

SBCTA/SBCOG Grant Support Process

Program Guidelines

November 2025



Contents

1	Program Introduction	1
1.1	Objectives	1
2	Identification & Prioritization Grant Opportunity	2
2.1	Project Selection Process	3
3	Grant Application Support	5
3.1	Support Scope and Examples	5
3.2	Roles and Responsibilities	5
3.3	Capacity and Service Approach	5
4	Grant Administration & Compliance Support	7
4.1	Post-Award Workshop	7
4.2	Transition to Award Management	7
4.3	Post-Award Responsibilities	7
5	Program Administration	8
5.1	Grant Management Strategy	8
5.2	Communications Strategy	8
5.3	Annual Reporting	9

1 Program Introduction

The San Bernardino County Transportation Authority and San Bernardino Council of Governments (SBCTA/SBCOG) are committed to developing and promoting efficient mobility options to increase resiliency and access to economic opportunities throughout San Bernardino County. SBCTA/SBCOG and its member agencies are currently undergoing one of the most extensive capital delivery programs, with Measure I investing \$515 million of \$2.4 billion in projects currently under construction.

As part of the SBCTA 10-Year Delivery Plan, the region has a comprehensive strategy to fund and implement a range of multimodal transportation projects. In December 2024, SBCOG also adopted a 5-Year Work Plan that detailed key priorities for the region, including smart corridors, homelessness, housing, and more.

In May 2025, SBCTA/SBCOG established a Grant Team Framework to provide a structured and proactive approach to identifying, applying for, and managing grant opportunities for its departments and member agencies. This document builds on that Framework and outlines how SBCTA/SBCOG will provide grant support, the process to request support, how projects will be selected, and how resources will be allocated to the grant application.

1.1 Objectives

The SBCTA/SBCOG Grant Team will actively and aggressively identify funding opportunities supporting targeted grant applications sponsored by SBCTA/SBCOG and its member agencies, providing grant education and scoping assistance to further the implementation of projects that help address the growing needs throughout the region. The coordinated process by which the Grant Team provides this support is referred to as the Grant Support Program.

The objectives of the grant support process are to:

- provide technical expertise to support SBCTA/SBCOG departments and member agencies with limited capacity in their efforts to secure funding,
- support the collaboration and implementation of inter-member agency initiatives that align with SBCTA/SBCOG priorities, and
- champion the allocation of funds to projects and programs within San Bernardino County.

2 Identification & Prioritization Grant Opportunity

SBCTA/SBCOG will aggressively seek grant opportunities that align with agency priorities, ensuring member agencies have access to all relevant funding programs. There is a wide variety of grant programs available to support different types of projects and programs. The Grant Team will compile and regularly share grant opportunities on SBCTA/SBCOG's website and by direct email to the Transportation Technical Committee (TTAC), the Planning and Development Technical Forum (PDTF), and the City/County Managers Technical Advisory Committee (CCMTAC), along with a publication in the CCMTAC agenda. To maximize the resources available through the Grant Team, efforts will focus on specific funding programs that align with SBCTA/SBCOG priorities and demonstrate a high potential for success, based on objective factors such as qualifying criteria, project readiness, availability of matching funds, and the quality of submitted information. The Grant Team encourages the member agencies to pursue grants. It will concentrate on programs that best align with the agency's priorities, as well as the projects outlined in SBCTA's 10-Year Delivery Plan and the SBCOG 5-Year Work Plan.

The SBCTA 10-Year Delivery Plan¹ and the SBCOG 5-Year Work Plan² (Plans) divides the county into six subregions:

1. North Desert
2. Colorado River
3. Morongo Basin
4. Victor Valley
5. Mountains
6. San Bernardino Valley

The two Plans identify various projects and programming that help serve the needs of communities throughout the County. These project types include transportation projects that support mobility, improve safety, and ease current and future congestion. The SBCOG 5-Year Plan also includes initiatives that advance housing production and preservation, support regional economic development through small business vendor fairs, a regional small business certification program, and establishment of a Small Business Hub, as well as efforts that address homelessness, smart intersections and corridors, climate adaptation and environmental resiliency, energy efficiency, and workforce development.

Given this broad range of potential application types, SBCTA/SBCOG will focus on providing coordinated grant support across multiple program areas, focusing on the priorities identified by the SBCTA/SBCOG Board of Directors and the viability of a grant award. This serves as a starting point as the grant support process continues to evolve and expand over time.

