

The background image shows the Town of Melbourne Beach Town Complex. In the foreground, there is a large, oval-shaped sign on two blue posts. The sign is white with black text that reads "TOWN OF MELBOURNE BEACH TOWN COMPLEX EST. 1883". Behind the sign is a large, light blue building with a white roof and a small cupola on top. An American flag is flying on a pole to the right of the sign. The scene is set in a landscaped area with palm trees and other vegetation. The sky is clear and blue.

TOWN OF
MELBOURNE BEACH
TOWN COMPLEX
EST. 1883

GrantWorks®
PEOPLE FIRST. PURPOSE-DRIVEN. HEART LED.

TOWN OF MELBOURNE BEACH
RFP | Grant Writing Services

GRANTWORKS, INC. | 201 S Monroe St., Tallahassee, FL 32301 | GrantWorks.net

THE TEAM SERVING THE TOWN OF MELBOURNE BEACH



RICK FAIRCLOTH

Corporate Sponsor



KATIE SMITH

Florida Commerce
Liaison



ASHLEY DOWDY

Project Manager



TREY FRIEDRICH

Funding Needs
Assessment Task Lead



AMANDA HOLTON

Grant Research &
Writing Task Lead



JASON MARTINEZ

Grant Administration
Task Lead

ABOUT GRANTWORKS

CORE COMPETENCIES:

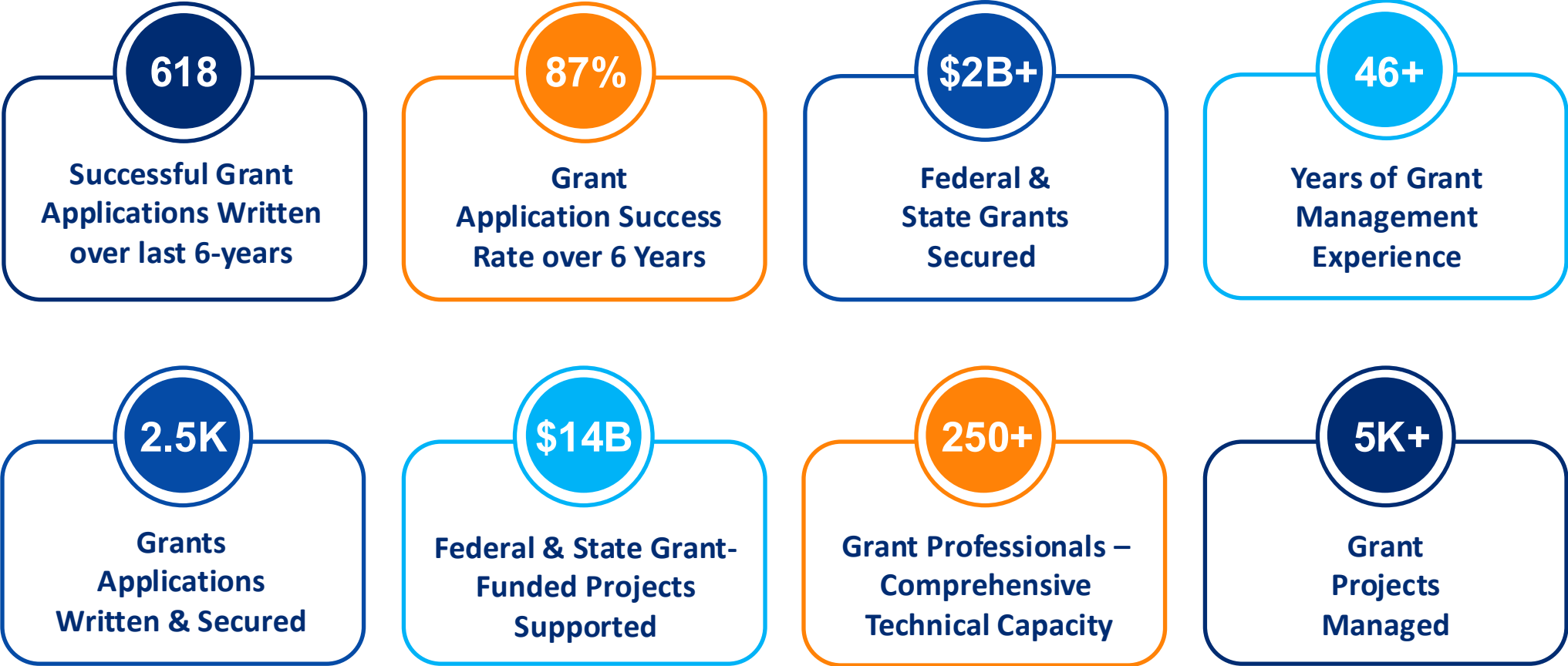
- ✓ Grant Research/Writing
- ✓ Grant Administration
- ✓ Program Management
- ✓ Grant Management Systems
- ✓ Financial Systems
- ✓ Compliance Oversight
- ✓ 2 CFR 200 Procurement
- ✓ Constituent Communication & Integration
- ✓ Davis-Bacon Labor Standards
- ✓ Recordkeeping, Reporting, Audit & Monitoring Support
- ✓ Stakeholder Engagement
- ✓ Continuous Closeout Process

Founded in 1979, GrantWorks provides comprehensive grant support services to local governments including needs assessments, grant research, grant writing, grant administration, project management, technical assistance, and closeout.

To date, we have **supported over \$14 billion in grant-funded projects and programs** in the following areas:

- Infrastructure
- Water/Wastewater
- Stormwater & Drainage
- Transportation
- Environmental Protection & Restoration
- Parks & Recreation
- Community Development
- Economic Development & Economic Recovery
- Coastal Protection & Management
- Fire Fighter & First Responder
- Disaster Recovery & Resiliency

