Govt.	Indian Tribe	State Govt.	Federal Agency
Property, materials	allowed	allowed	allowed	allowed	not allowed
Services	allowed	allowed	allowed	not allowed	not allowed



FHWA Encouraged Application Elements

- Given the Increased Competition and Limitations on Funds, FHWA increased flexibility to facilitate the greatest use of funds.
- Scalable Project Options
 - Applicants are encouraged to identify scaled funding options in case insufficient funding
 - **Identify Minimum Funding Amounts**
 - **Ensure Relevant Program Requirements are Met**
 - **Explain How a Reduced Award Affects the Project Budget**

7. OTHER SUBMISSION REQUIREMENTS

a. Scalable Project Options

Applicants are encouraged to identify scaled funding options in case insufficient funding is available to fund a project or a bundled project at the full requested amount. If an applicant advises that a project is scalable, the applicant must provide an appropriate minimum funding amount that will fund an eligible project that achieves the objectives of the program and meets all relevant program requirements. The applicant must provide a clear explanation of how the project budget would be affected by a reduced award. FHWA may award a lesser amount whether or not a scalable option is provided.

b. Submission Location

Applications must be submitted to [grants.gov](https://www.grants.gov).

c. Consideration of Applications

Only applicants who comply with all submission deadlines described in this NOFO and electronically submit valid applications through [grants.gov](https://www.grants.gov) will be eligible for award. Applicants are strongly encouraged to make submissions in advance of the deadline.

d. Late Applications

Applicants experiencing technical issues with [Grants.gov](https://www.grants.gov) that are beyond the applicant's control must contact scenicbyways@dot.gov prior to the application deadline with the username of the registrant and details of the technical issue experienced. The applicant must provide:

- (1) Details of the technical issue experienced;
- (2) Screen capture(s) of the technical issues experienced along with corresponding [Grants.gov](https://www.grants.gov) "Grant tracking number;"
- (3) The "Legal Business Name" for the applicant that was provided in the SF-424;
- (4) The point of contact name submitted in the SF-424;
- (5) The UEI associated with the application; and
- (6) The [Grants.gov](https://www.grants.gov) Help Desk Tracking Number.

To ensure a fair competition of limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to complete the registration process before the deadline; (2) failure to follow [Grants.gov](https://www.grants.gov) instructions on how to register and apply as posted on its Website; (3) failure to follow all instructions in this NOFO of funding opportunity; and (4) technical issues experienced with the applicant's computer or information technology environment.

After FHWA reviews all information submitted and contact the [Grants.gov](https://www.grants.gov) Help Desk to validate reported technical issues, FHWA staff will contact late applicants to approve or deny a request to submit a late application through [Grants.gov](https://www.grants.gov). FHWA will not accept appeals of FHWA decision

FHWA Encouraged Application Elements

- **Statutorily Required Project Selection Priorities**
 - Each eligible project that is associated with a highway designated as a National Scenic Byway or All-American Road and is consistent with the corridor management plan for the byway.
 - Each eligible project along a State or Indian Tribe scenic byway that is consistent with the corridor management plan for the byway, or intends to foster the development of such a plan, and is carried out to make the byway eligible for a national designation.
 - Each eligible project that is associated with the development of a State or Indian Tribe scenic byway program.
- **FHWA Priority Selection Considerations**
 - The project will advance two or more of the NSBP goals.
 - The majority of the project's costs will be spent within a designated rural area.
 - At least part of the project falls within an economically distressed community per the U.S. EDA.
 - Applicant has identified leveraging of funds beyond the required 20 percent non-Federal match.

Tips from a Federal Reviewer

- **Start early!**
 - Both in Grant Preparation and Project Prioritization
- **Use the National Scenic Byways Grant Guidance**
 - FHWA Offers Numerous Forms of Examples & Assistance
- **Clearly identify your project and its benefits to the byway visitor**
 - Visitor Examples Can Be a Great Assistance (Crashes, Use, etc.)
- **Make sure your budget includes ONLY eligible items**
 - Ineligible Activity Examples– fundraising, ongoing administrative expenses, union opposition
- **In-kind contributions**
 - Proper Documentation Required
 - Match may be deemed insufficient due to lacking documentation.
 - **Avoid Indirect Costs**
 - Difficult to Track

