Rural Workforce Innovation Network (RWIN) Grant Workshop – Part 2
Agenda

Welcome

Opening Remarks and Introductions

Presentations
- Grant Application
- Grant Management

Question and Answer

Closing
Briggs White, Ph.D.
Deputy Executive Director
Empowering Workers Through Revitalizing Energy Communities

Briggs M. White, Ph.D.
Deputy Executive Director, Interagency Working Group on Coal and Power Plant Communities and Economic Revitalization
Coal & Power Plant Communities & Economic Revitalization

• The Interagency Working Group (IWG) was established by Executive Order 14008, Sec. 218, on Jan. 27

• The IWG released an Initial Report with recommendations to catalyze robust economic activity and support workers in America’s energy sector
Prioritizing Those Most In Need of Support

- Identified **25** priority Energy Communities
- Coal communities identified as immediately challenged
- Additional analyses forthcoming

Figure 2 in the report. The IWG recommends focusing initial federal investments in areas with high concentrations of coal-dependent jobs.
Getting More Funds, to More Places, More Quickly

- Upgrade Infrastructure
- Clean Up Environmental Damage
- Promote Entrepreneurship
- Support Workforce Development
Grant Opportunities within the Clearinghouse

$204B+
Value of Open/Planned Opportunities

127
Open/Planned Opportunities

52
Agencies Represented

52
Opportunities w/ no cost share

$5.5B+ in funding to energy communities awarded to date

Energycommunities.gov/funding
Sharing Information: IWG Website & Social Media

energycommunities.gov

@EnergyComm_US

@EnergyCommunitiesUS

@energycommunitiesus
Presenters

Christine Kimball
Loan and Grant Analyst
USDA Rural Development
Rural Business and Cooperative Service

Louise (Lu) Torres
Management and Program Analyst
USDA Rural Development
Innovation Center
FEDERAL GRANTS

TIPS TO EFFECTIVELY PRESENT AN APPLICATION
A Reviewer’s Perspective
• Uniform federal application (SF424)

• Narrative application with all components as required in the Notice of Funding

• Other necessary federal forms

• Supporting addenda, if required
Scoring ultimately decides who is awarded.

Applications are typically scored by a panel (more than 1) of reviewers.

Scoring elements and weight are usually provided in the Notice of Funding.

Low score does not mean project does not have merit.
Sample of Notice of Funding Availability (NOFA)

DEPARTMENT OF AGRICULTURE

Rural Business-Cooperative Service

Notice of Funding Availability for the Community Development Direct Loan and Loan Guarantee Program

NOTICE

This Notice of Funding Availability describes the Community Development Direct Loan and Loan Guarantee Program (the "Program") of the Rural Development Co-op and Cooperative Assistance Grants Program (the "Program") of the Rural Development Co-op and Cooperative Assistance Grants Program administered by the Rural Business Cooperative Service ("RBS"") of the U.S. Department of Agriculture ("USDA""). The Program is designed to provide financial assistance to projects that address the needs of rural America, including the needs of low-income and minority communities.

1. Program Eligibility

Projects that meet the following criteria are eligible for funding under the Program:

a. The project must be located in a rural area as defined by the Office of National Economic Development and Community Affairs ("ONEDA") of the U.S. Department of Commerce.

b. The project must benefit at least 200 persons or a substantial portion of the population of the area in which it is located.

2. Application Procedures

Applications for funding under the Program must be submitted to the Rural Business Cooperative Service ("RBS") of the U.S. Department of Agriculture ("USDA"). The application must be submitted electronically through the USDA Grant Writing System ("USGS") at https://www.usgs.gov.

3. Targeted Areas

USDA's Office of Budget Management has identified the following targeted areas for funding under the Program:

a. Rural Development

b. Economic Development

c. Community Development

4. Notice of Funding Availability

This Notice of Funding Availability describes the Program and provides information on the application process. It is available on the USDA Grant Writing System ("USGS") at https://www.usgs.gov.