GRANTWORKS OVERVIEW

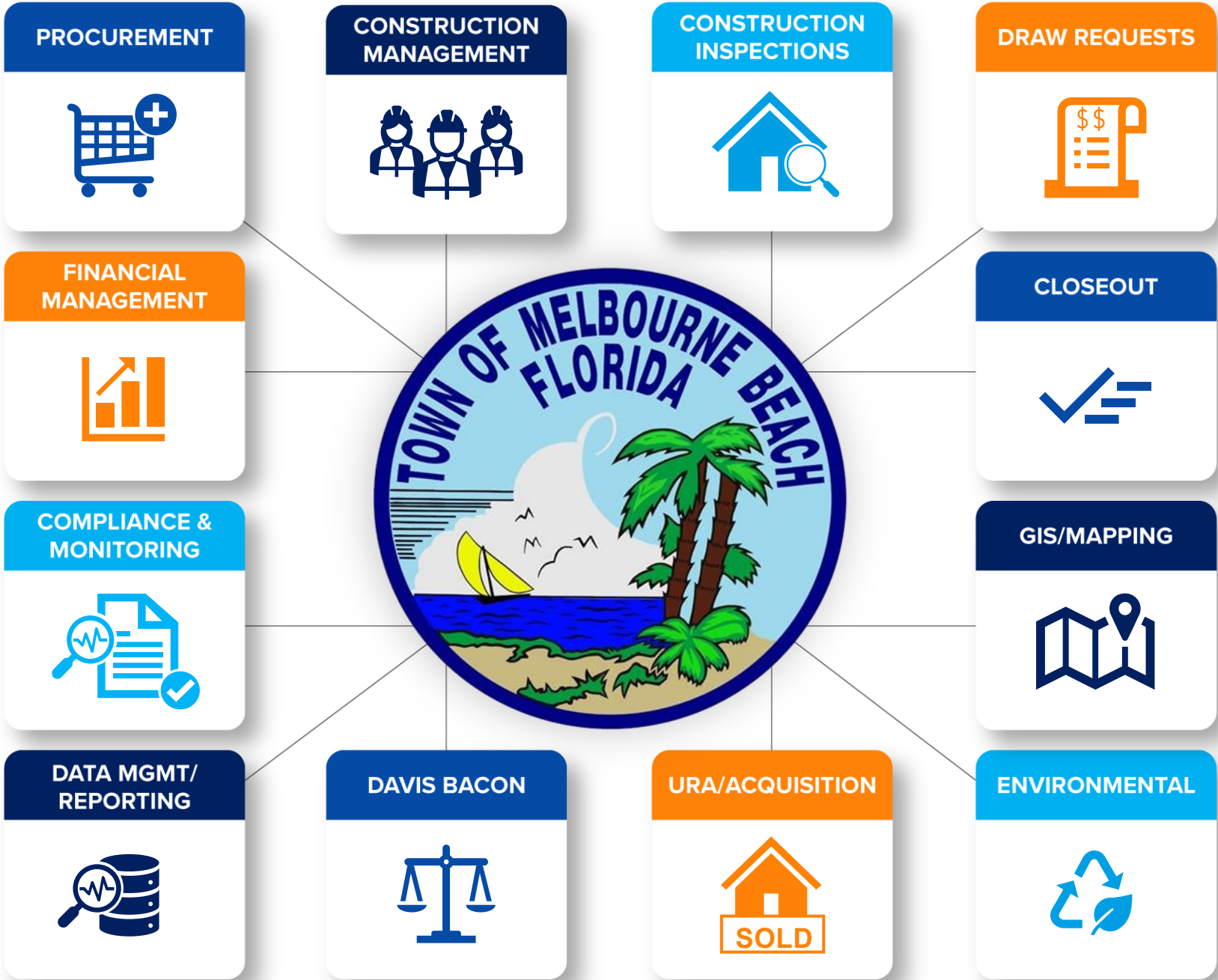


Comprehensive Grant Solutions

The Town of Melbourne Beach

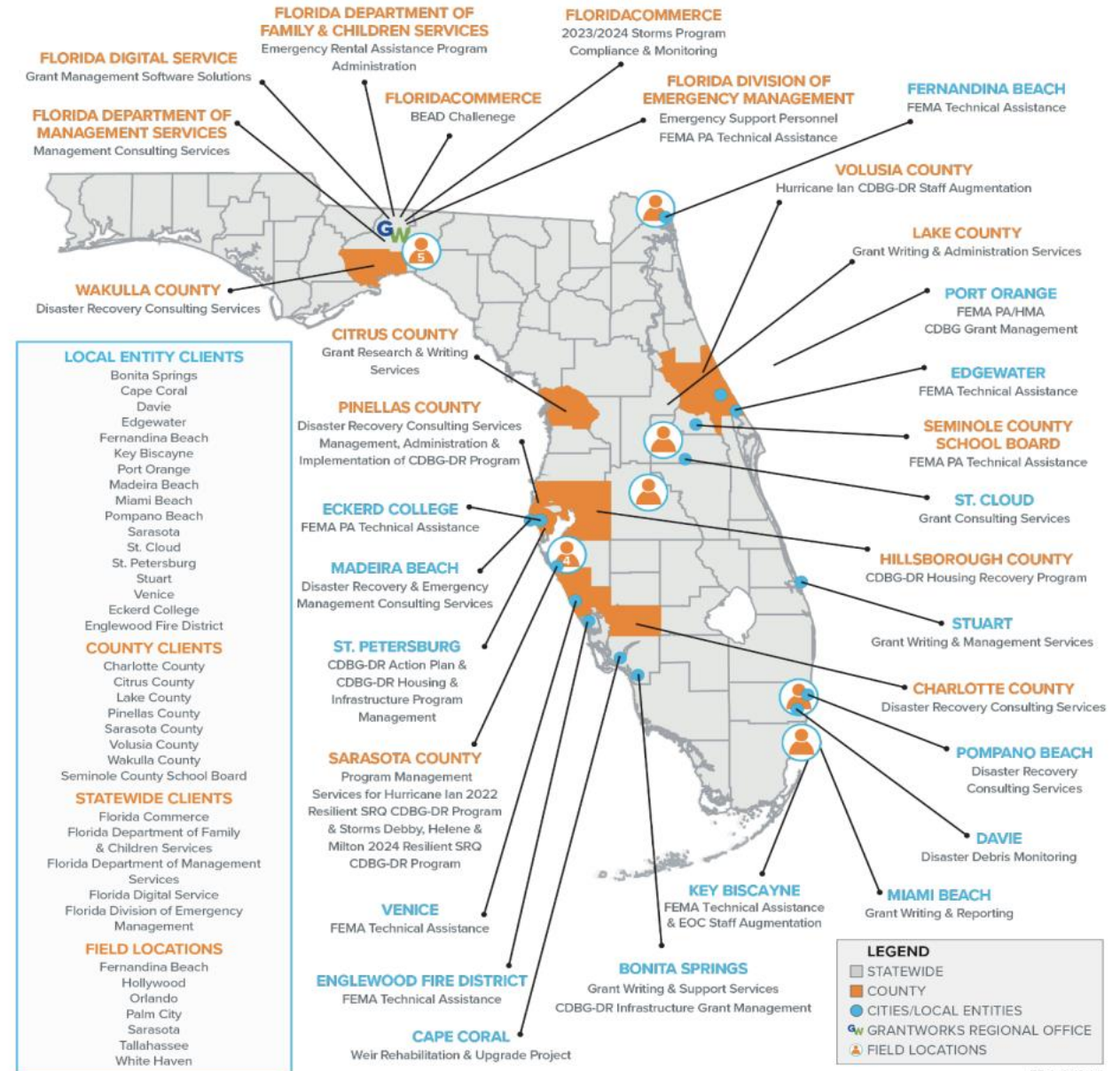
GrantWorks®

We've
Got You
Covered.



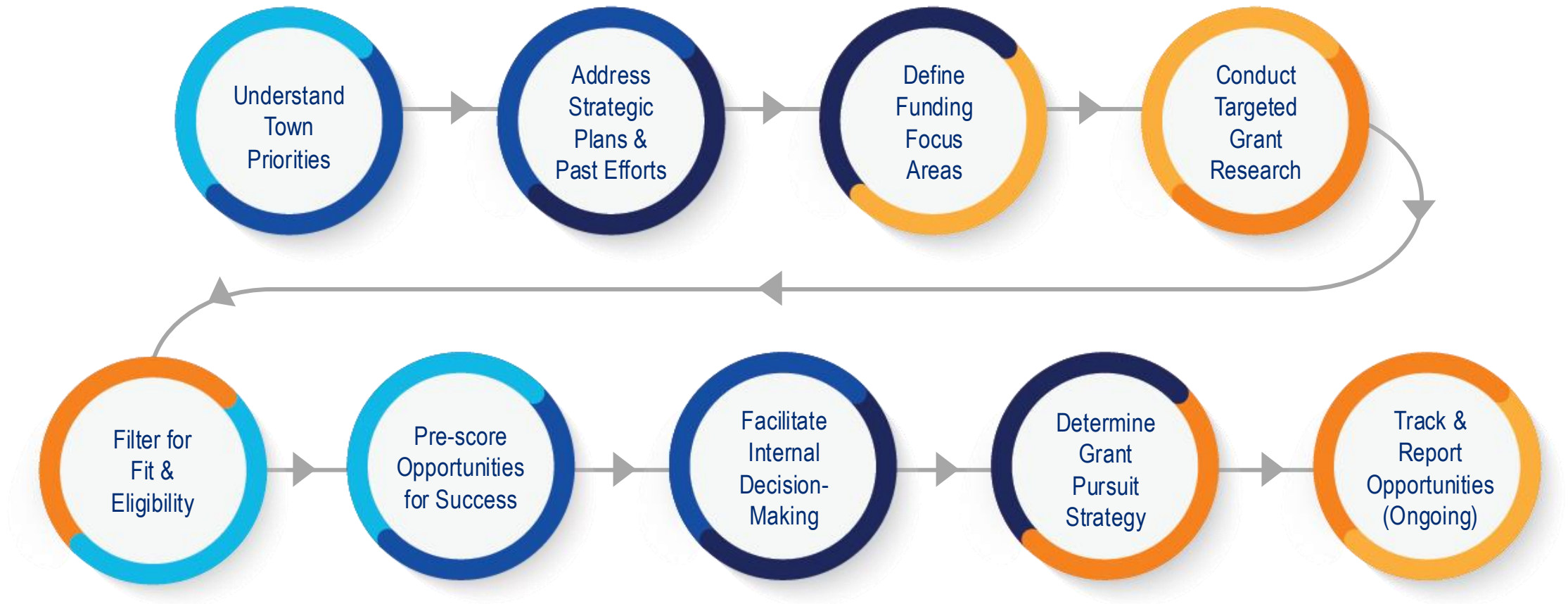
GRANTWORKS FLORIDA PRESENCE

- \$4B+ in Grant Program Administration
- Capacity Building & Training to Cities and Counties
- Florida Office in Tallahassee with field locations and staff across State
- **Corporate Supporter:** Florida Chamber of Commerce, Florida League of Cities, Florida Association of Counties, Florida Emergency Preparedness Association, Volunteer Florida, Boys & Girls Club

