

SBCTA/SBCOG Grant Team Framework

Purpose

The SBCTA/SBCOG Grant Framework establishes a structured and proactive approach to identifying, applying for, and managing grant opportunities supporting SBCTA/SBCOG departments and San Bernardino County jurisdictions. The framework ensures that SBCTA/SBCOG maintains ample internal resources for internal grant applications. At the same time, there is the desire and need to provide local jurisdictions with the support necessary to identify funding opportunities, support competitive applications, and comply with grant reporting requirements. Both internal and external grant opportunities benefit the region. The Grant Team focuses on managing SBCTA/SBCOG grant applications, ensuring compliance, and tracking reporting requirements. To support local jurisdictions, the team provides education (e.g., grant workshops, funding updates), scoping assistance, and support of targeted grant writing assistance. As the organization evolves and as the grant landscape changes, the grant function will continue to adapt and expand, strengthening its capacity to secure funding and support the Board of Directors' priorities.

Scope of Work

Grant Opportunity Identification & Prioritization

- Creates an annual Grant Program strategy to document the Board's grant application priorities, including program or project emphasis areas that support SBCTA/SBCOG's core mission.
- Works with local jurisdictions and internal SBCTA/SBCOG Project Managers to develop and maintain an inventory of projects, plans, and programs eligible for SBCTA/SBCOG grant writing assistance.
- Regularly informs agency members of grant opportunities.
- Prepares and submits SBCTA/SBCOG grant applications that align with the Board of Directors' priorities and/or the financial framework outlined in the 10-Year Delivery Plan.
- Develops and maintains a jurisdictional request process. This will involve a structured system to track grant writing support requests from jurisdictions and the type of assistance that can be offered by the SBCTA/SBCOG Grant Team. Preference will be given to multijurisdictional applications, and the level of support provided depends on the SBCTA/SBCOG grant workload and alignment with the Board-approved Grant Program strategy.

Grant Application Preparation & Submission

- Supports both internal and external Project Managers throughout the application process, gathering data, project details, and stakeholder input as needed.

- Provides internal grant application support to the Project Delivery and Transit/Rail Departments as capacity allows, assisting with complex funding applications when feasible and accessing consultant resources when necessary.
- Submits complete, competitive applications for SBCTA/SBCOG-led grants ahead of deadlines.

Grant Reporting & Compliance

- Tracks and manages grant reporting deadlines to ensure compliance.
- Notifies SBCTA/SBCOG Project Managers of upcoming grant report deadlines in a timely manner.
- Review reports for completeness, ensuring all required information is included and updating deadlines provided by SBCTA/SBCOG Project Managers.
- Serves as a backup for report submissions if an SBCTA/SBCOG Project Manager is unavailable.
- Maintains a Grant Management Tracking Log to record grant application deadlines, progress, and awarded funds.

Deliverables

- **Annual Grant Program Update** – Provides the Board of Directors with an annual update on the previous year's grant strategy, outcomes, and recommendations for the upcoming year. Mid-year status reports may also be provided on an as-needed basis.
- **Grant Matching Fund Approval** - Prepares and presents funding requests and recommendations for Board approval when grant applications require SBCTA/SBCOG matching funds for projects not already included in board-approved plans such as the 10-Year Delivery Plan.
- **Monthly Table of Grant Opportunities**– Regularly updates and disseminates information internally and externally on upcoming grant opportunities.
- **Jurisdictional Request Process** – Maintains a structured system to track grant writing support requests from jurisdictions and the type of assistance committed to by the SBCTA/SBCOG Grant Team.
- **Grant Applications** – Prepares well-developed, competitive submissions aligned with the Board of Directors' priorities.
- **Grant Reports** – Assist in ensuring Project Managers submit required grant reports accurately and on time.
- **Grant Tracking System** – Continuously monitoring applied funding opportunities and application progress through the Grant Management Tracking Log.