



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





Briggs M. White, Ph.D.

Deputy Executive Director, Interagency Working Group on Coal and Power Plant Communities and Economic Revitalization



**Interagency Working Group on
Coal & Power Plant Communities
& 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



Initial Report to the President on Empowering Workers Through Revitalizing Energy Communities, Released April 23, 2021

Prioritizing Those Most In Need of Support

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

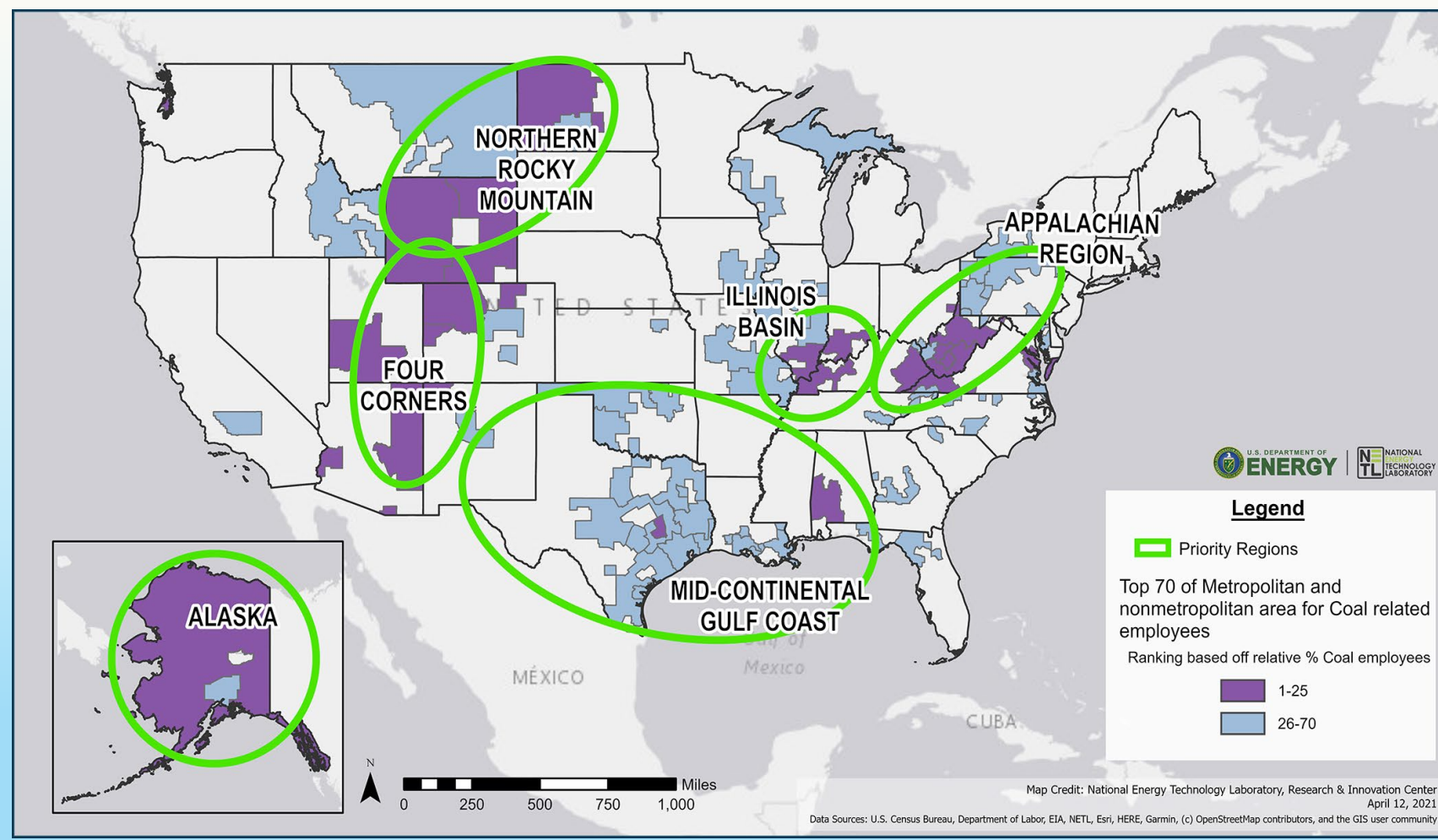


Figure 2 in the report. The IWG recommends focusing initial federal investments in areas with high concentrations of coal-dependent jobs.