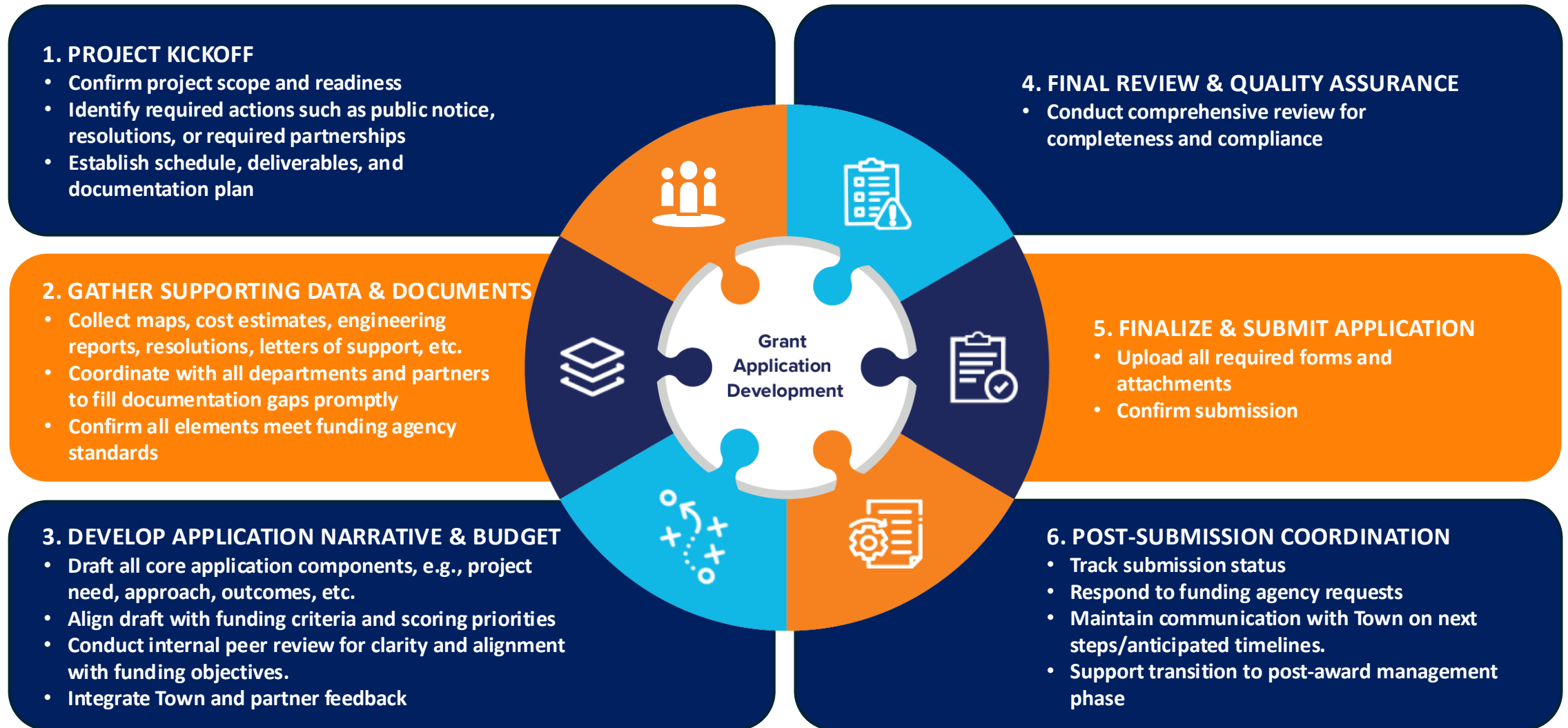


FEM_026_V1

IDENTIFYING POTENTIAL GRANT OPPORTUNITIES

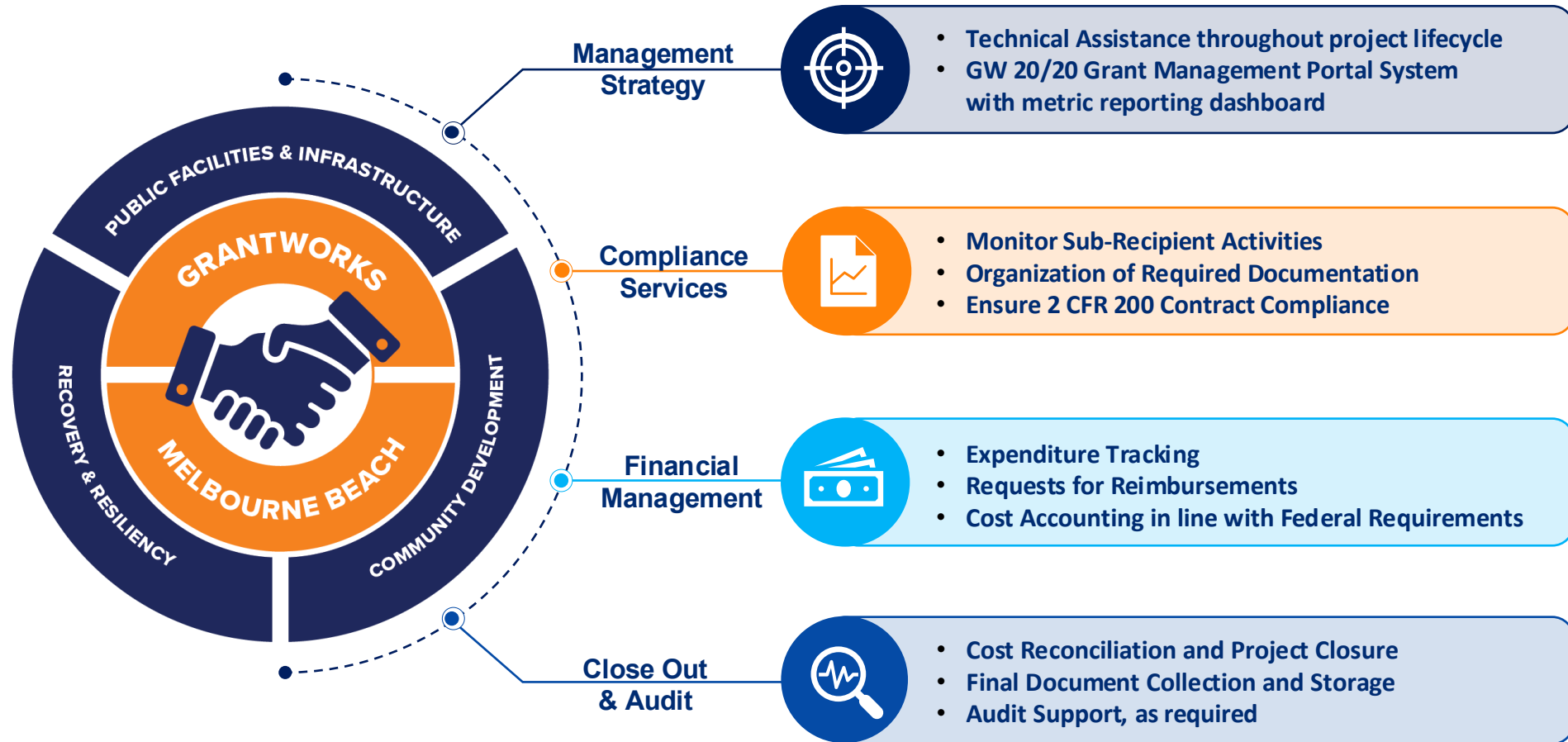


STRATEGIC GRANT APPLICATION DEVELOPMENT



OUR GRANT MANAGEMENT APPROACH

Our core focus on grant writing and administration services, coupled with our stellar rate of achievement, makes the GrantWorks Team your ideal partner. We have a proven record of delivering results ahead of schedule and under budget to expedite the successful design and delivery of your critical projects.