Key funding resources include:

- **SB1 Programs (California Transportation Commission):**
<https://catc.ca.gov/programs/sb1>

¹ [SBCTA 2025 10-Year Delivery Plan, updated December 2024](#)

² [SBCOG 5-Year Work Plan, updated December 2024](#)

- **California Office of the Small Business Advocate (CalOSBA):**
<https://calosba.ca.gov/funding-grants-incentives/>
- **California Department of Housing and Community Development:**
<https://www.hcd.ca.gov/grants-and-funding>
- **South Coast Air Quality Management District:** <https://www.aqmd.gov/nav/grants-bids>
- **Southern California Association of Governments:**
<https://scag.ca.gov/get-involved-grant-opportunities>
- **U.S. Department of Housing and Urban Development (HUD):**
<https://www.hud.gov/grants>
- **California Climate Investments / CAL FIRE Grants:** <https://www.fire.ca.gov/grants>
- **U.S. Department of Transportation Grants:** <https://www.transportation.gov/grants>
- **Federal Transit Administration (FTA) Grant Programs:**
<https://www.transit.dot.gov/grants>

This approach ensures the responsible use of limited SBCTA/SBCOG staff resources and the use of those resources in alignment with the SBCTA/SBCOG Board of Directors' direction.

Departments and member agencies requesting support for grant opportunities outside the key funding resources listed above will be considered on a limited, case-by-case basis. For these requests, the SBCTA/SBCOG Grant Team may serve in an advisory capacity and provide targeted assistance, which potentially include:

- Technical review of grant narrative
- Compliance with grant requirements
- High-level review and quality assurance of the overall application
- Facilitation of discussions with potential partners and collaborators

2.1 Project Selection Process

SBCTA/SBCOG departments and member agencies interested in receiving support from the Grant Team will be required to submit a *Grant Support Request* posted on the SBCTA/SBCOG grant website. Requests should be submitted as early in the process as possible to allow the team ample time to respond and deliver the support required to ensure a high-quality application is prepared. While the Grant Team strives to be as responsive as possible, requests submitted too close to the application deadline may not receive support due to staffing capacity and scheduling constraints. Requests will be assessed on a first-come, first-served basis and prioritized by the team against the following criteria:

2.1.1.1 Strategic Priorities

Highest consideration will be given to projects that:

- Projects that are aligned with or included in the SBCTA 10-Year Delivery Plan or the SBCOG 5-Year Strategic Plan.
- Member Agency-led proposals which advance the SBCTA/SBCOG Board of Directors' priorities and contribute to regionally beneficial outcomes.
- Collaborative or multi-member agency efforts that strengthen regional coordination and competitiveness.
- Internal SBCTA/SBCOG-led applications that align with the Board of Directors' priorities and Grant Program Strategy.
- Feasibility of successful award.

2.1.1.2 Review Criteria

In addition to strategic alignment, requests will be assessed for feasibility of grant award based on:

- **Project Eligibility and Readiness**
 - Confirmed eligibility under the target grant program.
 - Realistic timeline and defined scope.
 - Match requirements identified.
- **Level of Complexity**
 - Projects considered Medium to High Complexity, per the SBCTA/SBCOG Grants Table, based on factors such as scale, number of stakeholders, and technical requirements.
 - Applications that require refinement of scope or development of technical materials before becoming grant-ready.
 - Projects involving detailed grant narratives, benefit-cost analysis, GIS mapping, or coordination across multiple agencies or departments.
- **Resource Availability**
 - Capacity of the Grant Team and/or consultants during the review period.
 - Equitable distribution of support across departments and member agencies.
 - Priority may be given to member agencies based on equitable geographic distribution among SBCOGG subregions who have not recently received assistance.

2.1.1.3 Project Selection

Once a decision is made, the Grant Team will promptly communicate with the requested department or member agency to inform them of the decision and its justification. The team is committed to working in partnership with SBCTA/SBCOG departments and member agencies and will provide clear guidance on submitting a successful request.

3 Grant Application Support

As part of the Grant Support Program, the Grant Team provides targeted assistance rather than full application development. Support may include technical review, drafting narrative sections, coordination with partners, and grant-readiness guidance.

3.1 Support Scope and Examples

Support will vary based on need and potential include, but is not limited to, the following:

- Facilitating discussions around grant opportunities and participating in the development of competitive project scopes that best align with grant parameters and strategic priorities
- Developing or reviewing technical components of the grant narrative
- Engaging stakeholders and facilitating connections and collaborations between member agencies and local partners
- Reviewing submissions to assess compliance with grant requirements, readiness, and competitiveness
- Providing technical guidance

3.2 Roles and Responsibilities

3.2.1.1 Department/Member Agency Responsibilities

The requesting department or member agency is responsible for leading the overall grant application and ensuring timely submission. Within SBCTA/SBCOG, the project manager is responsible for coordinating with the Grant Team, providing all required materials, and submitting the application and any needed support letters. After submission, the department or member agency is required to notify the Grant Team of the award outcome. The Grant Team will submit applications when SBCTA/SBCOG is serving as the lead agency for a multi-member agency grant effort.

3.2.1.2 Letters of Support

When assisting internal departments with letters of support, the department must provide complete project information, including maps, project descriptions, and a clear explanation of how the project aligns with or benefits the supporting agency. The Grant Team may facilitate or coordinate requests, but all letters must be submitted through the Public Affairs/Legislation Office at legislativeaffairs@gosbcta.com. The Grant Team does not independently prepare, solicit, or submit letters.

