

Grant Support Form – How to Complete

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1. Applicant Name (submitter of form)
 - enter the full legal name of the person filling out and submitting this form
2. If the person filling out this form is a “contract employee” or “consultant” submitting the Grant Support Form provide the name of the Agency Approver
 - If you are a consultant or contract employee (not a direct agency employee), write the full name of the agency staff member who is authorizing / approving this submission.
 - Otherwise leave black or write “N/A”
3. Agency submitting application
 - Enter the full official name of the agency or organization applying for the grant.
4. Contact Person for questions on this form
 - Provide the name, phone number, and email of the person ADOT should contact with questions about this form or the project
5. Type of support requested – ADOT Support Requested (check one)
 - Application (if you are an ADOT employee or ADOT is submitting the application and you will be a subcontractor to the grant application (check this box)
 - Letter of Support
 - If you are requesting an ADOT Letter of Support (check this box), or
 - If you are requesting an ADOT Letter of Support and ADOT to administer the project (check this box)
6. Who will Administer Project (check one)
 - Check only one box:
 - Agency Submitting Application
 - ADOT
 - Other
 - ★ If you check “Other” write the full name of the entity that will administer the project on the line provided
7. Grant Title
 - Enter the official title of the competitive grant program you are applying for
 - Exactly as listed by the grantor
8. Grantor Agency
 - Enter the agency or organization offering the grant (e.g., FHWA, FTA, FMCSA, etc.)
9. Grant Application Submission Deadline
 - Enter the exact deadline date (mm/dd/yyyy) for submitting the grant application to the grantor
10. Project Title
 - Enter a clear, concise title for your specific project
 - Note: This is NOT the Notice of Funding Opportunity Grant Title

11. Project Details - Project Phases (check all that apply)

- Check every phase that applies to your project:
 - Technology / Planning / Design / Construction / Other
 - ★ If you check “Other”, briefly identify what the other phase is in the space provided

12. Brief Project Scope (include location, scope, schedule)

- Write a short paragraph (or a few sentences) describing:
 - Exact project location (city, county, corridor, mileposts, etc.)
 - What the project will accomplish
 - Overall schedule
 - ★ Attach maps, full scope documents, or other supporting files to the email as needed

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13. Project: Proposed Start Date / Proposed End Date

- Enter the expected project start date and end date (mm/dd/yyyy)

14. Application Budget Table

- Fill in the dollar amounts for each row and column as follows:
 - Grant Request Amount → amount you are requesting from this specific grant
 - ★ This would be the award amount without any required match
 - Grant Match Funds → non-federal match required by the Notice of Funding Opportunity
 - AZ Smart Match Funds → any Arizona SMART Funds match (if applicable)
 - Other Federal Funds → other federal funding sources on the project
 - Other Local, State Funds → local or state funding sources
 - Total → sum of each column
 - Define Funding Source → for each line
 - ★ Briefly name the source for each amount)
- Complete the columns:
 - Grant Funds \$\$'s
 - Non-Federal Match \$\$'s
 - Additional \$\$'s on Project
 - Application Total \$\$'s

15. If additional information is needed for Match Source / additional funds on project amount describe it in this block

- Use this space to explain any match sources or extra funding that needs clarification
16. Required Approvals prior to submission of Grant Support Form
- if you are submitting a Grant Support form for an ADOT Application Submission support request from the Executive Grant Team:
 - Needs Management and Director Approval
 - ★ Enter Manager's Name and Approval Date
 - ★ Enter Division Director Name and Approval Date
 - If you are submitting a Grant Support Form for to request an ADOT Letter of Support (LOS) or ADOT LOS plus ADOT to Administer project support from the Executive Grant Team then this requires
 - District Administrator Approval
 - ★ Enter District Administrator Name and Approval Date
17. Additional Project Information (if known)
- Programming Status: In Approved STIP/TIP → Check Yes or No
 - Year Programmed → Enter the year if programmed
 - STIP / TIP ID # → Enter the identification number if available
 - Is the Project on an ADOT System? → Check Yes or No
 - If Yes, identify the system (e.g., State Highway System, Interstate, etc.).
 - Does this project use, cross or touch or otherwise involve any ADOT right-of-way? → Check Yes or No
 - If Yes, explain briefly how the project involves ADOT right-of-way
18. Submitted By:
- Fill in your name and contact information

Final Tips Before Submitting

- Double-check all dates, dollar amounts, and checkboxes for accuracy.
- Make sure all required approvals are obtained and dated.
- Attach any supporting documents (location maps, detailed scope, budget details, etc.) to the email.
- Keep a complete copy of the filled form and attachments to your records.

Once complete, submit the form and supporting documents including Letter of Support (if applicable) to grant@azdot.gov, cc: Division Director, Submitter Manager, District Administrator (as applicable)