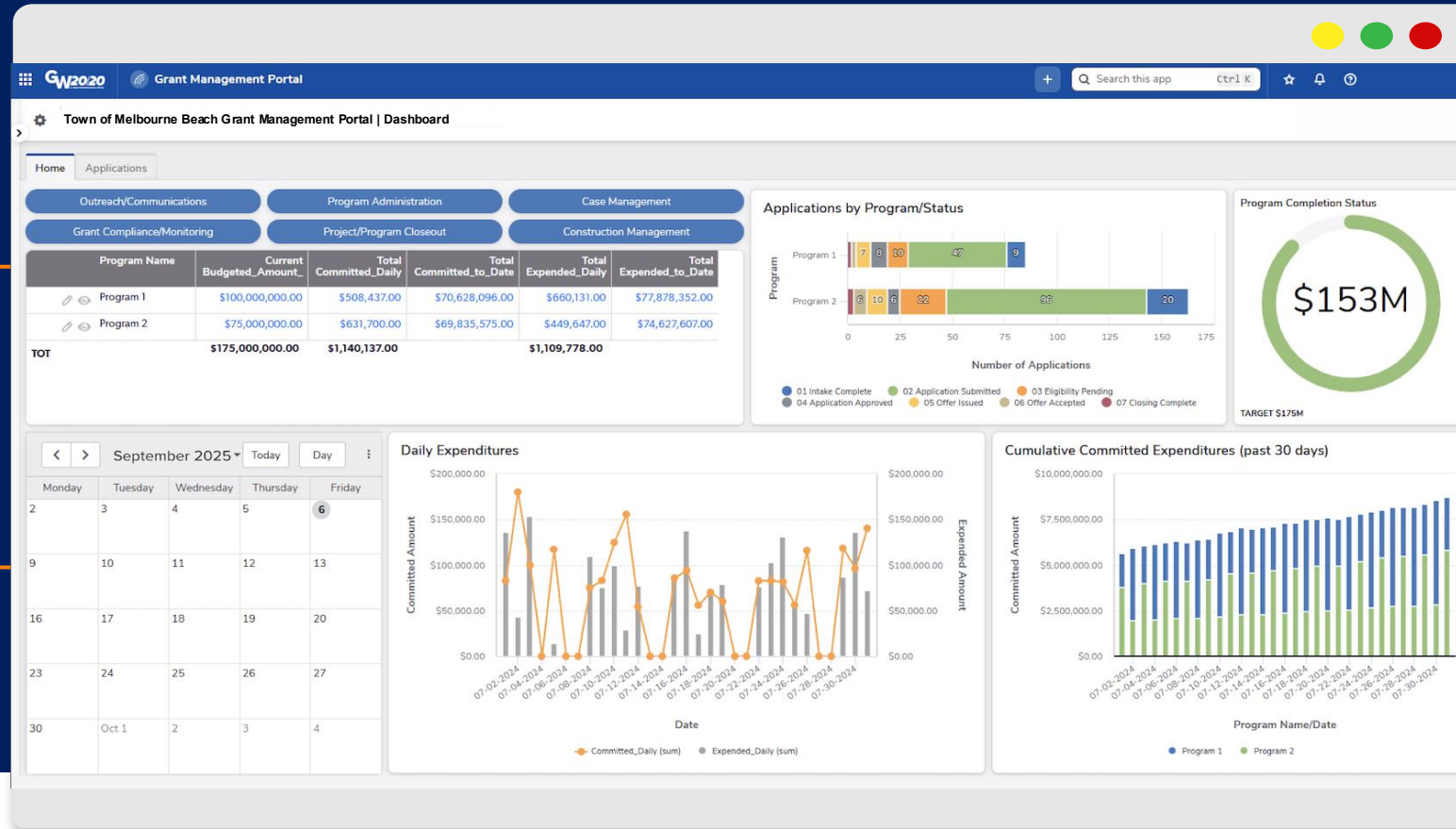
GW 20/20: Portfolio Level Grant Management At Your Fingertips

Convenient Navigation

Secure Access

Near Real-Time Data

Track Program Status



01

Foundational Tool

Foundational grant management platform:

- Organizes programmatically
- Advances your grant projects forward with confidence

02

Dashboard Metrics

With near real-time metrics:

- Track project statuses & milestones
- Create disbursement tables
- Customize data visualization

03

Advanced Customization

Customer-tailored for:

- Program & Project level status dashboards
- Specific activities & performance objectives

KEY TAKEAWAYS FOR MELBOURNE BEACH



250+
Grant
Professionals

**Capacity
& Speed**



46+ Years
Grant Project
Admin Experience

**Risk Mitigation
& Compliance**



2,500+
Grants Written
& Secured

**Experienced
Application
Developers**



87%
Grant Application
Success Rate

**Funding
Confidence**

A photograph of a wooden sign for Melbourne Beach, featuring a blue oval with white text and decorative flourishes. The sign is mounted on a wooden post. In the background, a wooden pier extends into a body of water under a clear blue sky, with palm trees and other vegetation visible along the shore.

GrantWorks®

Thank You!

We look forward to serving as a trusted partner for the Town of Melbourne Beach.

Katie Smith

Vice President, Grant Solutions & Strategies

(850) 339-9713

Katie.Smith@grantworks.net

DELIVERING RESULTS ACROSS MELBOURNE BEACH



250+
Grant
Professionals

Capacity
& Speed



46+ Years
Grant Project
Admin Experience

Risk Mitigation
& Compliance



2,500+
Grants Written
& Secured

Experienced
Application
Developers



87%
Grant Application
Success Rate

Funding
Confidence

Melbourne Beach

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Rick Faircloth
Corporate Sponsor



Katie Smith
Florida Commerce
Liason



Ashley Dowdy
Project Manager



Trey Friedrich
Funding Needs
Assessment Task Lead



Amanda Holton
Grant Research &
Writing Task Lead



Jason Martinez
Grant Administration
Task Lead



Grant Application Preparation — Flat Fee		
Grant Minimum	Grant Maximum	Flat Fee Per Application
Tier 1 — Small Grant Application (Planning/Small Project)		
\$0.00	\$100,000.00	\$5,000.00
\$100,001.00	\$200,000.00	\$8,000.00
\$200,001.00	\$250,000.00	\$10,000.00
Tier 2 — Medium Grant Application (Medium Infrastructure Project/Equipment Grant)		
\$250,001.00	\$750,000.00	\$12,500.00
\$750,001.00	\$1,000,000.00	\$16,000.00
\$1,000,001.00	\$2,000,000.00	\$21,000.00
\$2,000,001.00	\$3,000,000.00	\$24,000.00
Tier 3 — Large or Complex Grant Application (Large/Multi-Phase Project)		
\$3,000,001.00	\$4,000,000.00	\$27,500.00
\$4,000,001.00	\$5,000,000.00	\$29,900.00
>\$5,000,001.00 Negotiable		
Note: Flat fees for grant application preparation exclude any third-party services, including engineering.		

Professional Service Rate Schedule - Flat Fee	
Title/Role	Hourly rate
Program Executive	\$0.00
FloridaCommerce Liason	\$0.00
Project Manager	\$165.00
Task Lead	\$155.00
Subject Matter Expert	\$225.00

Grant Administration — Percentage and/or Hourly				
Grant Minimum	Grant Maximum	Federal Grant Programs	State Grant Programs	Force Account & Percent
\$250,000.00	\$750,000.00	8.75%	7.75%	0.5%
\$750,001.00	\$1,000,000.00	8.15%	7.15%	0.5%
\$1,000,001.00	\$2,000,000.00	6.80%	5.80%	0.5%
\$2,000,001.00	\$3,000,000.00	6.50%	5.50%	0.5%
\$3,000,001.00	\$4,000,000.00	6.20%	5.20%	0.5%
\$4,000,001.00	\$5,000,000.00	6.00%	5.00%	0.5%
\$5,000,001.00	\$7,500,000.00	5.50%	4.50%	0.5%
\$7,500,001.00	\$10,000,000.00	5.20%	4.20%	0.5%
\$10,000,001.00	\$15,000,000.00	5.00%	4.00%	0.5%
\$15,000,001.00	\$20,000,000.00	4.45%	3.45%	0.5%
>\$20,000,001.00 Negotiable				

EXPERTISE | QUALITY | LEADERSHIP | TRUST | RESPECT
A Foundation Built on Excellence



PROJECT MANAGER

Josh Norman

850.208.6608

Josh.Norman@drmp.com



OFFICE LOCATION

100 Parnell Street, Suite A
Merritt Island, FL 32953

TOWN OF MELBOURNE BEACH, FLORIDA

RFP Grant Writing Services

June 23, 2026



Key Personnel



30
YEARS

Josh Norman

Project Manager



13
YEARS

Scott Nickle

Client Manager/Community Engagement



29
YEARS

John Alagemand, PE

Grant Writing



34
YEARS

Rachel Schmidt, PWS

Environmental & Natural Resources



26
YEARS

Spencer Finch, PE, LEED AP

Grant Writing/BCA

Urban Planning



26
YEARS

Conroy Jacobs, AICP, PMP

Transportation Grants

Grant Research/Community Engagement



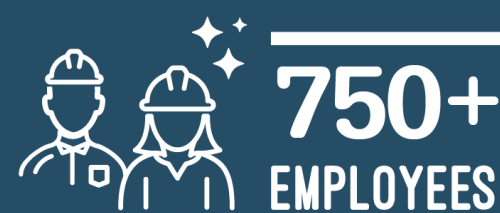
About DRMP



Responsible Office
Merritt Island, FL

OUR FLORIDA LOCATIONS

- | | | |
|---|---|---|
|  Headquartered in Orlando, FL |  Gainesville, FL |  Pensacola, FL |
|  Boca Raton, FL |  Jacksonville, FL |  St. Augustine, FL |
|  Chipley, FL |  Lakeland, FL |  Tallahassee, FL |
|  DeLand, FL |  Marianna, FL |  Tampa, FL |
|  Fort Myers, FL |  Merritt Island, FL | |
| |  Panama City Beach, FL | |