3.3 Capacity and Service Approach

Grant Team support is prioritized based on available capacity and the complexity of each request. While departments and member agencies remain responsible for managing and submitting their applications, the Grant Team helps ensure grant proposals are competitive, complete, and grant-ready. This may include:

- Guidance on deadlines and reminders to keep applications on track
- Review of key materials for clarity, completeness, readiness, and alignment with grant requirements
- Sharing best practices, examples, and templates to strengthen competitiveness and quality of submissions

Support is provided based on available capacity and tailored to each request, to help departments and member agencies prepare high-quality submissions that maximize the potential for funding success.

4 Grant Administration & Compliance Support

Grants submitted with the support of the Grant Team will be entered and monitored via an internal grant tracking sheet. For successful grants, the team will post an announcement on the grant support webpage to document the award. For unsuccessful grants, the team will record the details gathered during the debriefing process to facilitate ongoing learning and support continuous improvement of the support process.

4.1 Post-Award Workshop

The Grant Team will host a live, recorded post-award workshop that provides guidance applicable to most grant programs. The workshop will walk through general post-award requirements, reporting expectations, and next steps. Due to limited resources, we will not be able to provide separate program-specific training. Key information will be included in this single session, and the recording will be made available for reference. The Grant Team will be available on an ongoing basis should questions arise.

4.2 Transition to Award Management

Upon grant award, the requesting department or member agency will assume responsibility for ongoing grant administration, reporting, and compliance. The Grant Team will provide a transition memo summarizing available resources and general guidance to assist the department or member agency with the award.

4.3 Post-Award Responsibilities

The department or member agency assumes primary responsibility for monitoring, reporting, and compliance. The Grant Team is available to provide guidance and resources upon request, including general tips and reference materials.

5 Program Administration

5.1 Grant Management Strategy

All requests for grant support will be compiled in the SBCTA/SBCOG central database. A Grant Tracking System will also be developed to monitor ongoing applications and projects, identify opportunities to optimize resources, and adjust support during periods of higher activity. The system will also track projects that may not be ready for the current funding round but represent strong candidates for future grant opportunities, ensuring they are prepared when the next cycle becomes available.

5.2 Communications Strategy

The Grant Team will implement a multi-channel communications approach to raise awareness and increase use of the SBCTA/SBCOG Grant Team among internal departments and local member agencies. The strategies focus on clear, accessible resources combined with direct engagement to maximize outreach and support.

Key Components include:

1. Webpage:

- a) Introduction, background, and what is being offered
- b) List of the latest grant table with link to archived tables
- c) Grant Support Request Form
- d) Contact information
- e) Frequently asked questions
- f) Supported successful grants

2. Grant Team Overview Recorded Webinar:

A foundational, pre-recorded webinar will introduce the Grant Support Program and the Grant Team's role. This presentation will be hosted on the grant support webpage and will include:

- a) Program objectives and types of available assistance
- b) Overview of priority grant programs
- c) Walkthrough of the *Grant Support Request Form* and project selection process
- d) Question & Answer Session

3. Open Invitation – Meeting(s) with local teams (Ongoing):

The Grant Team will participate in meetings with departments and member agencies to provide guidance, share information, and support coordination. These meetings may occur as part of existing forums, or in discussions with individual departments or member agencies:

Meetings with Individual Departments or Member Agencies:

- a) Share information about prioritized, readiness, and unfunded projects

TTAC, PDTF, and CCMTAC Meetings:

- b) Discuss common challenges and funding barriers
- c) Identify opportunities for regional or multi-member agency collaboration
- d) Align local priorities with upcoming grant opportunities

4. Annual Grant Workshop:

Each year, the Grant Team will host a focused workshop on grant resources.

The purpose of this workshop is to:

- a) Share basic program information, timelines, and application expectations
- b) Highlight key takeaways from past application cycles
- c) Provide general guidance on project framing and common challenges
- d) Encourage departments and member agencies to begin early coordination and scoping

These sessions will support early coordination, help refine project scopes, and strengthen the competitiveness of future applications.

In addition to the modes of dissemination listed above, an inquiry may be sent to member agencies to identify unfunded projects. This will help us refine our service offerings for subsequent years and help better address local funding needs.

5.2.1 Communication Log

The team will maintain an active communication log, documenting which member agencies were contacted and via which mode. Responses and inquiries for more information will also be noted to support ongoing refinement of the process. This log will document:

- Member agencies-initiated contact with the Grant Team
- Member agency contacted by the Grant Team
- Method communication (email, phone, meeting, etc.)
- Responses received
- Requests for additional information

5.3 Annual Reporting

Each year, the Grant Team will prepare an Annual Report for the SBCTA/SBCOG Board of Directors. The report will provide a high-level summary of member agency support activities, outcomes, and strategic insights. An overview of the Grant Team effort, which will include:

- Number of grant applications supported and funding outcomes
- Member agencies assisted and types of support provided
- Requests unable to be fulfilled and key reasons
- Lessons learned and opportunities to streamline the process
- Recommendations to enhance program effectiveness
- Priority grant programs for the coming year

The report will be presented in a concise and accessible format to support discussion and inform decision-making by SBCTA/SBCOG leadership.