5. Contact Information

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THE (EXECUTIVE) SUMMARY

Snap-shot of project

Typically, the summary is one page or a couple of paragraphs

Should contain “meat and potatoes” of the project

Reviewer will typically refer back to it throughout their review
PROJECT DESCRIPTION
(Scope of Work)

- Should address eligibility issues (applicant, project, use of funds, etc)
- Should include background for the project
- Should describe benefits of the project
- If statistical data is required, citations and/or source of data should be included
TASK LIST AND TIMELINE

• Represents chronology of the project by task

• Should provide objectives, goals and deliverables

• Names primary individuals and assesses responsibility for tasks

• Can be presented as a chart or a narrative
### Task List and Timeline

<table>
<thead>
<tr>
<th>A: Required Activity (do not edit)</th>
<th>B: Responsible party and how the activity will be accomplished</th>
<th>C: Proposed Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend optional training meeting (Grantee Gathering) with USDA personnel</td>
<td>Parttime project director will be hired. Project director will attend any required program training meetings with USDA.</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>Establish a curriculum planning team.</td>
<td>Project Director, Curriculum Planning Team Chair. Project Director will organize and bring together the team to include teachers, local community members, and bring in a strategic planning facilitator – (Dr., resume attached)</td>
<td>September 2021</td>
</tr>
<tr>
<td>Establish a vision, goals, and objectives for the curriculum.</td>
<td>Dr. facilitator, Curriculum Planning Team. The planning team will meet and review available resources/lessons; state standards</td>
<td>October 2021 – December 2021</td>
</tr>
<tr>
<td>Determine the desired outcomes and competencies to be achieved from the curriculum.</td>
<td>Reviewing the appropriate state standards, available resources will develop an activity for each grade level and outline a scope and sequence.</td>
<td>October 2021 - ongoing</td>
</tr>
<tr>
<td>Identify state standards connected to the curriculum.</td>
<td>Curriculum Planning Team will develop an activity for each grade level and outline a scope and sequence. Each class will begin planning their own section of the garden.</td>
<td>November 2021 – January 2022</td>
</tr>
<tr>
<td>Identify the student population who will participate in the curriculum.</td>
<td>Curriculum Planning Team</td>
<td>September 2021 – September 2022</td>
</tr>
</tbody>
</table>
• Usually, the most challenging scoring element

• Large numbers need to be substantiated (greater than $5000)

• Should provided calculations/formulas for personnel expenses

• If applicable, should include where federal funds are being spent and where match is being spent.
Section 5 Work Plan Narrative & Budget

Work on the proposed project will begin as soon as funds are awarded and training classes are available. Grant project activities will be accomplished by organization personnel assigned to serve as the project manager. Seven milestones exist for this proposed project including: completion of the 3 different trainings, the creation of an industry infrastructure report, industry infrastructure asset map and transportation network map and finally the closure of the grant.

5.1 Project Budget Summary

Summarize the total project budget by task. Project should reasonably be completed within 1 full year after it has begun. Insert additional rows as needed.

<table>
<thead>
<tr>
<th>Activity #</th>
<th>Task Name and Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>RBDG Funds</th>
<th>Supplemental Funds</th>
<th>Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Industry Infrastructure Report</td>
<td>June 1, 2022</td>
<td>December 31, 2022</td>
<td>$4,029.16</td>
<td>$0</td>
<td>$4,029.16</td>
</tr>
<tr>
<td>2</td>
<td>Infrastructure S.W.O.T Analysis Survey</td>
<td>November 1, 2022</td>
<td>November 30, 2022</td>
<td>$860.92</td>
<td>$0</td>
<td>$860.92</td>
</tr>
<tr>
<td>3</td>
<td>Creation of Industry Infrastructure Assets Map</td>
<td>January 1, 2023</td>
<td>March 15, 2023</td>
<td>$6,186.79</td>
<td>$0</td>
<td>$6,186.79</td>
</tr>
<tr>
<td>4</td>
<td>Creation of Transportation Network Map</td>
<td>March 15, 2023</td>
<td>April 30, 2023</td>
<td>$6,186.79</td>
<td>$0</td>
<td>$6,186.79</td>
</tr>
<tr>
<td>5</td>
<td>Market, share and post final compiled project elements with partner organizations, industry leaders and on website indirect/</td>
<td>May 1, 2023</td>
<td>May 15, 2023</td>
<td>$2,341.89</td>
<td>$0</td>
<td>$2,341.89</td>
</tr>
<tr>
<td>6</td>
<td>Admin: Grant Reporting and Closure</td>
<td>May 15, 2023</td>
<td>May 31, 2023</td>
<td>$0</td>
<td>$1,282.08</td>
<td>$1,282.08</td>
</tr>
</tbody>
</table>