Getting More Funds, to More Places, More Quickly



Upgrade
Infrastructure



Clean Up
Environmental
Damage



Promote
Entrepreneurship



Support Workforce
Development

Grant Opportunities within the Clearinghouse



Home About Principles Energy Communities Funding Events Resources

We are delivering federal resources to help revitalize America's energy communities

GET FUNDING
Find out what your community or organization might be eligible to receive in grants, loans, technical assistance, or other support

[EXPLORE FUNDING CLEARINGHOUSE](#)

127
Open/Planned Opportunities Currently Available
(Last updated: 3/31/22)

52
Opportunities Don't Require Matching Funds
(Last updated: 3/31/22)

\$204B+
Open/Planned Funding Available
(Last updated: 3/31/22)

[Learn about new Bipartisan Infrastructure Law funding →](#)

\$204B+
Value of Open/Planned Opportunities

Status Funding Type Program Purpose Eligible Recipient Reset Search: 92 posts

Title	Status	Funding Type	Department/Agency	Program Purpose	Eligible Recipients
Abandoned Mine Land (AML) Reclamation Program	Open	Grant - no match	U.S. Department of the Interior	Infrastructure, Water & Environment	Indian Tribe, State
Abandoned Mine Land Economic Revitalization (AMLER) Program	Open	Grant - no match	U.S. Department of the Interior	Infrastructure, Water & Environment	Indian Tribe, State
Advanced Biofuel Payment Program	Closed	Payment Program	U.S. Department of Agriculture	Infrastructure	Private Sector
Advanced Technology Vehicle Manufacturing Loan Program	Open	Loan	U.S. Department of Energy	Economic Development	Private Sector
American Rescue Plan Act (ARPA) Funding - Coal Community Commitment	Open	Grant - match required	U.S. Department of Commerce	Economic Adjustment, Economic Development, Infrastructure, Technical Assistance, Workforce Development	District Organization, Educational Institution, Indian Tribe, Local Government, Non-profit, State

