

Proposal for

Technical Support to Develop an EDA CARES Act Application for Construction Assistance

Submitted to

City of Racine

Submitted by

AECOM

June 26, 2020



3101 Wilson Blvd Suite 900
Arlington VA 22201
(703) 340-3100

June 26, 2020

John Rooney
Commissioner of Public Works
City Hall
730 Washington Avenue
Racine, Wisconsin 53403

Dear Mr. Rooney:

Technical Support to Develop an EDA CARES Act Application for Construction Assistance

The enclosed proposal outlines AECOM's approach to developing a full EDA Public Works and Economic Adjustment Application under the CARES Act Funding (forms (including narrative /justifications), certifications, supporting material as needed) on behalf of the City of Racine (the City hereafter). Our understanding is that the City has been working with developers and has a strategy to advance the Project to implementation. The City would apply under the Construction Assistance (track that includes design and engineering). AECOM has assembled a team of seasoned grant writers and graphics specialists to support this effort. The program accepts applications on a rolling deadline, but the City seeks to submit an application quickly before available funding is exhausted.

The most successful applications are built on a "case for the project" that demonstrates how the Project aligns with EDA's goals for this program. This message is carried through the application sections. Developing and making this case requires solid information on how the development outcomes will allow City residents to live differently, enjoy a better quality of life locally. We have outlined an approach that addresses all the required elements of the application. As we work with you to develop the application, we will note where additional data or information would strengthen the case for the project and keep you fully informed to ensure that there are "no surprises" and to ensure that we utilize the full available resources of you and your team.

We appreciate your consideration reviewing this proposal and look forward to discussing the Project with you. Please do not hesitate to contact us if you have any questions.

Very truly yours,

Michael Preboske, PE
Transportation Manager
(414) 235-6096

Toni Horst, PhD
Lead, National Infrastructure Economics
(703) 340-3048

[Introduction](#)

The City of Racine is seeking technical support for its EDA Public Works and Economic Adjustment Application under the Cares Act Funding (forms (including narrative /justifications), certifications, supporting material as needed). The application comprises a series of 15 forms, some of which require narrative responses that describes the Project's alignment against the program's evaluation criteria. There are also a number of certifications and supplemental materials needed in order to submit a complete and competitive package.

The following outlines our approach to developing the grant application. This approach delivers all required elements for the application.

Approach

The approach is developed to respond to the FY 2020 NOFO requirements.

Task 1: Kick-off Meeting—meeting accomplished, minutes pending

The AECOM Team will initiate this project with a kick-off meeting. Given the desire to move quickly and in light of past conversations to assess the Project's eligibility, the kick-off will be a working meeting. The team will seek inputs of the proposed schedule of project tasks, scopes, and deliverables. Meeting minutes, which will include notes, action items, and scope clarifications that incorporates the feedback from the Community's representatives will be submitted within two weeks of the kickoff meeting.

The kick-off meeting will also be an opportunity to discuss prior work that has been accomplished to date such as cost estimates, drawings renderings and past planning documents that include the Project. The team will walk through the application elements and required approvals and signatures to begin the coordination process needed to assemble all the required materials.

Task 2: Required Forms

The consultant team will draft all required forms and applications for the client Project Manager's review and signature. The required forms and resolutions needed for the application package include:

- **Confirmation of SAM Registration** and Grants.gov Registration for the City
- **Form SF-424 (Application for Federal Assistance)** from each co-applicant, as applicable.
- **Form SF-424C (Budget Information—Construction Programs)** per project.
- **Budget Narrative** that clearly identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item
- **Form SF-424D (Assurances—Construction Programs)** from each co-applicant, as applicable.
- **Form ED-900 (General Application for EDA Programs).**
- **Form ED-900A (Additional EDA Assurances for Construction or NonConstruction Investments)** from each co-applicant, as applicable.
- **Form ED-900B (Beneficiary Information Form)** from each beneficiary of the proposed project, as applicable.
- **Form ED-900C (EDA Application Supplement for Construction Programs)** and accompanying supporting documentation, e.g., Preliminary Engineering Report. Form ED-900C requires, among other things, a description of real property acquisition, which should include any past or proposed use of eminent domain.

