

Competitive Grant Assistance Program (CGAP) Tips

Tips regarding completion of your Fiscal Year 2014 CGAP Application.

Application Completion Best Practices

1. The project must occur on or after October 1, 2011. Additionally, Inter-local Agreements must be signed and effective on or after October 1, 2011. However, priority will be given to projects that start after October 1, 2013.
2. Fill in the application form fully and completely.
3. Complete separate grant applications for separate project funding requests.
4. Clearly identify all applicants participating in the project. The participating applicants must be public entities. Attach letters of support from each of the participating applicants indicating their knowledge of the grant request and support for the project.
5. If you indicate "Yes" in box 17 that there is potential for expansion of the project to include additional applicants at a later date, provide a brief description how this could be accomplished and who/what the expansion could potentially include. If additional space is needed, use application box 32.
6. Provide a detailed description of how the services are currently being provided by each individual applicant either separately or jointly.
7. Provide a detailed description of the status of any shared service analysis undertaken to date. Clearly indicate if there have been discussions between the participating applicants and whether or not the elected officials are on board with the proposed project. If a shared service analysis has been completed, attach a copy of the shared service analysis.
8. Provide a detailed description of the project to provide clarity to the review panel. This is your opportunity to sell your idea.
9. Clearly identify the goals, measures, and business objectives of the project. What are the anticipated outcomes and how will you measure those outcomes? What is the potential benefit to each of the participating applicants?
10. Provide a detailed description of any barriers that currently exist that may have an impact on the implementation of the proposed project.
11. If you have checked "Yes" for short-term and/or long-term savings, indicate the estimated savings amounts in the boxes indicated. Attach a detailed calculation of how the savings were estimated and provide a short but detailed explanation of how the cost savings were calculated.
12. Provide a detailed timeline for the project. Clearly identify each of the steps from the start of the project through the completion date using specific dates or expected periods of time. Identify the projected outcomes/deliverables at each of the steps.

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13. For each budget category, attach a detailed list of proposed expenditures. Explain how the expenditures support and are essential to the merger, consolidation, or cooperative effort. Make sure that items in the budget worksheet clearly relate with the project description and goals. The totals for the estimated project cost and grant budget amount requested in box 31 should equal the amounts in boxes 13 and 14 on page 6 of the application.
14. If you are unable to include a complete detailed description in any of the boxes provided on the application, please attach additional documents describing the project or other supporting documentation.
 - a. Examples of supporting documentation would include copies of completed feasibility studies, engineering timelines, quotes for budgeted expenses, etc.
15. Submit an original signed application on time. Complete applications must be received no later than 11:59 p.m. via email on the due date. Post mark dates will not be accepted for mailed applications. Incomplete applications may not be considered.

Grant Panel Criteria for Selection

The panel's criteria for selection include:

1. **Type of Project** – Complete mergers of two or more governmental units are weighed more than feasibility studies.
2. **Timeframe for Starting and Completing the Project Within the Grant Period** – How “shovel ready” is the project?
3. **Project Potential** – Does the potential exist for further consolidations related to the project? Does the project have the potential to be a model for others to follow?
4. **Costs savings/taxpayer benefits/efficiencies achieved** – Are there significant long-term cost savings as compared to the one-time start-up costs? What percentage of taxpayers will be benefited?
5. **Project Detail** – How clearly and descriptively was the application packet completed? Does the panel have a lot of follow-up questions for the applicant to provide clarity concerning the project?
6. **Project Goal & Current Process** – How clearly are the project goals and outcomes explained? Are the measures for success clearly identified in the application? Is there an actual consolidation of services or collaboration taking place? The grant is not intended to cover bulk purchase savings, purchases to update outdated equipment, mutual aid agreements, etc.
7. **Work Plan/Timeline** – Does the work plan clearly indicate the outcomes and deliverables of each step and outline the activities to be completed for the project, start to finish?
8. **Budget** – Is the budget clear and detailed to support the project goals? Do the budgeted items relate to the project description? Is the request for one-time start-up costs, not continuing operating costs? The goal is not to cover continuing operating costs or personnel costs.