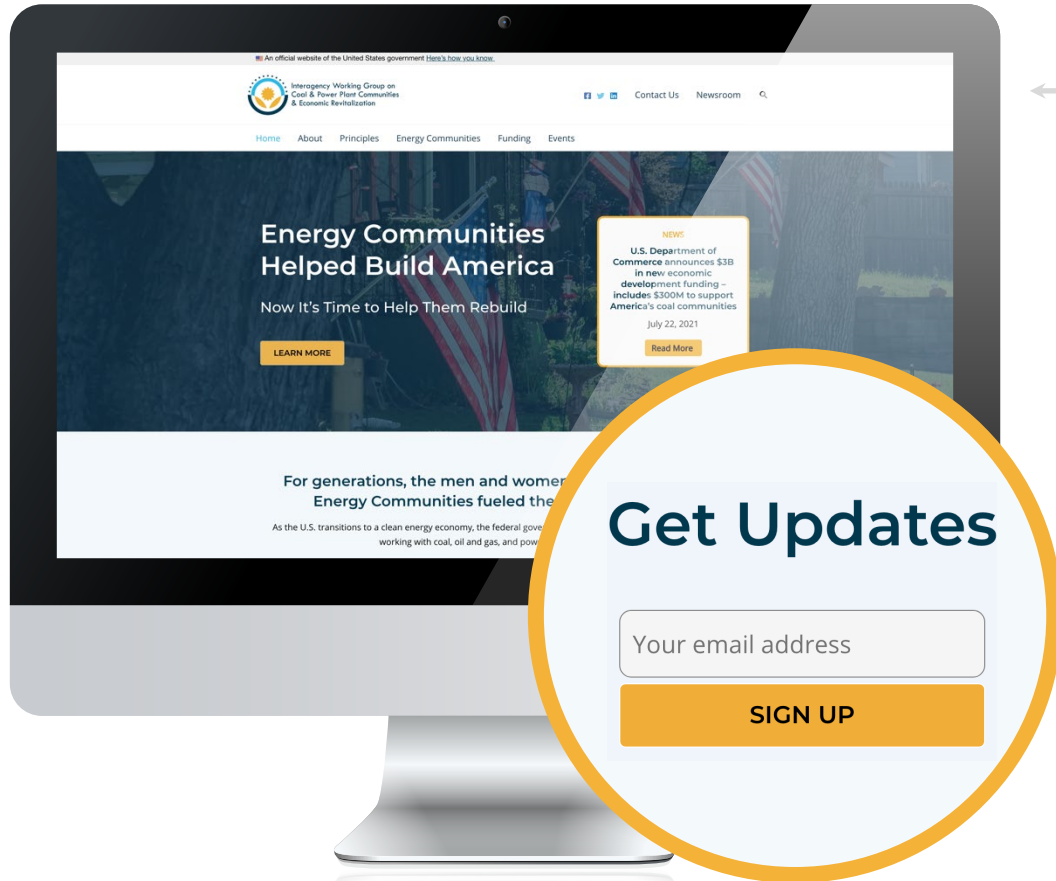
127
Open/Planned Opportunities

52
Agencies Represented

52
Opportunities w/ no cost share

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

Sharing Information: IWG Website & Social Media



energycommunities.gov



[@EnergyComm_US](https://twitter.com/EnergyComm_US)



[@EnergyCommunitiesUS](https://www.facebook.com/EnergyCommunitiesUS)



[@energycommunitiesus](https://www.linkedin.com/company/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

APPLICATION PACKAGE

- Uniform federal application (SF424)
- Narrative application with all components as required in the Notice of Funding
- Other necessary federal forms
- Supporting addenda, if required

Form SF 424 from Grants.gov

[View Burden Statement](#) OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
 Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:** * If Revision, select appropriate letter(s):
 New
 Continuation
 Revision
* Other (Specify):

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: **7. State Application Identifier:**

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. UEI:**

d. Address:

*** Street1:**

Street2:

*** City:**

County/Parish:

*** State:**

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: *** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:** **Fax Number:**

*** Email:**

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.): [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.
[Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*** a. Applicant:** *** b. Program/Project:**

Attach an additional list of Program/Project Congressional Districts if needed.
 [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

17. Proposed Project:

*** a. Start Date:** *** b. End Date:**

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes," provide explanation and attach [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: *** First Name:**

Middle Name:

*** Last Name:**

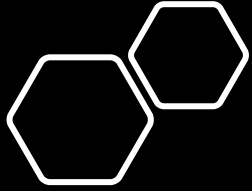
Suffix:

*** Title:**

*** Telephone Number:** **Fax Number:**

*** Email:**

*** Signature of Authorized Representative:** *** Date Signed:**



SCORING

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)

32882

Notices

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

DEPARTMENT OF AGRICULTURE

Submission for OMB Review; Comment Request

June 17, 2021.

The Department of Agriculture has submitted the following information collection requirement(s) to OMB for review and clearance under the Paperwork Reduction Act of 1995, Public Law 104-13. Comments are requested regarding: Whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; the accuracy of the agency's estimate of burden including the validity of the methodology and assumptions used; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques and other forms of information technology.

Comments regarding this information collection received by July 23, 2021 will be considered. Written comments and recommendations for the proposed information collection should be submitted within 30 days of the publication of this notice on the following website www.reginfo.gov/public/do/PRAMain. Find this particular information collection by selecting "Currently under 30-day Review—Open for Public Comments" or by using the search function.

An agency may not conduct or sponsor a collection of information unless the collection of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it

displays a currently valid OMB control number.

Forest Service

Title: Small Business Timber Set-Aside Program: Appeal Procedures on Recomputation of Shares.

OMB Control Number: 0596-0141.

