

QBS Grant Program

2009 Application



National Sponsorship

ACEC

American Council of Engineering Companies

AIA

The American Institute of Architects

APWA

American Public Works Association

ASCE

American Society of Civil Engineers

NSPE

National Society of Professional Engineers

Program Goal

It is a goal of ACEC, AIA, APWA, ASCE and NSPE to have an active, custom-tailored QBS program functioning in every state. The five participating groups aspire to make available to any public owner the complimentary services of an individual, or group of individuals, that can educate owners, step by step, about the QBS process. The services of a QBS program can be instrumental in familiarizing public owners with the QBS process and broadening the use of QBS among state and local agencies. The participating groups' intention is to provide funding and program support for states seeking to promote the use of QBS by state and local agencies.

Background

In 1984, the Wisconsin Society of Architects, under a grant from the American Institute of Architects, developed a method for working one-on-one with local public owners to educate them about, and help them implement, a qualifications-based A/E selection process. The program was developed out of recognition of the fact that while many materials on the "whys" of QBS existed,

little material or assistance on the "how-tos" of QBS was available for unsophisticated or infrequent users of A/E services. A few years later, the American Council of Engineering Companies of Wisconsin and the Professional Engineers in Private Practice joined in support of this effort.

Because of the success of the Wisconsin effort, it became clear that if the national offices of AIA, ACEC, and NSPE could provide a source of funding, more state QBS coalitions could move off the starting block. Consequently, in 1989, AIA, ACEC, and NSPE pooled \$30,000 and requested grant proposals for funding of up to \$10,000 from states interested in developing QBS Facilitator Programs. Four states - Florida, Michigan, New Mexico, and Oregon - received grants in 1989. By 2007, over \$425,000 had been allocated to thirty states through the QBS Facilitator Grant Program.

In 1999, the American Public Works Association (APWA) joined in this cooperative effort and in 2006 ASCE joined the coalition. The five organizations are committed to the concept of QBS, regardless of project delivery system, and, in particular, to expanding the use of QBS programs. This year, each sponsor will be contributing \$5,000 to the pool of funding, establishing a total available for grants in 2009 of \$25,000.

Changes to the Program

The national sponsoring organizations made a number of changes to the QBS Grant Program in 2009. The changes were intended to make it easier for states to receive funding to assist with their QBS promotions. The primary changes to the program included:

- Previous recipients may apply again for a QBS Grant regardless of funds received in the past. The \$20,000 limit on funds for this program has been removed.
- Only a majority of national sponsoring organizations' state chapters are required to form a working group to be eligible for a grant. Applications that have a statement of understanding from all state organizations will be weighed more heavily but it is no longer a requirement that all the groups participate.
- States that do not have a facilitator are encouraged to apply for funding to assist with their QBS promotional efforts, including the development of brochures, videos, display booths, presentations, a web site, or seminars.
- Should a balance of funds remain in the program at the year's end, the national organizations will utilize the funds to develop QBS materials on behalf of the states.

Timetable for Grant Applications

March 20, 2009	Grant applications are sent to the state organizations
May 29, 2009	Grant application responses are due from the states
July 3, 2009	Awards are announced by the sponsoring organizations

AN ELECTRONIC COPY OF THE GRANT APPLICATION SHOULD BE EMAILED TO LAUREN BAILEY (lbailey@acec.org).

Funding

Funds for the development of a QBS awareness program will be made available in 2009 to states with credible proposals for a QBS Program. Grants of up to \$10,000 will be made, based upon the quality of the proposals and the number of proposals submitted. Funding will also be made available to states with a detailed plan for the creation and utilization of QBS promotional materials. Applications outlining a detailed facilitator program will be given priority over states that plan to use grant funding for the development of QBS promotional materials only.

Judging

A committee of representatives from the AIA, APWA, NSPE, ASCE, and ACEC will review each grant application. Recipients will be determined through the use of weighted criteria, as described in the requirements below. Announcement of the awards will be sent in writing on July 3, 2009.