Approach to Grant Management

1

Early identification of needs and alignment of funding opportunities with specific capture strategy;

2

Balance technical expertise with creative story telling to capture agency interests;

3

Maximization of pre- and post-disaster funding opportunities to address deficiencies;

Close-Out

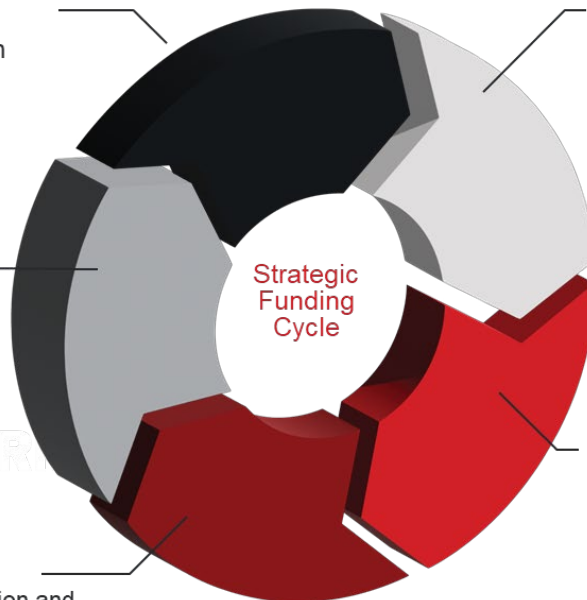
- Expense Reconciliation
- Scope Reconciliation
- Site Visits
- Document Prep
- Close-Out Filing

Grant Management

- Quarterly Reporting
- Internal Reporting and Meetings
- Expense/Cost Reporting
- Reimbursement Processing

Review & Approval

- Submission Coordination and Navigation
- RFI Response
- Notifications and After-Action Reviews



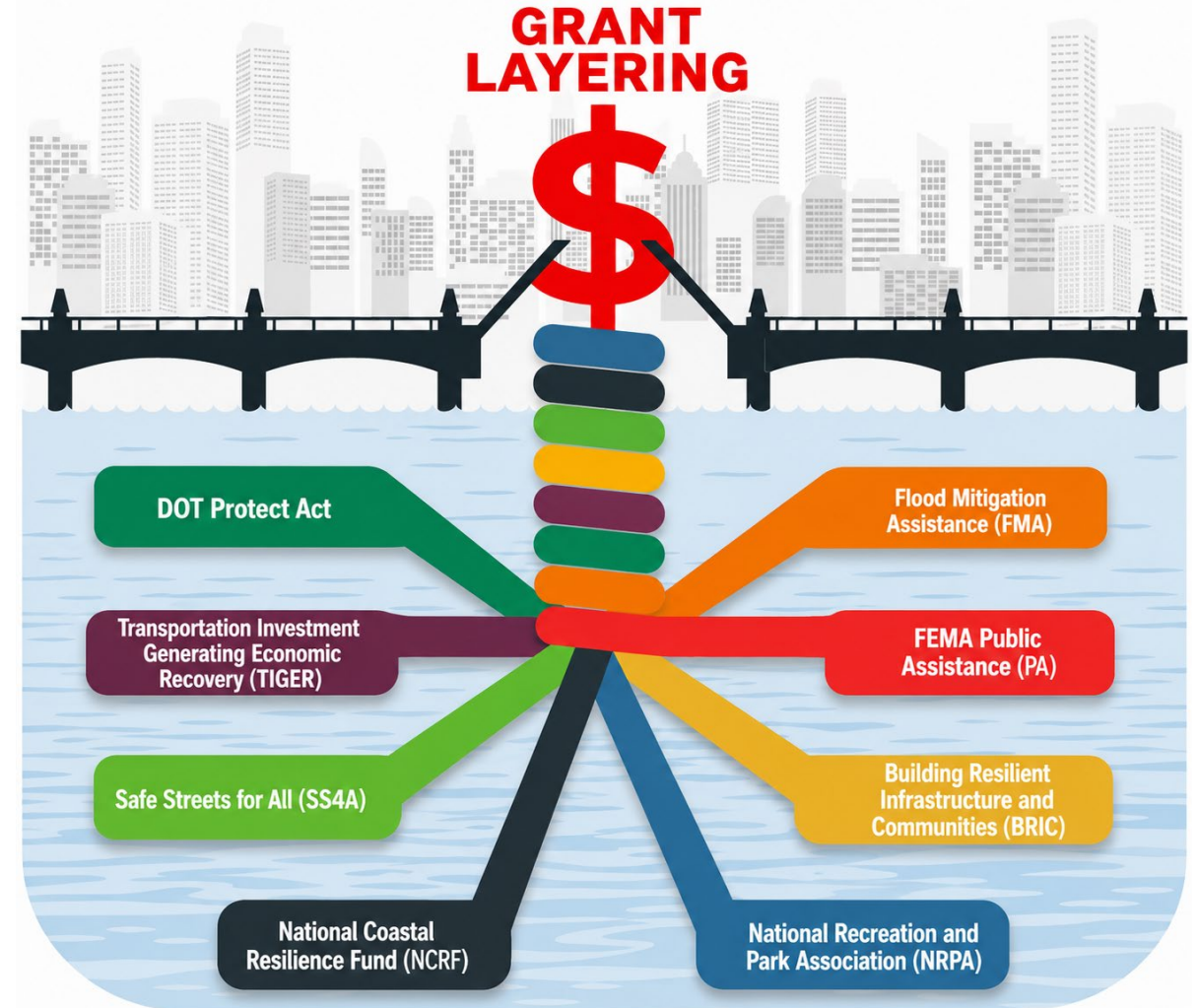
Strategic Alignment

- Plan Layering
- Project Prioritization
- Project Alignment
- Grant Alignment
- Probability Analysis
- Pursuit Scheduling

Grant Development

- Eligibility Analysis
- Application Checklist
- Data Collection
- Narrative Development
- Benefit Cost Analysis
- Visualization

GRANT LAYERING





Grant Writing Experience

West Central Florida I-4 Truck Parking Facility

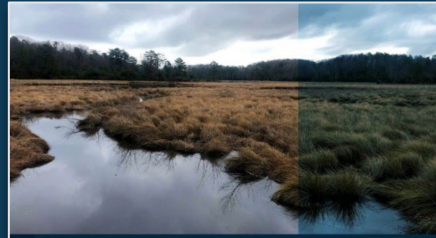
Florida Department of Transportation, District 7

May 23, 2022

INFRASTRUCTURE FOR REBUILDING AMERICA (INFRA) PROGRAM FY 2022 APPLICATION



Wetland Program Development Grants



MONTAGUE ISLAND ROAD CULVERT REPLACEMENT

Middlesex County, Virginia
National Culvert Removal, Replacement, and Restoration Grant Program

PREPARED FOR:
United States Department of Transportation
FY 2022 Culvert Aquatic Organism Passage Program

SUBMITTED BY:
Virginia Department of Transportation



Reconnecting Klondike & Smokey City: Jackson & A.W. Willis Avenues Memphis, Tennessee

PREPARED FOR:
The City of Memphis
FY 2023 RCN Grant



SUBMITTED BY:
The City of Memphis
125 North Main Street
Memphis, Tennessee 38103



Our wide array of grant experience is supported by our depth of professional resources who can create technical documents to support project benefits

Transportation Alternative Program Grant Application Lake Drive Sidewalk Project



City of Callaway
4601 FL HWY 22
Callaway, FL 32404

December 2022

Transportation Alternative Program Grant Application S. Berthe Avenue Multiuse Path



City of Callaway
4601 FL HWY 22
Callaway, FL 32404

December 2022



FY 2021 Defense Community Infrastructure Program
City of Callaway Parks Improvements Project



City of Callaway
4601 FL HWY 22
Callaway, FL 32404

MITIGATION	
Hazard Mitigation Grant Program Watershed Planning Program Notice of Proposal Form	
Subapplicant	The City of Callaway
Application Title	City of Callaway City-Wide Stormwater Master Plan
Subapplicant Type	Stormwater Management Plan
Total Project Cost	\$205,975
Federal Share	\$212,975
If a subapplicant for this planning activity has been submitted under a previous grant cycle, please list the program, date, and disaster (if applicable).	
This planning activity has not been submitted under any previous grant cycles.	
1. Contact Information	
Application Prepared by:	
Name	Ed Cook
Title	City Manager
Agency/Organization	The City of Callaway
Primary Phone	850-671-6000
Secondary Phone	501-605-2752
Email	citymanager@cityofcallaway.com
Address line 1	4601 E. HWY 22
Address line 2	
City	Callaway
State	FL
Zip	32404
Authorized Applicant Agent - individual authorized to sign certifications (proof of authorization required).	
Name	Ed Cook (Proof of authorization shown in attachment A)
Title	City Manager
Agency/Organization	The City of Callaway
Primary Phone	850-671-6000
Secondary Phone	501-605-2752
Email	citymanager@cityofcallaway.com
Address line 1	4601 E. HWY 22