Summary of Collection: The Forest Service (FS) administers the Small Business Timber Sale Set-Aside

Program in cooperation with the Small Business Administration (SBA) under the authorities of the Small Business Act (15 U.S.C. 631), which establishes Federal policy regarding assistance provided to small businesses; the National Forest Management Act of 1976; the Administrative Procedures Act (5 U.S.C. 522); and SBA's regulations found at 13 CFR part 121. The Set-Aside Program is designed to ensure that qualifying small business manufacturers can purchase a fair portion of National Forest System sawtimber offered for sale.

Need and Use of the Information: Under the program, the FS must re-compute the shares of timber sales to be set aside for qualifying small businesses every five years based on the actual volume of sawtimber purchased by small businesses. Re-computation of shares must occur if there is a change in manufacturing capability, if the purchaser size class changes, or if certain purchaser's discontinue operations. The appeal information is collected in writing and is possible, in most locations to be sent via email and attached documents to a Forest Service Officer. The collected information is reviewed by FS officials who use the information to render decisions related to re-computations of timber sale share to be set-aside for small business timber purchasers.

Description of Respondents: Business or other for-profit.

Number of Respondents: 40.

Frequency of Responses: Reporting; On occasion.

Total Burden Hours: 800.

Levi S. Harrell,

Departmental Information Collection Clearance Officer.

[FR Doc. 2021-13171 Filed 6-22-21; 8:45 am]

BILLING CODE 3411-1P

Federal Register

Vol. 86, No. 118

Wednesday, June 23, 2021

DEPARTMENT OF AGRICULTURE

Rural Business-Cooperative Service

[Docket #RBS-21-CO-OP-0017]

Inviting Applications for Socially Disadvantaged Groups Grants

AGENCY: Rural Business-Cooperative Service, USDA.

ACTION: Notice of funding availability.

SUMMARY: This notice announces that the Rural Business-Cooperative Service (Agency) is announcing fiscal year (FY) 2021 funding for applications for the Socially Disadvantaged Groups Grant (SDGG) program. The purpose of this program is to provide technical assistance to socially disadvantaged groups in rural areas. Eligible applicants include cooperatives, groups of cooperatives, and cooperative development centers. This program supports Rural Development's (RD) mission of improving the quality of life for rural Americans and commitment to directing resources to those who most need them. The program funding level for FY 2021 is a total of \$3.0 million. Detailed information can be found on the SDGG website located at <https://www.usda.gov/programs-services/socially-disadvantaged-groups-grant>. Expenses incurred in developing applications are the responsibility of the applicant.

DATES: Completed applications for grants must be submitted electronically by no later than 11:59 p.m. Eastern Time August 9, 2021, through <https://www.grants.gov> to be eligible for grant funding. Please review the [Grants.gov](https://www.grants.gov) website at <https://www.grants.gov/web/grants/applicants/organization-registration.html> for instructions on the process of registering your organization as soon as possible to ensure that you are able to meet the electronic application deadline. Applications received after the deadline are not eligible for funding under this notice and will not be evaluated.

ADDRESSES: You are encouraged to contact your USDA Rural Development State Office well in advance of the application deadline to discuss your project and ask any questions about the application process. Contact information for State Offices can be found at: <https://www.usda.gov/contact-us/state-offices>.

(j) Fund research and development; (k) Purchase land; (l) Duplicate current activities or activities paid for by other Federal grant programs;

(m) Pay costs of the project incurred prior to the date of grant approval; (n) Pay for assistance to any private business enterprise that does not have at least 51 percent ownership by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence; (o) Pay any judgment or debt owed to the United States; (p) Pay any operating costs of the cooperative, group of cooperatives, or cooperative development center not directly related to the project;

(q) Pay expenses for employee training or professional development not directly related to the project; (r) Pay for any goods or services from a person or entity who has a conflict of interest with the grantee; or (s) Pay for technical assistance provided to a cooperative that does not have a membership that consists of a majority of members from socially disadvantaged groups.

In addition, your application will not be considered for funding if it does any of the following: (a) Requests more than the maximum grant amount; (b) Proposes ineligible costs that equal more than 10 percent of total grant funds requested; or (c) Proposes participant support costs that equal more than 10 percent of total grant funds requested.