**TOTAL PROJECT**

|               | $19,605.55 | $1,282.08 | $20,887.63 |

5.2 Sources of Funding

is committing $1,282.08 in funds to support the indirect/Administrative costs of the proposed project. See Appendix D for Verification and evidence of matching funds documentation.
### 6. Contractual

<table>
<thead>
<tr>
<th>6a. Graphic Design Services, 50 hours @ $100/hour</th>
<th>$5,000</th>
<th>Match/In-kind</th>
<th>Narrative Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6b. Food, Nutrition and Agricultural Consultants, 100 hours @ $100/hour</td>
<td>$10,000</td>
<td>Match/In-kind</td>
<td>Work with food farmers, chefs, nutrition education experts to develop training modules and farm to school activities.</td>
</tr>
<tr>
<td>6c. Curriculum Development @ $50/hr x 28 hours per month / 1 year</td>
<td>$11,750</td>
<td>Match/In-kind</td>
<td>Responsible for designing methodologies and formats for training curricula in collaboration with food and nutrition experts, designer to deliver a complete farm to school curriculum.</td>
</tr>
</tbody>
</table>

**Contractual Total** | $26,750

### 8. Total Costs

<table>
<thead>
<tr>
<th>8a. Total Direct Costs</th>
<th>Total Grant Funds</th>
<th>Match/In-kind</th>
<th>Narrative Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$49,510</td>
<td>$16,700</td>
<td>Federal funding and matching contributions will support planning, administration, implementation, supervision and reporting of all programmatic activities and financial oversight of the project.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| 8b. Total Indirect Costs (or maximum Administrative Cost; 9% allowed) | $0 | $0 |</p>
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Executive Director</th>
<th></th>
<th>Program Coordinator</th>
<th></th>
<th>In-kind</th>
<th></th>
<th>Narrative Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>rate</td>
<td>hours</td>
<td>total</td>
<td>rate</td>
<td>hours</td>
<td>total</td>
<td></td>
</tr>
<tr>
<td>Outreach</td>
<td>70.38</td>
<td>12</td>
<td>633</td>
<td>37.76</td>
<td>18</td>
<td>1019</td>
<td>Hourly rate * hours = total cost. Hourly billable rates. For this program, the Executive Director is the Program Director with 2 Program Coordinators. Flyer and emails to targeted potential partner teachers.</td>
</tr>
<tr>
<td>Meetings</td>
<td>18</td>
<td>950</td>
<td>317</td>
<td>18</td>
<td>1019</td>
<td>340</td>
<td>Meet with teachers to explain program, answer questions, and confirm dates of Develop agriculture curriculum focused on aquaponics, pre- and post-surveys, and complementary activities binder for teachers. Deliver, prep, and cleanup for five in-class sessions per classroom. Deliver, prep, and cleanup for one full day field trip per classroom.</td>
</tr>
<tr>
<td>Curricula/Survey development</td>
<td>30</td>
<td>1584</td>
<td>528</td>
<td>60</td>
<td>3398</td>
<td>1133</td>
<td>Use statistical software to determine “statistically significant” differences in Likert Scale statements. Prepare quarterly invoices and reports. Prepare final invoice and report.</td>
</tr>
<tr>
<td>In-class</td>
<td>30</td>
<td>1584</td>
<td>528</td>
<td>105</td>
<td>5947</td>
<td>1982</td>
<td></td>
</tr>
<tr>
<td>Field trips</td>
<td>42</td>
<td>2217</td>
<td>739</td>
<td>54</td>
<td>3058</td>
<td>1019</td>
<td></td>
</tr>
<tr>
<td>Data analysis</td>
<td>12</td>
<td>633</td>
<td>211</td>
<td>15</td>
<td>850</td>
<td>283</td>
<td></td>
</tr>
<tr>
<td>Invoicing and Reporting</td>
<td>9</td>
<td>475</td>
<td>158</td>
<td>15</td>
<td>850</td>
<td>283</td>
<td></td>
</tr>
<tr>
<td></td>
<td>153</td>
<td></td>
<td>285</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>total</td>
<td>8076</td>
<td>2692</td>
<td>16141</td>
<td>5380</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fringe (29%)</td>
<td></td>
<td>2342</td>
<td>781</td>
<td>4681</td>
<td>1560</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>0.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>total staff</td>
<td>31241</td>
<td>10414</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cost</td>
<td>units</td>
<td>per unit</td>
<td>total</td>
<td>In-kind</td>
<td>cash</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-class supplies</td>
<td></td>
<td>6</td>
<td>300</td>
<td>1170</td>
<td></td>
<td></td>
<td>Cost of in-class materials and supplies</td>
</tr>
<tr>
<td>Field trip supplies</td>
<td></td>
<td>6</td>
<td>200</td>
<td>780</td>
<td></td>
<td></td>
<td>Cost of field trip materials and supplies</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mileage</td>
<td></td>
<td>1440</td>
<td>0.56</td>
<td>605</td>
<td>202</td>
<td></td>
<td>Cost of personal vehicle reimbursement for using current IRS mileage rate of 5.56/mi. (6 trips/classroom * 6 classrooms * $0.56/mi * ~40 mi/trip)</td>
</tr>
<tr>
<td>busses</td>
<td></td>
<td>6</td>
<td>850</td>
<td>4100</td>
<td>1000</td>
<td></td>
<td>Cost of busses for student field trips</td>
</tr>
<tr>
<td>Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site visit use fee for field trips</td>
<td></td>
<td>6</td>
<td>750</td>
<td>3500</td>
<td>1000</td>
<td></td>
<td>Cost for partners for use of facilities during field trips</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>copies</td>
<td></td>
<td>840</td>
<td>0.015</td>
<td>13</td>
<td></td>
<td></td>
<td>Cost of printing materials for students</td>
</tr>
<tr>
<td>Volunteers during field trips</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Calculated at 2 parent chaperones during field trips using Independent Sector's current 2020 rate of $27.20/hr. (6 field trips * 5 hrs/field trip * $27.20/hr)</td>
</tr>
</tbody>
</table>
QUALIFICATIONS OF APPLICANT