Grant Payments

Two-thirds of each grant will be disbursed initially, with the remainder to be awarded after three months, based on an evaluation of the progress report submitted by each state working group (see page 4 on state working groups).

Reports

Grant recipients are required to file two reports: 60 days after notification and a year end report. A suggested format will be included in the letters of notification to grant winners. The due dates for these reports will be October 2, 2009 and July 2, 2010.

The Facilitator

An important element in the operation of a QBS Program is the facilitator, or facilitator group. The facilitator needs to be a generalist with solid people skills who can guide public owners through and promote the benefits of the QBS process. This position can take many forms. Currently, the models of state programs include full-time or part-time facilitators, a group of volunteers, or a team of technical advisors. States are encouraged to design programs tailored to their own situations.

To insure the independence and objectivity of a QBS facilitator, candidates who are currently practicing A/Es are not recommended. However, in states where a corps of practicing A/Es is used as facilitators, those facilitators are disqualified from submitting a proposal to the public entity they assist. With the volunteer approach, retired A/Es are acceptable (note: a strong caution against conflicts of interest must be

conveyed). Programs employing full- or part-time facilitators have generally proved to be more effective, and will therefore be ranked above volunteer programs.

Existing Models

The national sponsors have on file a variety of state QBS program histories, brochures, and workbooks, and can provide copies upon request. Grant recipients are encouraged to review these materials before producing their own programs.

Grant recipients are also encouraged to exchange information with other QBS program contacts. These program contacts are available through the national organization staff contacts upon request and by permission of the state working groups.

Previous Recipients

ACEC, AIA, ASCE, NSPE and APWA will accept applications from previous recipients for further program development for existing QBS programs. Though priority will be given to start-up programs, established programs are encouraged to apply and will be considered according to the availability of funds. The criteria for applications from previous recipients are listed below, following the general section on Grant Application Criteria. Any applicant whose program has been inactive must answer all criteria questions.

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Grant Application Criteria for QBS Facilitator Program Funding– New Applications

The following guidelines describe the information necessary for the application. The application should be in report form, and presented **in the same order as the criteria below**. As an aid, models of existing programs are available through the national organization staff. Each state-working group is encouraged to use the models and the attached worksheet in preparing the application.

1. Intersociety Cooperation (Weight: 20 points)

Every application for a QBS Grant is encouraged to be submitted through a state-working group. A state-working group consists of representatives from a majority of the national sponsoring organizations. The grant application must include the following:

- A **statement of understanding** by the participating AIA, ACEC, APWA, NSPE and ASCE state chapter or regional component establishing a state working group to oversee the activities of the QBS program. The participation of a majority of the organizations is *required* where all are present in a given state. Other professional groups (landscape architects, surveyors, etc.) may be added as appropriate to further share funding and otherwise broaden support.
- The name, address, and telephone numbers of a **primary contact**, and a list of the initial members of the state working group indicating the persons who prepared the grant application.
- A **management plan** indicating the state working group's recognition of the organizational and legal issues involved, including, but not limited to: the purpose; relationship with the state organizations; decision making and voting procedures; fiduciary authority delegated to officers; procedures for notice of meetings; and a system for amending the management plan.
- A **schedule** of projected working group meeting dates over the next year.

2. Commitment of Budgeted Funds (Weight: 30 points)

The grant funding is intended primarily to cover a portion of the cost of the first years of a multiyear QBS Program. Ideally, grant funds are to be used for "start-up" expenses. However, grants are available for states that have established a successful program and need additional funding to maintain the quality of their program. States that have received \$20,000 in grants are not eligible for additional funding.

The experience has been that full-time facilitator programs require a minimum budget of \$60,000 per year, part-time programs a minimum of \$25,000 per year, and volunteer programs a minimum of \$5,000 per year. The national organizations will consider the funds budgeted by a state working group as an indication of the cooperative effort to conduct a program, and as a measure of its ability to meet continuing costs over the next few years. The application must include the following:

- A **financial plan** for the operations of the program. As a guideline, the requested grant amount should not comprise more than 50 percent of the first year's budget.
- A **funding statement** indicating the ability of the state working group to fund the program from normal operating revenues for multiple years (e.g., through a special dues assessment).