We will consider your application for funding if it includes ineligible costs of 10 percent or less of total grant funds requested if it is determined eligible otherwise. However, if your application is successful, those ineligible costs must be removed and replaced with eligible costs before the Agency will make the grant award or the amount of the grant award will be reduced accordingly. If we cannot determine the percentage of ineligible costs, your application will not be considered for funding.

7. Other Submission Requirements

(a) Applications will not be accepted if the text is less than an 11-point font. You must submit your application electronically through [Grants.gov](https://www.grants.gov). You must follow the instructions for this funding announcement at <https://www.grants.gov>. A password is not required to access the website.

(b) National Environmental Policy Act. This notice has been reviewed in accordance with 7 CFR part 1970,

"Environmental Policies and Procedures." We have determined that an Environmental Impact Statement is not required because the issuance of regulations and instructions, as well as amendments to them, describing administrative and financial procedures for processing, approving, and implementing the Agency's financial programs is categorically excluded in the Agency's National Environmental Policy Act (NEPA) regulation found at 7 CFR 1970.53(f). We have determined that this notice does not constitute a major Federal action significantly affecting the quality of the human environment.

The Agency will review each grant application to determine its compliance with 7 CFR part 1970. The applicant may be asked to provide additional information or documentation to assist the Agency with this determination.

(c) Civil Rights Compliance Requirements. All grants made under this notice are subject to Title VI of the Civil Rights Act of 1964 as required by the USDA (7 CFR part 15, subpart A) and Section 504 of the Rehabilitation Act of 1973.

E. Application Review Information

The State Offices will review applications to determine if they are eligible for assistance based on requirements in this notice, and other applicable Federal regulations. If determined eligible, your application will be scored by a panel of USDA employees in accordance with the point allocation specified in this notice. A recommendation will be submitted to the Administrator to fund applications in highest ranking order. Applications that cannot be fully funded may be

partially funded. We do not guarantee higher scores. The total points possible for the criteria are 105.

(a) Technical Assistance (maximum score of 25 points)—Three-page limit. A panel of USDA employees will evaluate your experience, commitment, and availability for identified staff or consultants in providing technical assistance, as defined in this notice. You must describe the technical assistance experience for each identified staff member or consultant, as well as years of experience in providing that

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(j) Fund research and development; (k) Purchase land; (l) Duplicate current activities or activities paid for by other Federal grant programs;

(m) Pay costs of the project incurred prior to the date of grant approval; (n) Pay for assistance to any private business enterprise that does not have at least 51 percent ownership by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence; (o) Pay any judgment or debt owed to the United States; (p) Pay any operating costs of the cooperative, group of cooperatives, or cooperative development center not directly related to the project;

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1. Scoring Criteria

All eligible and complete applications will be evaluated based on the following criteria. Evaluators will base scores only on the information provided or cross-referenced by page number in each individual evaluation criterion. SDGG is a competitive program, so you will receive scores based on the quality of your responses. Simply addressing the criteria will not guarantee higher scores. The total points possible for the criteria are 105.

(a) Technical Assistance (maximum score of 25 points)—Three-page limit. A panel of USDA employees will evaluate your experience, commitment, and availability for identified staff or consultants in providing technical assistance, as defined in this notice. You must describe the technical assistance experience for each identified staff member or consultant, as well as years of experience in providing that

(1) Needs of the socially disadvantaged groups to be assisted and explain how those needs were determined;

(2) Proposed technical assistance to be provided to the socially disadvantaged groups; and

(3) Expected outcomes of the proposed technical assistance, including how socially disadvantaged groups will benefit from participating in the project. You will score higher on this criterion if you provide examples of past projects that demonstrate successful outcomes in identifying specific needs and providing technical assistance to socially disadvantaged groups.

(b) Work Plan/Budget (maximum of 25 points)—Six-page limit. Your work plan must provide specific and detailed descriptions of the tasks and the key project personnel that will accomplish the project's goals. The budget will be reviewed for completeness. You must list what tasks are to be done, when it will be done, who will do it, and how much it will cost. Reviewers must be able to understand what is being proposed and how the grant funds will be spent. The budget must be a detailed breakdown of estimated costs. These costs should be allocated to each of the tasks to be undertaken.