FDOT	
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 3 APPLICATION TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE	
Date	October 25, 2019
Project Title	West Cherry Street Sidewalk
Project Sponsor	City of Callaway
According to 23 USC 133(N)(4)(B) a project sponsor may be a local government, regional transportation authority, transit agency, natural resource or public land agency, school district, local education agency, or school. That government, a non-profit entity responsible for the administration of local transportation safety programs, or other local or regional governmental entity with responsibility for oversight of transportation or nonmotorized trails (other than a metropolitan planning organization or a state agency) that the State determines to be eligible, consistent with the goals of this subchapter.	
Ed Cook	City Manager
Address	4601 E. Hwy 22, Callaway FL 32404
Phone	850-671-6000
Email address	citymanager@cityofcallaway.com
Priority (relative to other applications submitted by the Project Sponsor)	1
TPO (if Applicable)	Bay County TPO
Click one of the following links to go directly to the appropriate TPO contact information:	
OTPA: https://www.fdot.com/otpa	ICR: https://www.fdot.com/icr
OTPA: https://www.fdot.com/otpa	ICR: https://www.fdot.com/icr
1. Qualifying Transportation Alternatives Activities:	
TA Set-Aside projects must benefit the general public (23 CFR 1.23 and 23 CFR 460.2).	
Click the Transportation Alternatives Program (TAP) activity that the proposed project will address. (NOTE: Checking all activities possible does not ensure or increase eligibility. Each activity checked must meet all criteria required by FDOT. Click the following link for additional information: https://www.fdot.com/tap)	
1. ☒ Construction, Planning, and Design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation including sidewalks, boulevards, multi-use trails, and other transportation facilities.	
2. ☒ Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-motorized transportation, including sidewalks, boulevards, multi-use trails, and other transportation facilities.	
3. ☒ Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.	
4. ☒ Construction of tunnels, overpasses, and viaducts.	
5. ☒ Community improvement activities, including:	
o Inventory, control, or removal of outdoor advertising;	
o Historic preservation and rehabilitation of historic transportation facilities;	
o Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and	
o Archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.	



Regional Wekiva Multi-Modal Trail
Extension - Segments 1 and 5 Project

FY 2021 Rebuilding American Infrastructure with
Sustainability and Equity (RAISE) Grant | Lake County

APPLICATION INFORMATION
Type of Application: Capital Project
Amount Requested: \$25 Million



Leveraging Multiple Grants & Proprietary BCA Tool

Case Studies

City of High Point Projects



West Memphis PROTECT grant

Project Snapshot	
Mississippi River Bridges: Resilience of Multimodal Infrastructure through Floodplain Restoration and Protection	
This project would protect the five major surface transportation facilities that converge in the floodplain of the Mississippi River's western bank, bridging the river and connecting West Memphis, Arkansas (population 24,520) to Memphis, Tennessee (population 633,104). This project will restore the floodplain with natural infrastructure, reducing deforestation, improving ecosystem health, and preventing concentrated erosion and scour, which will otherwise lead to catastrophic failure of these elevated transportation facilities.	
Location West Memphis, Arkansas	Project Cost: \$20,194,437.25
Project Area 1,516 Acres	Local Match: \$4,038,887.45
Estimated Completion Q1 2028	PROTECT Funding Request: \$16,155,549.80
Lead Applicant/ Project Administration City of West Memphis	Benefit-Cost Ratio: 4.60 : 1
TRANSPORTATION DISADVANTAGED CENSUS TRACT 86.9% of project site is in Census Tract 306. 1.9% of project site is in Census Tract 201 (both Historically Disadvantaged).	
West Memphis Racial Composition 65.6% Black, 28.7% White, 5.7% Other Hispanic or Latino	
PROJECT HIGHLIGHTS 1-40 and 1-55 bridges have a combined average annual daily traffic (AADT) of over 100,000, with about a third being freight traffic. The PROTECT area includes 1,516 acres that will be restored with wetlands and bottomland forest. Over 8,200 people commute over the river between Crittendon County, Arkansas and Shelby County, Tennessee every day for work.	
Background Materials https://www.westmemphisar.gov/488022/MSDOT-PROTECT-Grant MISSISSIPPI RIVER BRIDGES	

- Flood protection, resilience for critical infrastructure
- Restore floodplain with natural infrastructure
- Funding application
- Benefit-cost analysis



Data & Visualizations



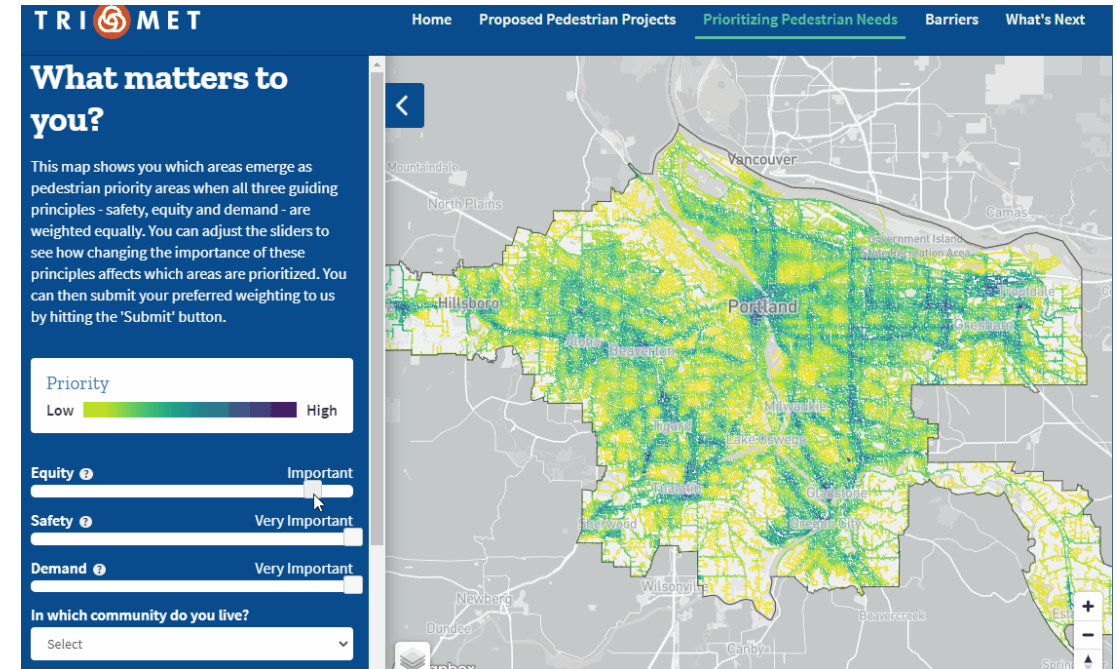
VISUALIZATION

Innovation: DRMP has strong visualization capacity and capabilities to support grant development by transforming complex technical, financial, and programmatic information into clear, compelling narratives that reviewers can quickly understand. Our effective visualizations enable our clients to convey a large amount of information about the project need, community impacts, and anticipated outcomes to build public support and give reviewers unique perspectives.



CIVIC ANALYTICS

Innovation: For over two decades, Alta has developed pioneering analytical tools to measure and enhance sustainable transportation benefits, creating sophisticated models for demographic and economic impact analysis alongside clear visualizations that effectively communicate findings. Our commitment to ethical analytics ensures that our practice is centered on achieving our clients' diverse and multifaceted objectives.