Tips from a Federal Reviewer

- **Address all comments received by FHWA & Byway Coordinators**
 - Comments May be Offered throughout the process.
- **Cohesion between Grant Application & the Byway is Important**
 - The NOFO is in Service of the Byway, as Such they should projects pursued should be for the byway.
 - Corridor Management Plans are the primary source of Support for grant projects.
 - A project Referenced in the Corridor Management Plan shows a long-term local desire for its implementation
- **Provide Project Context**
 - Pretend the reader doesn't know anything about the proposed project.
 - Sell the Project
 - Provide Adequate detail in the Work Plan and Budget
 - The reviewer will utilize such information to determine the eligibility of costs for various project components.

Helpful Resources

1. Example Grant Applications

1. [\[Archived\] Examples - Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA \(dot.gov\)](#)

2. Commonly Made Mistakes

1. [\[Archived\]Commonly Made Mistakes - Articles - Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA \(dot.gov\)](#)

3. Q&A for Indian Tribes Applying Directly to FHWA

1. [\[Archived\]Q&A for Indian Tribes Applying Directly to FHWA - Articles - Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA \(dot.gov\)](#)

4. Tips for Writing Grants

1. [\[Archived\]Tips for Writing Project Titles and Abstracts - Articles - Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA \(dot.gov\)](#)

1

Examples of Grant Applications - Table of Contents - Windows Internet Explorer

http://www.bywaysonline.org/grants/examples/

File Edit View Favorites Tools Help

at&t Y! Web Search Bookmarks Settings Mail Maps Movies Weather

Examples of Grant Applications - Table of Contents

Home » Grants »

Examples of Grant Applications

[Table of Contents](#)

- State and Indian Tribe Scenic Byway Programs
- Corridor Management Plan
- Safety Improvements
- Byway Facilities**
- Access to Recreation
- Resource Protection
- Interpretive Information
- Marketing
- Integration of Information
- Less Successful Examples of Budget/Cost Breakdown
- Less Successful Examples of Matching Funds

[State and Indian Tribe Scenic Byway Programs >](#)

As you are writing your National Scenic Byways Program grant applications, please review the following examples of grant application sections. Examples from each of the eight eligible activity categories are provided, as well as additional examples of how to integrate your information throughout the sections of an application successfully.

Categories of Eligible Activities

- [State and Indian Tribe Scenic Byway Programs](#)
- [Corridor Management Plan](#)
- [Safety Improvements](#)
- [Byway Facilities](#)
- [Access to Recreation](#)
- [Resource Protection](#)
- [Interpretive Information](#)
- [Marketing](#)

Integration of Information included in the Abstract/Project Description, Narrative/Project Summary, Work Plan and Budget

- Example 1: Good Example of the Integration of Information, Eligibility Category: Resource Protection
 - [Abstract/Project Description](#)
 - [Narrative/Project Summary](#)
 - [Work Plan](#)
 - [Budget/Cost Breakdown](#)
- Example 2: Good Example of the Integration of Information, Eligibility Category: Safety Improvements
 - [Abstract/Project Description](#)
 - [Narrative/Project Summary](#)
 - [Work Plan](#)

Internet 100%

start 76[1].zip Document1 - Microsof... Bay City.pptx Examples of Grant Ap...

2:11 PM

1.1

Examples of Grant Applications - Less Successful Example of an Abstract/Project Description - Windows Internet Explorer

http://www.bywayonline.org/grants/examples/marketing-abstract-ex2

File Edit View Favorites Tools Help

at&t Web Search Bookmarks Settings Mail Maps Movies Weather

Examples of Grant Applications - Less Successful Exa...

Home » Grants »

Examples of Grant Applications

- Table of Contents
- State and Indian Tribe Scenic Byway Programs
- Corridor Management Plan
- Safety Improvements
- Byway Facilities
- Access to Recreation
- Resource Protection
- Interpretive Information
- Marketing**
- Integration of Information
- Less Successful Examples of Budget/Cost Breakdown
- Less Successful Examples of Matching Funds

[< Good Example of an Abstract/Project Description](#) [Table of Contents](#) [Good Example of a Narrative/Project Summary >](#)

Less Successful example of an Abstract/Project Description:

This project will develop and promote a compelling and comprehensive interactive travel guide for the state's byways/tour routes. This digital experience will allow travelers to plan road trips online and inspire them to stay longer (and spend more) on the byways with suggestions for activities along the way. The interactive travel guide will be promoted through a sustained regional TV and online marketing campaign. The campaign will inspire travelers to "wander at least 150 miles" from home on the byways and start exploring the state.