A panel of USDA employees will evaluate your work plan for detailed actions and an accompanying timetable for implementing the proposal. Clear, logical, realistic, and efficient plans that allocate costs to specific tasks using applicable budget object class categories provided on the Form SF-424A will result in a higher score. You must discuss at a minimum:

(1) Specific tasks to be completed using grant funds;

(2) How customers will be identified;

(3) Key personnel and what tasks they are undertaking; and

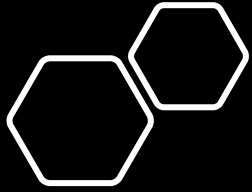
(4) The evaluation methods to be used to determine the success of specific tasks and overall project objectives.

Please provide qualitative methods of evaluation. For example, evaluation methods should go beyond quantitative measurements of completing surveys or number of evaluations, such as discussion of evaluation methods per task.

(c) Experience (maximum score of 25 points)—Three-page limit. A panel of USDA employees will evaluate your experience, commitment, and availability for identified staff or consultants in providing technical assistance, as defined in this notice. You must describe the technical assistance experience for each identified staff member or consultant, as well as years of experience in providing that

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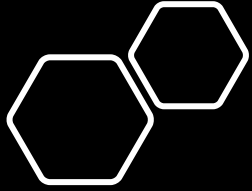
THE (EXECUTIVE) SUMMARY

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



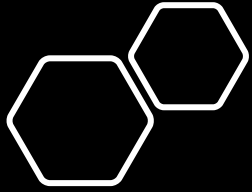
PROJECT DESCRIPTION (Scope of Work)

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



Sample Task List and Timeline

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

PRESENTING THE BUDGET

- 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.

Sample 1 Budget

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.

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
1	<u>Industry Infrastructure Report</u>	June 1, 2022	December 31, 2022	\$4,029.16	\$0	\$4,029.16
2	<u>Infrastructure S.W.O.T Analysis Survey</u>	November 1, 2022	November 30, 2022	\$860.92	\$0	\$860.92
3	<u>Creation of Industry Infrastructure Assets Map</u>	January 1, 2023	March 15, 2023	\$6,186.79	\$0	\$6,186.79
4	<u>Creation of Transportation Network Map</u>	March 15, 2023	April 30, 2023	\$6,186.79	\$0	\$6,186.79
5	<u>Market, share and post final complied project elements with partner organizations, industry leaders and on website indirect/</u>	May 1, 2023	May 15, 2023	\$2,341.89	\$0	\$2341.89
6	<u>Admin: Grant Reporting and Closure</u>	May 15, 2023	May 31, 2023	\$0	\$1,282.08	\$1,282.08
	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.

Sample 2 Budget

<u>6. CONTRACTUAL</u>	<u>TOTAL GRANT FUNDS</u>	<u>MATCH/IN-KIND</u>	<u>NARRATIVE EXPLANATION</u>
<u>6a. Graphic Design Services, 50 hours @ \$100/hour</u>	<u>\$5,000</u>		<i>Work with graphic designers to create infographics and design the Farm to School Curriculum.</i>
<u>6b. Food, Nutrition and Agricultural Consultants, 100 hours @ \$100/hour</u>	<u>\$10,000</u>		<i>Work with food farmers, chefs,, nutrition education experts to develop training modules and farm to school activities.</i>
<u>6c. Curriculum Development @ \$50 hr. x 28 hours per month/ 1 year</u>	<u>\$11,750</u>		<i>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.</i>
<u>Contractual Total</u>	<u>\$26,750</u>		

<u>8. TOTAL COSTS</u>	<u>TOTAL GRANT FUNDS</u>	<u>MATCH/IN-KIND</u>	<u>NARRATIVE EXPLANATION</u>
<u>8a. Total Direct Costs</u>	<u>\$49,810</u>	<u>\$16,700</u>	<i>Federal funding and matching contributions will support planning, administration, implementation supervision and reporting of all programmatic activities and financial oversight of the project.</i>
<u>8b. Total Indirect Costs for maximum Administrative Costs 9% allowed</u>	<u>\$0</u>	<u>\$0</u>	

