

Preparing Estimates for Grant Applications

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Grant Application Estimates

- Funding Source?
- Where do I start?
- Where can I go for assistance or help?
- Things to look at when preparing estimates
- Available Resources

Funding Source?

- Which agency is offering the grant?
 - What is their source of funds?
 - Federal or State funds
- Tied to a certain Law?

Where do I Start?

- What are the grant requirements?
 - Project Type(s)?
 - What work activities are eligible?
 - Is this a reimbursement program or is money provided up front?
 - What is the deadline?
 - Who is even eligible to apply?
 - Do I have to partner with another agency?
 - Is there a minimum or maximum award I could receive?
 - Is there a cost share?
 - Do I have to hire an engineer?

Where do I Start?

- What are the grant requirements (con't)?
 - Do I have to do an environmental document or get permits?
 - Do I have to bid the project or can I do the work myself?
 - When would I have to have the project completed if awarded a grant?

Where Can I go for Assistance or Help?

- Other Townships
- County
- Consultants
- Agency offering the grants
- Associations (local, state, or national)

Things to Look at When Preparing an Estimate

- Material, labor, and equipment costs
- You able to construct the project or is a contractor required?
- Proper scope of work
- Proper and accurate quantities
- Project type dictates the bid items required to complete a project
 - Did you get all of the bid items to complete the project?
 - Graveling project vs grade raise vs culvert repalcements
- Environmental and/or permit requirements
- Engineering costs
- Do you have to finance the project up front until reimbursed

Things to Look at When Preparing an Estimate (con't)

- When will construction happen compared to bid opening compared to completion date?
- Is this a 1-year project or a 2-year project
- Did you account for inflation?
- Mitigation of wetlands?
- Do you need Right of way or easements?
- Do you need to move utilities?
- Administration costs if allowed – most grants don't allow this, but some do

Things to Look at When Preparing an Estimate (con't)

- Traffic Control needed?

Things to Look at When Preparing an Estimate (con't)

- Traffic Control
- **Remember** – the estimate should be as accurate as possible and include all associated costs and list them, this takes away concerns from the grant reviewer on whether or not the project can be completed.
- A low estimate does not guarantee an award of funds – it only raises questions and concerns on the viability of the project as your project may not meet the grant requirements if you can't complete the scope of the project because you ran out funds.

Available Resources?

- [NDDOT past bid prices](#)
- [Available Grants \(State and Federal\)](#)
- County
- Consultants
- Contractors – Prices will vary based bid document requirements
- Past projects that are similar in scope and funding (source) that have been completed

Thank you



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