- A **multi-year budget** describing the financial commitment and investment schedule of each association for the financial continuation of the program.
- A **financial support plan** showing how the state working group plans to seek financial support from entities such as other design-related societies and trade associations, public interest groups, or state direct funding or grant programs.

3. The State Implementation Plan (Weight: 25 points)

To expedite the establishment of a QBS Program, a plan for implementation of the program and a list of priorities is necessary. The grant application must include information regarding the following critical steps:

- Initiating a **public awareness campaign**, including distributing information to public owners by providing mailing lists and other contact sources to the QBS facilitator.
- Creating **customized QBS materials** for use by the state working group, noting any QBS informational materials that are presently developed and currently in use. Please attach current QBS materials to the application.
- Providing **office space** for the QBS facilitator, if necessary.
- Assessing **public response** and **program refinements**.

4. Awareness of State/Local Statutes and Regulations (Weight: 10 points)

Grant applications must include an analysis of the state and local procurement statutes and regulations. The ability to serve the public interest will be influenced by the laws and by the willingness of the government agencies to assist in formulating QBS systems. The grant application must include the following:

- The **status of state and municipal procurement laws and practices**, with a description of how a QBS Program would enhance the legislative support for existing or potential laws requiring A/E procurement on the basis of competence and qualifications.
- The **status of any current public relations or outreach programs** being conducted in the state, with a description of how a QBS Program would support such a public information effort.
- An **identification of other state and municipal organizations** that could potentially serve as a forum for support of the QBS Program, with a description of a three-to-five-year plan for recruiting state and municipal endorsements.
- A **listing of the state working group committees** that have contacts with specific municipal organizations.

5. Development/Identification of Facilitator (Weight: 15 points)

The key element in the operation of a QBS Program is the facilitator/facilitator group. The grant application must include the following: (If a state working group is only applying for a grant to assist with the funding of promotional materials then this section may be left blank)

- A description of how the selection process will insure that the facilitator will be able to exercise the **independence and objectivity** necessary to build trust with public owners.
- An indication of the **type or nature of the facilitator**; e.g., full-time, part-time, volunteer(s), etc.
- An indication of the **rating system for selecting a facilitator** that will assess the qualifications of the candidate in the context of the facilitator’s duties.
- A description of any **progress toward the actual procurement of a facilitator**, such as resumes of individuals or projected candidates.

Grant Application Criteria - Previous Recipients

For those submitting an application for a second grant *only*, in lieu of the above, submit the following information:

<u>Item</u>	<u>Weight</u>
1. Amount of the first grant, and an accounting of its expenditures.	20%
2. State working group objectives, and an analysis of their completion or achievement. Including all QBS promotional materials used by the state working group.	20%
3. Listing of working group meetings over the first year.	20%
4. Degree of progress in raising public awareness in the state since the first year.	20%
5. Specific projects for which additional funds are requested.	20%

QBS Program Worksheet

This worksheet is for the state working group to use when developing a budget for a QBS Program. While not required for the grant application, it greatly clarifies the applicant's budget plan. The worksheet is available as a formulated Excel® spreadsheet from staff of sponsoring organizations

National QBS Grant Program State of ____ QBS Coalition Budget

Description	2009	2010	2011
Revenue			
State ACEC			
State AIA			
State APWA			
State NSPE			
State ASCE			
National QBS Grant			
Other Fundraising (describe)			
Total Revenue			
Carry-forward From Prior Years			
Total Funds Available			
Expenses			
Overhead			
Rent, Utilities			
Equipment			
Supplies			
Other (describe briefly)			
Total Overhead			
Program Costs			
Facilitator Salary			
Facilitator Training			
Facilitator Travel			
Exhibits, Trade Shows			
Publications			
Web Site			
Communications (e.g., Blast Fax, Ads, Newsletters)			
Other (describe briefly)			
Total Program Costs			
Total Expenses			
Projected Year-end Balance			

