October 13, 2020

INvestments Supporting Partnerships In Recovery Ecosystems (INSPIRE) Initiative Workshop

AGENDA

Statement of Need and Strategic Alignment (Britt Jones)
Strategic Partnerships (Jen Simon)

Outcomes and Outputs (Regina Van Horne)

SF424 forms, Budget and Budget Narrative (Jeff Schwartz)

Question & Answer

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Important Reminders

- **Letters of Intent due October 16, 2020 at 5 PM Eastern Time**

- **Letters of Intent required for Implementation and Planning grants**

- **Letter of Intent template available at www.arc.gov/SUD**

- **Failure to submit Letter of Intent by due date disqualifies applicant to submit full application**

- **Final application due November 13, 2020 at 5 PM Eastern Time**

INvestments Supporting Partnerships In Recovery Ecosystems (INSPIRE)

What is INSPIRE?
· The purpose of this initiative is to help individuals in recovery get the support services and training they need to maintain recovery and successfully enter or re-enter the workforce.

Why did ARC create the INSPIRE Initiative?
· This effort is informed by earlier and on-going work of the ARC's Substance Abuse Advisory Council, including six Recovery-To-Work Listening Sessions held in the region in Summer 2019.

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POWER VS INSPIRE

POWER PROGRAM:

- Broad economic, transformative project with focus on economic diversification
- Priority placed on regional strategies
- Prioritizes innovative or visionary pilot programs
- Projects are large and ambitious
- Grants can fund up to $1.5 million

INSPIRE PROGRAM:

- Focused on recovery ecosystem on its own rather than economic diversification
- Focus on local ecosystems in individual communities
- Supports strengthening and expanding existing programs in addition to creating new ones
- Programs are more focused and targeted
- Grants are capped at $500,000

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Statement of Need and Strategic Alignment

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Statement of Need

- Applicants must have a well-articulated analysis of why and how the local and regional economy has been negatively impacted by the substance abuse crisis in the region.

- Must demonstrate how the proposed effort adds value to larger , more long-term vision and action plan being implemented in the Region.

- Applicant must describe how their proposal meets an unmet need, is a complement to existing initiatives (if applicable), and is not duplicative of any ongoing efforts in the project area

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"Tips to build your statement of need"

- Identifying target population

- Documenting community needs for expansion or creation of a recovery ecosystem

- Using data to describe system's strengths and gaps in the service area, and long-term economic and demographic impacts from SUD

- Describing organizational capacity

- Identifying economic and workforce-related challenges

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Strategic Alignment

Align proposed project with the following elements:

• ARC Strategic Plan, Investing in Appalachia's Future: ARC's Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2016–2021, Goal 2: Ready Workforce: Improve the education, knowledge, skills, and health of residents to work and succeed in Appalachia. • ARC State Plan(s)

• If a project includes ARC counties from more than one state, applicants need to demonstrate how the proposed project aligns with each ARC State Plan, specifically how the project supports a ready workforce.
• To find information on all 13 ARC State Plans, please visit www.arc.gov/SUD

 • The needs of businesses, including organizations that provide wraparound services for those in recovery

. • Describe how the proposal aligns with the needs of businesses, including organizations that provide wraparound services for those in recovery.

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Additionally, applicants must submit the following documentation:

- Letter(s) from local businesses or business groups expressing a need or labor market analyses conducted by federal or state sources. For example, a letter from a chamber of commerce would suffice as documentation.

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Strategic Partnerships

Importance of Partnerships

- Break down traditional **silos** to create transformative change

- Extend reach among **target populations**

- Provide multiple **perspectives** to support creative problem-solving

- Improve project and organizational **sustainability**

- Establish **community-based** approaches

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Build Project Team of New and Existing Partners from the Recovery Ecosystem

Can include:

- Health providers
- Law enforcement, court systems
- Education providers
- Employers
- Labor Unions
- Faith-based organizations
- Community-based non-profits

PRO-Tip: Do not ignore existing community recovery ecosystem coalitions

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- Existing partners

- Partners of your partners

- State ARC Program Managers (Hint: they know everyone)

- Other state/federal/local funders

Identifying New Partners

Jen

Pro Tip: Do not overcommit project budget to too many partners.

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At least 3 Letters of Engagement from Partners

Clearly define roles:

- Matching funds commitment

- Project team
  - Key activities
  - Level of engagement
  - Type of organization

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Pro Tips:

Avoid 100% form letters at all costs!

Letters must be on official letterhead

No need for letters to extend beyond a page

Performance Measures

It's 2025. Your INSPIRE grant is complete. You know your project is successful because _____.