Congressional Directed Spending Packages

Before and After Renderings of Site Improvements

Fiscal Year 2025 Congressional Direct Spending Request

March 29, 2024

Hato Rey Greenway

Vereda de Hato Rey



Before



After



In 2025, FL-08 requested \$23MM in Congressional Direct Spending for:

- *Brevard County*
- *City of Cocoa*
- *City of Palm Bay*
- *Satellite Beach*



Community Engagement



- ✓ Combine **in-person and digital engagement**
- ✓ Use **interactive, visual tools** to collect feedback
- ✓ Capture both **qualitative insights and quantitative preferences**
- ✓ Reach a **large and diverse local audience**
- ✓ Findings directly inform **design, priorities, and trade-off discussions**

Engagement Methods:

- In-Person and virtual public meetings
- Visual **project boards and corridor maps**
- **Hands-on annotation**, notes directly on maps and boards
- **Topic-based discussion areas**
- **Live Q&A**
- **Interactive Comment Boards**
- **Visual Preference & Priority Ranking (Exercise)**
- **Online Community Survey**





Grant Management Software & Communications

Platform Intelligence



Custom Built Tools to Track, Align, and Manage Grants

Team Member Home

Project Manager Home

Programs

Ft. Lauderdale Recovery Home

Florida Keys Aqueduct Authority

Cedar Key Recovery Dashboard

Clearwater Recovery Dashboard

St. Pete Beach Capital Program Dashboard

Sarasota County Recovery Dashboard

Quick Search

Projects

Q

New Clients

New Event

New Site

New Project

New Grant

New Task

Client Map

© Mapbox © OpenStreetMap Improve this map

Task Status by Project

150

100

115

92

List All

	Title	Organization Name	Disaster Recovery	Disaster Name
	Hurricane Milton	Sarasota County	✓	Hurricane Milton
	Hurricane Helene Recovery	Sarasota County	✓	Hurricane Helene
	Hurricane Ian Recovery	Sarasota County	✓	Hurricane Ian
	Hurricane Idalia	Sarasota County	✓	Hurricane Idalia
	Hurricane Recovery 2024	Clearwater, City of	✓	Hurricane Helene
	Capital Improvement Program 2025	St. Pete Beach		
	Capital Improvement	St. Pete Beach		



Grant Management Software & Communications

Grant Management

RPM supports tracking and monitoring of grants as part of a multi-year grant program. Using plan synchronization and project prioritization, RPM helps align projects to the best suited grant and functions for large scale post-disaster recovery grant tracking and reporting.

The screenshot displays the Grant Management Software interface. On the left, there are several filter panels for 'C', 'FH', 'NR', and 'Pub'. The main form contains the following fields:

- Organization Name: Sarasota County
- Program Title: Hurricane Milton
- Title: Longboat Key Library Construction
- Description: Funding for construction of Longboat Key Library
- Status: Active
- Funding Type: Grant - State
- Grant Type: State - Public Library Construction
- Funded Amount: \$ 4,000,000.00
- Anticipated Federal/State Funding: (empty)
- Total Amount Allocated: \$ 4,000,000.00
- Account Balance: \$ 0.00

Below the form, there are tabs for 'Sites', 'Allocation', 'Transactions', 'Reimbursements', and 'Tasks'. The 'Tasks' tab is active, showing a table of tasks with a search bar and a '+ New Task' button.

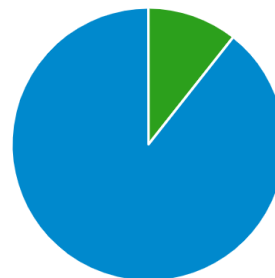
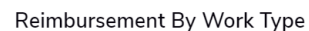
	Account Title	Site Name	Task Name	Resource Name	% Complete	Start Date	Duration	Due Date	Q2 2025			Q3 2025		
									Apr	May	Jun	Jul	Aug	Sep
P04. Grant Mgmt. Stage 3 - Development (4 tasks)														
☐	Longboat Key Library Construction	Longboat Key Library	Benefit Cost Analysis	Joshua Norman		07-16-2025	5.00	07-23-2025						
☐	Longboat Key Library Construction	Longboat Key Library	NEPA Compliance	Jay Morris		07-07-2025	10.00	07-21-2025						
P06. Design Services (3 tasks)														
☐	Longboat Key Library Construction	Longboat Key Library	Technical Documentation Development	Joshua Norman		05-28-2025	15.00	06-18-2025						
☐	Longboat Key Library Construction	Longboat Key Library	Economic Feasibility Analysis	Joshua Norman		06-16-2025	10.00	06-30-2025						
☐	Longboat Key Library Construction	Longboat Key Library	Project Value Analysis	Joshua Norman		06-30-2025	5.00	07-07-2025						



Site Details	Workflow	Scope	Budget/Finance	Funding	Images
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Total Transaction Amount

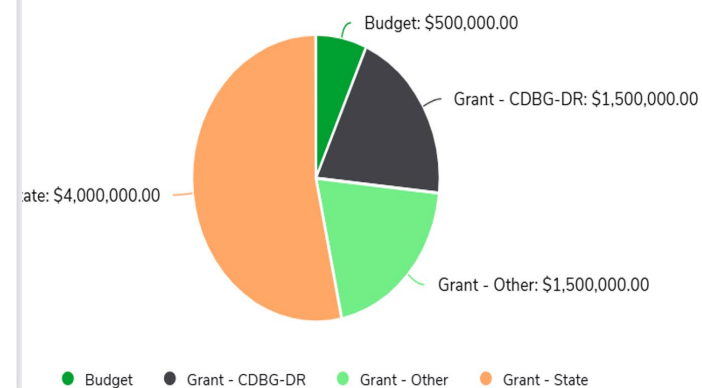
\$ 25,122.00



Total Amount Funded

\$ 7,500,000.00

+ New Funding Allocation





Grant Tracking Software & Communications

Administrative Cost

RPM supports grant-aligned timekeeping, helping teams track eligible time, monitor burn rates, and report effort and cost. **Key Capabilities** allow teams to create schedules and budgets, build funding strategies, and assign tasks and track deadlines that simplifies quarterly reporting.

 Time Cards

List All

SETTINGS

REPORTS & CHARTS

Back to top

+ New Time Card

Grid Edit

Email

More

Customize this Report

	Team Member	Time Card Date	# of Hours	Task Order	Notes	Gr Type
	 Nicole Nettleton	10-18-2012	2	TO III: Category A - Debris/Demo	Created Contract Work Summary and Reimbursement Request form. Review documentation for contracts, amendments, and what is in the PW to complete reimbursement packet.	FBI Pub Ass
	 Nicole Nettleton	10-18-2012	1.5	TO I: Recovery Management - EPM	Edited the over 50% damage reports	FBI Pub Ass
	 Nicole Nettleton	10-18-2012	0.5	TO II: Facilities	Compiled Reimbursement Request Package and forwarded it to LeeAnn.	FBI Pub Ass
	 Nicole Nettleton	10-22-2012	3	TO III: Category A - Debris/Demo	Finished compiling Reimbursement Request Packages for this PW. Combined all docs into one file and submitted to City.	FBI Pub Ass

Resource Name

Jennifer Gates

Task Order #

GM.001

Contract Position

Deputy Program Manager

Program

Hurricane Milton

Site Name

Longboat Key Library

Project Name

Longboat Key Library

Account Title

Longboat Key Library Construction

Funding Type

Reference ID

Federal ID

Disaster Number

DR-4834-FL

Disaster Name

Hurricane Milton

Task Details

Task Assignment

Grant Narrative Development

Date

05-06-2025

Hours

3

Allocated Hours

14.00

Total Hours Billed

7

Budget Hours Delta

7.00

Task Group

P04. Grant Mgmt. Stage 3 - Development

Task Stage

Grant Management

Task Class

Grant Development - Phase 3

Task Type

Scope Formulation

Task Narrative

Completed Eligibility Narrative and integrated technical report into scope narrative. Formatted graphics and tables.



DRMP's Levels of QA/QC

Project Management and Document Production

Quality Assurance

Planning, execution, risk management, and resource allocation, Processes; and templates and review systems.

Quality Control

Monitor performance to stay on track with scope, schedule, and budget; and reviews and proofs final document to ensure error-free and meets standards.



5 STEP PROCESS

1 PRODUCTION

Production Plans and Documents Ready for Review



2 REVIEW

Quality Control Team Conducts Review



3 CONCURRENCE

Project Manager/ Quality Control Team Discusses Revisions



4 CHANGE INCORPORATION

Design Team/Project Manager Incorporates Revisions



5 VERIFICATION

Quality Control Team Verifies Revisions





DRMP's Most Important Elements to Our Approach

Our Top 3 Reasons for Our Success

1

Experienced Grant
Writing Team



2

Technical Expertise
Across Disciplines



3

Custom Tools for
Grant Success



DRMP

Together We Fund the Future.

Project
Manager/
POC

Josh Norman
Josh.Norman@drmp.com
850.208.6608

100 Parnell Street, Suite A
Merritt Island, FL 32953

www.DRMP.com



THANK YOU!

A large red speech bubble graphic containing the text "Q&A" in large white letters and "questions & answers" in smaller white letters below it.

Q&A
questions & answers



Calvin, Giordano & Associates, Inc.