- **Form ED-900E (Calculation of Estimated Relocation and Land Acquisition Expenses).**
- **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (Section B.10.d of the form).
- **Environmental Narrative** that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA's website
- **Applicant's Certification Clause** (see Appendix A to the environmental narrative noted above) completed separately and signed by each co-applicant, as applicable.
- **Form CD-511 (Certification Regarding Lobbying)** from each co-applicant, as applicable.
- **Form SF-LLL (Disclosure of Lobbying Activities)** from each co-applicant, if applicable.
- **Map of project site as required.** A diagram explaining connections to the City is also helpful here in AECOM's experience.

Task 3: Application Review Against Rating Factors

The consultant team will review the application forms and narrative against the evaluation rating factors and adjust the responses where possible to capture additional details or improve the alignment with program objectives. The rating factors are:

1. The project's sustainability/durability, including the extent to which the project demonstrates support from regional stakeholders (private, public, and non-profit entities, etc.);
2. The applicant's organizational capacity, including its financial and management capacity;
3. The project's alignment with the regional CEDS or equivalent EDA-accepted economic development strategy, including the extent to which the project is aligned with and integrated into other public or private investments currently ongoing or planned for the community and region;
4. The project's demonstrated alignment with EDA's current Investment Priorities;
5. The project's demonstrated ability to foster creation and/or retention of high-quality jobs and promote private investment in the regional economy;
6. The extent to which the project will enable the community/region to become more economically diversified and prosperous; and
7. The project's feasibility, which may include the availability and committed nature of proposed matching funds.

Task 4: Documentation and Submission

A draft of all materials will be provided to the client Project Manager for review. AECOM will address all comments and provide a revised clean set of documents ready for the City of Racine's submission to the Grants.gov website.

To Be Provided by Others

The proposal assumes that the site improvement plans and cost estimates to be included with the application will be provided by others.

Budget

The estimated time and materials NOT TO EXCEED budget is summarized below.

Total Estimated Hours	Total Fee
144.00	\$24,900

Staff Biographies

Toni Horst PhD

Project Manager & Grant Writing/Strategy

Dr. Horst leads AECOM's National Infrastructure Economics Practice. A regional economist, she analyzes how infrastructure investment changes local economies, focusing on applying quantitative information to support transportation decision making. She is an economist experienced in assessing projects and developing defensible analyses of project feasibility, economic impact, return on investment and benefit cost assessments. Through this work she and her team have developed a Grant Writing Service for AECOM's clients. Toni has written the application and/or overseen the construction of the benefit cost analysis to justify the project for at least one project selected for funding in every round of the US DOT's highly competitive BUILD/TIGER program. Over the past 11 years, her team has supported clients in securing over \$1.5 billion in discretionary funding. These grant applications have spanned a variety of grant programs and have been located across the U.S.

Prior to joining AECOM, Dr. Horst edited several publications for Moody's Analytics and served as the assistant editor of the *Journal of Regional Science*, an academic journal. She has a BA in Economics from Oberlin College and a PhD in Regional Science from the University of Pennsylvania.

Frida Cruz

Grant Research

Frida Cruz, ENV SP is an economic analyst in AECOM's Transportation business line. Using her background in economics and statistics, she contributes to economic impact and benefit-cost analysis to support transportation and infrastructure projects. Ms. Cruz has experience in the following areas: sustainability, financial forecasting, agriculture, climate change, and transportation. She has experience with numerous statistical computer analysis program including SAS, R, and STATA. Her academic experience focused on the application of econometric modeling for policy analysis. Frida earned a degree in Integrate Environmental Science at Longwood University and Agricultural and Applied Economics at the University of Georgia.