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Outputs and Outcomes

Outputs = grant activities

Examples: products, services, trainings; number of participants served

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Outcomes = result of grant activities

Examples: participant accomplishments, changes, improvements

Required Outputs and Outcomes - Implementation

Output	Outcome	Note
Businesses **served**	Businesses **improved**	Larger talent pool
Workers/trainees **served** *and/or* Students **served**	Workers/trainees **improved** *and/or* Students **improved**	Improvement = • Obtain new/improved employment opportunities • Retain employment
Additional performance measures should be identified.		Examples: • Jobs created • Businesses created • Participants served/improved • Patients served/improved

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Defining Beneficiaries

Beneficiary	Definition
Workers/ trainees	Enrolled in programs that do not lead to a diploma or degree and are (typically) non-credit
Students	Enrolled in credit programs that lead to a certificate or diploma
Participants	Participate in one-time or short-term events, including conferences and workshops, where tracking the acquisition of employment or other high-impact outcomes is not realistic
Patients	Receiving treatment with equipment or programming purchased with an ARC investment

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Example

Incomplete

An opioid recovery training project will serve 400 people and improve 400 people.

Better:

An opioid recovery training project will ==**serve** 400 workers== through classes and workshops and will ==**improve** 100 workers as== ==measured by employment attainment or completion of training== ==certificates==. Fifty of the 100 workers improved will be permanently employed and 50 will continue in the training program (three years after project completion).

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Required Outputs and Outcomes - Planning

Planning grants must include:

- Plans/reports (output)

Logic Model

Program: _____**INvestments Supporting Partnerships In Recovery Ecosystems (INSPIRE) Initiative**_____ **Logic Model**

Situation: The program will bridge the gulf between recovery and productive participation in the workforce for individuals affected by substance use disorder by providing valuable career, training, mental health services, supportive services, and employment opportunities. The project will be implemented by Skills, Inc. The grantee will teach regional businesses ways to provide a supportive environment for employees in recovery, increasing the opportunities for work-based training and apprenticeships, while also partnering with treatment providers to identify and recruit recovering individuals appropriate for those opportunities.

| Inputs | Outputs | | Outcomes -- Impact | | |
	Activities	Participation	Short (grant lifecycle)	Medium (Actual outcomes achieved by project/grant end date)	Long (the long-term economic impact of your program/activities implemented during the grant lifecycle)
Staff Supplies Curricula Equipment	Develop/implement curricula Training Conduct career readiness workshops Form a task force Wrap around services Job placement services	Workers/trainees **served** Students **served** Participants **served** Businesses **served**	Enroll workers/trainees in training program Students obtain certificates and/or pass required degree courses Participants (e.g. human resource managers, supervisors, CEOs, etc.) attend workshops designed to increase their awareness of substance use disorder issues/topics affecting their workplaces and/or respective communities	Workers/trainees **improved**, as measured by the number of workers/trainees who obtain a job in the field for which they were specifically trained. Students **improved**, as measured by the number of students who attain a diploma or degree. Participants **improved**, as measured by the number of participants who gain a greater awareness of SUD-related issues/topics. A pre- and post-evaluation method is used to determine the rate of improvement. Businesses **improved**, as measured by an increase of workers' skill-sets, wage/salary, and/or or a higher position within the company New programs (training) implemented	Increase in revenue (taxes) generated by counties/towns as a result of job creation and/or employment obtained by workers/trainees Decrease in employee turnover rates as a result of participants' ability to detect early signs of SUD and provide corresponding support Increase of a company's productivity/revenue as a result hiring a pool of highly skilled workers Increase of a skilled labor force in a given county/region, enabling economic developers to compete for business/job creation Increase in job creation as a result of higher educational attainment levels.

Assumptions
A 36-month grant
All key personnel and partners already hired/on board
Training and other services were designed with input from businesses and other partners

External Factors
Alignment of project/program with academic calendars
Workers/trainee and student recruitment in training programs.

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Logic Model – Left Side

Inputs
Staff Supplies Curricula Equipment

→

Outputs	
Activities	*Participation*
Develop/implement curricula	**Workers/trainees served**
Training	**Students served**
Conduct career readiness workshops	**Participants served**
Form a task force	**Businesses served**
Wrap around services	
Job placement services	

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Logic Model – Right Side

Outcomes - Impact		
Short	*Medium*	*Long*
Enroll workers/trainees in training program	**Workers/trainees improved** (the number of workers/trainees who obtain a job)	Increase in revenue (taxes) generated by counties/towns as a result of increased employment
Students obtain certificates and/or pass required degree courses	**Students improved** (the number of students who attain a diploma or degree)	Decrease in employee turnover rates as a result of participants' ability to detect early signs of SUD and provide support
Participants (e.g. human resource managers, supervisors, CEOs, etc.) attend workshops designed to increase their awareness of substance use disorder issues/topics affecting their workplaces and/or respective communities	**Participants improved** (the number of participants who gain a greater awareness of SUD-related issues/topics)	Increase in a company's productivity as a result hiring highly skilled workers
	Businesses improved (increase in workers' skillsets)	Increase of a skilled labor force in a county/region

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It's 2025. Your INSPIRE grant is complete. You know your project is successful because _____.