Sample 3 Budget

Tasks	Executive Director			In-kind	Program Coordinator			In-kind	Narrative Explanation	
	rate	hours	total		rate	hours	total			
									Hourly rate * hours = total cost	
	70.38				37.76				Hourly billable rates. For this program, the Executive Director is the Program Director with 2 Program Coordinators.	
Outreach		12	633	211		18	1019	340	Flyer and emails to targeted potential partner teachers.	
Meetings		18	950	317		18	1019	340	Meet with teachers to explain program, answer questions, and confirm dates of	
Curricula/Survey development		30	1584	528		60	3398	1133	Develop agriculture curriculum focused on aquaponics, pre- and post- surveys, and complementary activities binder for teachers.	
In-class		30	1584	528		105	5947	1982	Deliver, prep, and cleanup for five in-class sessions per classroom.	
Field trips		42	2217	739		54	3058	1019	Deliver, prep, and cleanup for one full day field trip per classroom.	
Data analysis		12	633	211		15	850	283	Use statistical software to determine "statistically significant" differences in Likert Scale statements.	
Invoicing and Reporting		9	475	158		15	850	283	Prepare quarterly invoices and reports. Prepare final invoice and report	
		153				285				
		total	8076	2692			16141	5380		
		fringe (29%)	2342	781			4681	1560	Total staff cost * fringe rate of 29% (Includes vacation, holiday, health insurance, and employee 457b retirement program).	
		FTE	0.1							
						total staff	31241	10414	Total staff costs	
						cost		cash		
						units	per unit	total	In-kind	
									matc	
Supplies										
	In-class supplies				6	300	1170		630	Cost of in-class materials and supplies
	Field trip supplies				6	200	780		420	Cost of field trip materials and supplies
Travel										
	mileage				1440	0.56	605		202	Cost of personal vehicle reimbursement for using current IRS mileage rate of \$.56/mi. (6 trips/classroom * 6 classrooms * \$0.56/mi * ~40 mi/trip)
	busses				6	850	4100		1000	Cost of busses for student field trips
Partners										
	Site visit day use fee for field trips				6	750	3500		1000	Cost for partners for use of facilities during field trips
Other										
	copies				840	0.015			13	Cost of printing materials for students
	Volunteers during field trips								1632	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)