• Should address qualifications of applicant as an organization/entity

• Should address qualifications of key personnel (narrative, resumes, both)

• Qualifications and experience should tie into task list and timeline by individual

• Qualifications should be relevant to project
ADDENDA

• Verification of Match, if match is required

• Resumes of key personnel

• Letters of support

• Any required organization/entity documents

• Miscellaneous documentation as required in the Notice of Funding
Sample Project
Location
Successful Grants Management
Risk Management

Translating a Proposal into a Program Plan

Managing and Administering Sub-Awards

Managing Budget and Finances.

Keeping Records and Documentation

Monitoring and Continuous Review

Reporting

Closing Out
Risk Management

- Identify the Risk
- How do you address the risk?
- How do you avoid risk??
Translating the Grant into a Plan!

- Timeline
- Outcomes
- Who
- Budget
- Tools or resources
- Regulatory compliance
- How to measure outcomes
Managing your Sub-Awardees

- Who will be the liaison
- Communication
- Compliance
- Agreements
- Deliverables
- Monitoring
- Reporting
- OMB Circulars A-87 and A-133.
Budget Management

- System to monitor expense
- Communication
- Matching funds
- Reporting
- OMB Circular A-87
- Compliance with grant budget
- Accuracy
Records and Documentation

• Grant award,
• Grant amendments,
• Original grant application,
• Documents from sub-grantees,
• Program budget, all expenditures, any correspondence with grantor, financial reports, program progress reports,
• Audit and project closeout documentation.
• Grant records must be retained in accordance with federal compliance and your organizational policies.
Monitoring and Continuous Review

- Grant Calendar
- Regular Meetings
- Performance Metrix
- Communication
Reporting

• Grant Calendar
• On Time
• Accurate
Closing your Grant

- (OMB) Uniform Administrative Requirements
- 90 Days
- 2 CFR 200.343
• Lu Torres
• Management and Program Analyst
• USDA, Rural Development, Innovation Center
• Louise.Torres@usda.gov
Questions
Let’s Connect!
Carolyn (Carol) Wetuski
Program Development Specialist / RWIN Lead
Innovation Center-Strategic Engagement Division
Email: RD.Innovation.RWIN@usda.gov
www.rd.usda.gov/rwin