A **SAFEbuilt** COMPANY

GRANT WRITING SERVICES

Town of Melbourne Beach

June 24, 2026

Agenda

- **Introduction of Firm**
- **Project Team**
- **Grant Writing Service**
- **Sample Grant**
- **Questions and Answers**



Calvin Giordano and Associates

SERVICES

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Compliance
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Landscape Architecture
- Planning
- Project Management
- Redevelopment and Urban Design
- Roadway and Highway Design
- Surveying and Mapping
- Transportation and Mobility
- Transportation Planning
- Water/Wastewater Utilities
- Website Development

FOUNDED IN HOLLYWOOD

1937

370⁺
EMPLOYEES

Serving

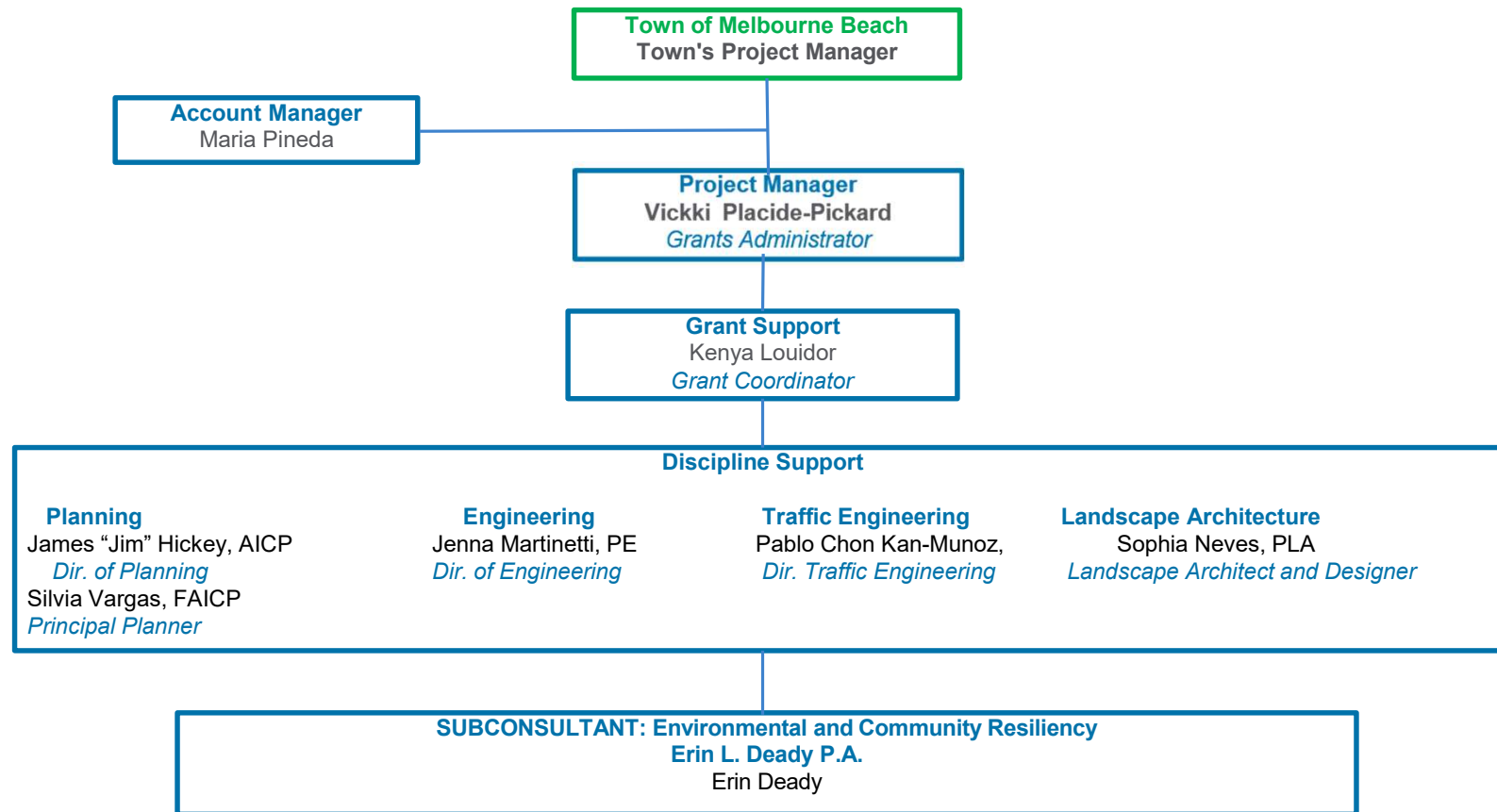
60⁺

Municipalities Throughout Florida



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Grant Writing Team



Grant Writing Services

- **Funding Research**
 - Federal, State and County grants
 - Federal and State appropriations requests
 - Foundation grants
 - Corporate/Private grants
- **Proposal Development**
 - Needs Assessment
 - Project Narrative
 - Cost Estimate/Budget Preparation
 - Community Engagement/Stakeholder Coordination
- **Submission Support**
 - Application Review
 - Quality assurance
 - Submittal



Grant Administration Services

Post Awards

- Project Implementation Monitoring
- Compliance Monitoring
- Financial Monitoring
 - Budget Tracking
 - Reimbursement Request
- Reporting
- Coordination with funding agencies
- Grant Closeout



Sample Grants



Municipality	Grant Program	Grantor	Project	Requested Amount
City of Vero Beach	Waterways Assistance Program (WAP)	Florida Inland Navigation District	Municipal Marina South Complex- Rebuild and Expansion	\$400,000
City of Vero Beach	Historic Preservation Grant	Florida Department of State	McAnsh Park Area Neighborhood- Inventory of Properties	\$50,000
City of Vero Beach	Resilient Florida Planning	FDEP	Stormwater Master Plan	\$150,000
City of Vero Beach	Florida Recreation Development Assistance	FDEP	Charles Park Playground	\$175,000
City of Oak Hill	ECHO Grant	Volusia County	Little League Baseball Field	\$140,000
City of Oak Hill	Florida Legislative Appropriation	Florida Commerce	Nancy Cummings Community Center	\$2,500,000
Palm Beach County	Safe Street and Roads for All (SS4A)	DOT	Directional Medians and Safety Town Facility	\$11,452,996



Questions?



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TOWN OF MELBOURNE BEACH
RFP – GRANT WRITING SERVICES CRITERIA & SCORING

Mayor Alison Dennington

Signature: 

Criteria	Grant Works	DRMP	Calvin, Giordano & Associates, Inc.
1. Capability and qualifications of the proposer to deliver the proposed services (20 points)	18	20	17
2. Proven experience as demonstrated with recent contracts/projects for local government agencies within the State of Florida (20 points)	20	20	20
3. Resources and availability (20 points)	20	20	18
4. Client references and past performance (20 points)	20	20	18
5. Cost of services proposed (20 points)	18	20	15
TOTAL	96	100	88

TOWN OF MELBOURNE BEACH
RFP – GRANT WRITING SERVICES CRITERIA & SCORING

Commissioner Sherri Quarrie

Signature: 

Criteria	Grant Works	DRMP	Calvin, Giordano & Associates, Inc.
1.Capability and qualifications of the proposer to deliver the proposed services (20 points)	5	10	20
2. Proven experience as demonstrated with recent contracts/projects for local government agencies within the State of Florida (20 points)	5	20	20
3. Resources and availability (20 points)	5	20	10
4. Client references and past performance (20 points)	10	15	20
5. Cost of services proposed (20 points)	20	20	20
TOTAL	45	95	90

TOWN OF MELBOURNE BEACH
RFP – GRANT WRITING SERVICES CRITERIA & SCORING

Commissioner Anna Butler

Signature: _____

Criteria	Grant Works	DRMP	Calvin, Giordano & Associates, Inc.
1. Capability and qualifications of the proposer to deliver the proposed services (20 points)	20	15	15
2. Proven experience as demonstrated with recent contracts/projects for local government agencies within the State of Florida (20 points)	20	15	15
3. Resources and availability (20 points)	20	15	15
4. Client references and past performance (20 points)	20	20	20
5. Cost of services proposed (20 points)	20	20	20
TOTAL	100	85	85

TOWN OF MELBOURNE BEACH
RFP – GRANT WRITING SERVICES CRITERIA & SCORING

Vice Mayor Terry Cronin

Signature: _____

Vicki

Criteria	Grant Works	DRMP	Calvin, Giordano & Associates, Inc.
1.Capability and qualifications of the proposer to deliver the proposed services (20 points)	20	20	20
2. Proven experience as demonstrated with recent contracts/projects for local government agencies within the State of Florida (20 points)	15	20	20
3. Resources and availability (20 points)	15	20	15
4. Client references and past performance (20 points)	20	20	20
5. Cost of services proposed (20 points)	20	20	20
TOTAL	90	100	95