This project benefits the byway traveler by offering the most current information on the state's byways via interactive online medium. The site will satisfy pragmatic travel needs by leveraging rich content from partner sites. Travelers will be able to access comprehensive content about communities using one elegant interface for their entire trip, from inspiration and research to planning and post-trip. Content will be "portable" so it can be shared across multiple websites; i.e., tourism partners and local byway committees can cut and paste interactive maps of byways in their region and add them to their own sites.

This example is less successful because it:

- Is confusing. Reference is made to "a compelling and comprehensive interactive travel guide" and "offering the most current information on the State's byways via interactive online medium" without stating what the mechanism is to do so. Is the proposed project development or update of a web site (reference is made to the content being "portable" so it can be shared across multiple websites)? If so, how will it differ/build on what has already been established?
- Does not list the number of scenic byways in the State (both State and Federally designated) to give the reviewer a sense of the breadth of the proposed project. It is important to remember that the reviewer may not be familiar with your State or byways

[< Good Example of an](#) [Table of Contents](#) [Good Example of a](#)

Internet

start 76[1].zip Document1 - Microsof... Bay City.pptx Examples of Grant Ap...



Nominations

Designations

Grants

▶ 2022 Awards

▶ Grant Archives

Contacts

Logo Requests

Archived pages

▶ Byway Quality

▶ Coordinator Orientation

▶ Graphics Standards Manual

Contacts

For more information, please contact:

- 1. [Edward Starks](#)
- 2. [Bronwen Keiner](#)

FHWA → Planning, Environment, & Real Estate → National Scenic Byways Program → Grants → Articles

Commonly Made Mistakes

As you begin to think about your grant submissions, we wanted to share with you some commonly made mistakes:

The project exhibits no clear relationship to the byway. Remember you're applying for National Scenic Byways Program (NSBP) funding, so establishing the project's relationship to the byway, its intrinsic qualities and describing how the project will enhance the byway traveler experience are all important to convey in your application. A project's proximity to the byway or its inclusion in the corridor management plan does not necessarily make it eligible for NSBP funding.

Not making a compelling case for why the project should be considered for funding. In preparing your application, it is important that you convey the necessary information as succinctly as possible. You have several opportunities to do so and it is important that each section of your application reinforce the others. Essentially you are building support for your proposed project in each section. As such, it is important that you focus on providing only the information required for reviewers to make a determination regarding the eligibility of your project. You are encouraged to avoid incorporating a lot of promotional language about your byway into your application and to concentrate on substantiating funding for your various project elements based on their benefit to byway travelers and their relationship to the byway's intrinsic qualities.

Unfocused project abstracts. Think of this as a snapshot. This is the reviewer's first view of your project and it is important to provide a well-focused and defined picture. In this section of the application you will need to concisely summarize what the project will do. What are the project elements (i.e., what will you specifically be buying with the proposed funds)? What will be the benefit to byway travelers (i.e., how will it help manage the intrinsic qualities that support the byway's designation, shape the byway's story, interpret the story for visitors, or improve visitor facilities along the byway)?

If your project is selected for funding, this will be the write-up used to notify members of Congress about your project, be included in funding announcements about your project, and be included in FHWA's Archive of Funded Projects as the project abstract of record.

Rambling Narrative/Project Summary. Think of this as a wide-angle, panorama shot. Having provided a snapshot of your project in the Abstract/Project Description section of your application, you now have the opportunity to provide the broader context of your project and describe its major elements.

People reviewing your application likely are unfamiliar with the local area, byway and proposed project. You will need to clearly and completely summarize what will be accomplished: the relationship of the proposed project to the byway, to the intrinsic qualities

2



FHWA → Planning, Environment, & Real Estate → National Scenic Byways Program → Grants → Articles

Q&A for Indian Tribes Applying Directly to FHWA

The following questions and answers pertain to Indian tribes who will be applying directly to the Federal Highway Administration (FHWA) for grants under the National Scenic Byways Program (NSBP).