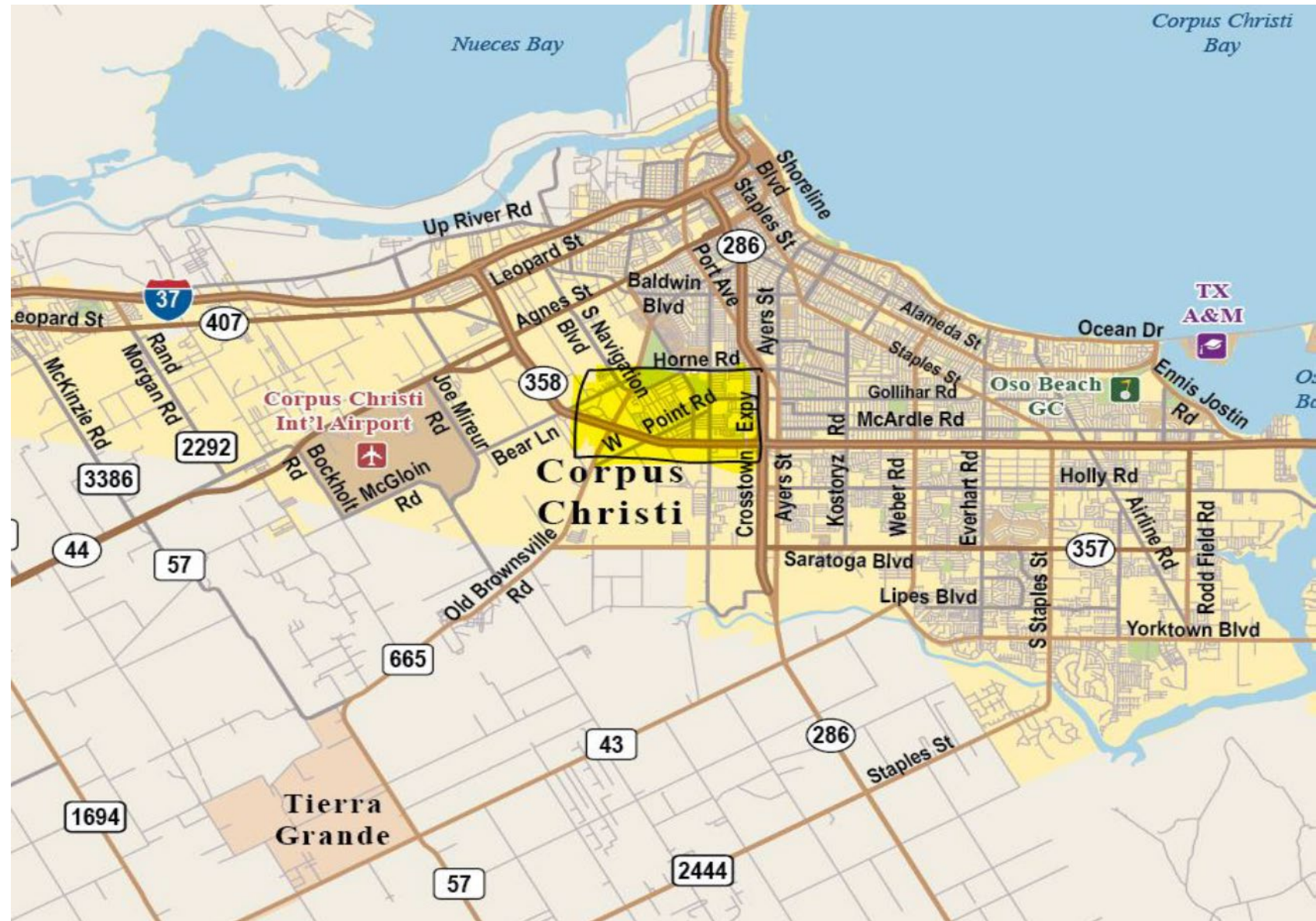
QUALIFICATIONS OF APPLICANT

- 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



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AGENDA

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??**



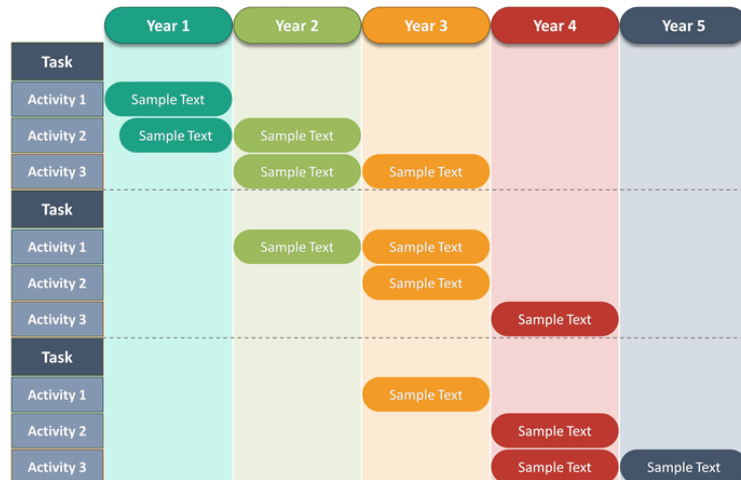
Translating the Grant into a Plan!



- **Timeline**
- **Outcomes**
- **Who**
- **Budget**
- **Tools or resources**
- **Regulatory compliance**
- **How to measure outcomes**

5 YEAR GANTT CHART

Enter your sub headline here





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Managing your Sub-Awardees

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



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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 Matrix**
- **Communication**

Reporting



- **Grant Calendar**
- **On Time**
- **Accurate**





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Closing your Grant

- **(OMB) Uniform Administrative Requirements**
- **90 Days**
- **2 CFR 200.343**

A large, stylized button with a light blue border and a purple-to-pink gradient background. The word "CLOSE" is written in white, bold, uppercase letters in the center.

CLOSE



Rural Development

U.S. DEPARTMENT OF AGRICULTURE



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- USDA, Rural Development, Innovation Center
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Questions



Let's Connect!

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