Who is my Indian tribe byway coordinator? Can an applicant be their own coordinator?

Our current list of Indian tribe byway coordinators can be found at http://www.fhwa.dot.gov/hep/scenic_byways/contacts/tribal.html. However, this may not be a complete list. An applicant for an Indian tribe may be their own coordinator. However, if more than one applicant will be submitting applications for any one tribe, than a single tribal byway coordinator should be identified to review and rank the projects.

Are there any additional steps that Indian tribe byway coordinators must follow in the application process when they are applying directly to FHWA for NSBP grants?

Yes. Applications need to be reviewed and ranked by your Indian tribe byway coordinator. If you are the coordinator, you need to click "Review Applications" at http://www.fhwa.dot.gov/hep/scenic_byways/grants/ and fill out the privilege request form. Once you are granted privileges, you can review and rank the applications for submittal to FHWA.

Beyond eligibility, consideration of selection criteria, and consistency with tribe goals and objectives, are what other things an Indian tribe byway coordinator should review in the application?

- Documentation that you and the applicant have the tribal authority to apply for NSBP grants, and that the tribe supports your project. This documentation may be in the form of a tribal government resolution, tribal law or regulation, or other official tribal government notice or letter.
- Assessment and documentation that the applicant has the capacity to comply with Federal grant requirements, including but not limited to Titles 23 and 49 of U.S. Code. The tribe will have full responsibility to show compliance with these requirements, which may differ from those under NSBP agreements with the Bureau of Indian Affairs or the State. The applicant will need to demonstrate compliance with many laws, regulations, and requirements before funds can be authorized, including:
 - Financial Management System - financial reporting, accounting records, internal controls, budget controls, allowable costs, and other requirements

Nominations

Designations

Grants

▶ 2022 Awards

▶ Grant Archives

Contacts

Logo Requests

Archived pages

▶ Byway Quality

▶ Coordinator Orientation

▶ Graphics Standards Manual

Contacts

For more information, please contact:

1. [Edward Starks](#)
2. [Bronwen Keiner](#)

3



Nominations

Designations

Grants

▶ 2022 Awards

▶ Grant Archives

Contacts

Logo Requests

Archived pages

▶ Byway Quality

▶ Coordinator Orientation

▶ Graphics Standards Manual

Contacts

For more information, please contact:
1. [Edward Starks](#)
2. [Bronwen Keiner](#)

FHWA → Planning, Environment, & Real Estate → National Scenic Byways Program → Grants → Articles

Tips for Writing Project Titles and Abstracts

To streamline the process of reviewing applications and making grant announcements, the Federal Highway Administration utilizes electronic and automated systems that allow us to share grant information and release grant announcement information to members of Congress. As such, data from your grant application gets pulled into these systems, and your project title and abstract frequently serve as the initial impression of your project and can result in talking points and the basis of Congressional press releases. It is important that your project title and abstract succinctly describes how National Scenic Byways Program (NSBP) funds will be used to complete your project. The following are some tips and examples to follow.

Project Title

Your title should uniquely capture the identity of your project as well as clearly define the scope.

- The title will set the tone and may be used to categorize your project.
- A theme or outcome used as a title may not really describe how the proposed funding will actually be used.
- Remember, this may be the only part of your application that goes public.
- Including your byway name may help to identify your project.
- The title should clearly establish that the project is in an eligible category under the National Scenic Byways Program and connect to the byway traveler.
- If possible, the title should provide insight in how the project meets the administrative criteria.
- The title can be no more than 100 characters.

Less Successful Title:

"Corridor Management Plan"

Issues

4

Take CARE!

C = Be **C**oncise

A = **A**sk for assistance

R = **R**eview, review, and review again

E = Make it an **E**xceptional application

Submit one application but make sure it's an outstanding one!



Grants Contact Information

State Byway Coordinator
Clayton Sigmann (517) 897-6029

FHWA Division Rep
(517) 377-1844

FHWA Headquarters
(scenicbyways@dot.gov)

www.bywayonline.org