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Budget

What are the needs?

Establish the outcomes

Design your program

Determine your budget

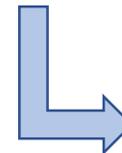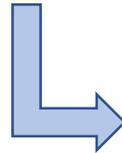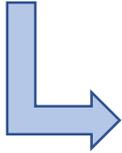Identify match: Amount and sources

What are the needs? → Establish the outcomes → Design your program → Determine your budget → Identify match: Amount and sources

Budgets

- Budget
- Detailed budget
- Budget narrative

❖ Be all inclusive
❖ Always use the same numbers

Sample Budgets

	SECTION B - BUDGET CATEGORIES					
		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
6. OBJECT CLASS CATEGORIES		(1) ARC	(2) Match	(3)	(4)	(5)
a. Personnel		$	$20,000			$20,000
b. Fringe Benefits			$5,000			$5,000
c. Travel						
d. Equipment			$30,000			$30,000
e. Supplies		$50,000				$50,000
f. Contractual			$100,000			$100,000
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges est.						
k. TOTALS (sum of 6i and 6j)		$50,000	$155,000	$0	$0	$205,000

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Detailed Budget

EQUIPMENT – 1 big metal thing	$30,000
Toolkits for workers 10 @ $3,500 +	$35,000
Computers – 10 Gamma V laptops (or equivalent) @ $1,250 =	
	$12,250
General office supplies (paper, pens, ink, telephones)	$12,750
SUBTOTAL SUPPLIES	$50,000

k. TOTALS (sum of 6i and 6j)	$25,000	$30,000	$100,000	$50,000	$205,000

Budget Narrative

EQUIPMENT – 1 big metal thing $30,000

  Used to purify and dehumidify widgets for custom applications

Toolkits for workers 10 @ $3,500 + $35,000

  Specialized tools essential to maintain big metal thing regularly

Computers – 10 Gamma V laptops (or equivalent) @ $1,250 =

$12,250

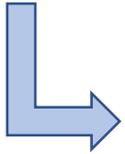| 6. OBJECT CLASS CATEGORIES	(1) State Dept of Xyz	(2) Beta Foundation	(3) USDA-RD	(4) ARC	(5)
a. Personnel	$ $20,000				$20,000
b. Fringe Benefits	$5,000				$5,000
c. Travel					
d. Equipment		$30,000			$30,000
e. Supplies				$50,000	$50,000
f. Contractual			$100,000		$100,000
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges est.					
k. TOTALS (sum of 6i and 6j)	$25,000	$30,000	$100,000	$50,000	$205,000

What are the needs?

Establish the outcomes

Design your program

Determine your budget

Identify match: Amount and sources

What is match?

- Funds that contribute to overall project costs
- Required for all ARC projects
- Shows the level of other resources going into a project, showing a diverse base of support – in terms of showing financial support as well as showing collaboration to demonstrate that other partners support your mission

Example: Project budget, sources of funds

State Funds: $155,000 (50.8%)

ARC: $150,000 (49.2%)

Total: $305,000 (100%)

What is match?

What are acceptable forms of match?

- Cash

- Loans

- In-kind
  - Land or property
  - Equipment
  - Services

What acceptable sources of match?

- Other federal

- State

- Local
  - Government
  - Private
  - Foundations

PRO TIP: Other federal dollars may have some restrictions. Check with ARC first if using.

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Guide for describing match

- Identify each source and type of funding
- Include **letters of commitment** for each funding source, citing the specific amount (and type) of funds committed.
- Provide descriptions of specific **in-kind resources**, including the methods used to determine their value.
- If match includes donated land or buildings, provide an MAI appraisal

Funder	Amount	Status	Source	Type
State Dept of Xyz	$25,000	Committed	State	Grant
Beta Foundation	$30,000	Committed	Private	Grant
USDA-RD	$100,000	Committed	Federal	Loan
ARC	$50,000	Pending	Federal	Grant

Alpha Beta Car Dealer will provide an Epsilon IV for the use of the project for two years. The Epsilon IV, as equipped, leases for $850 per month x 24 months yields an in-kind value of $20,400.

The school PTA will provide the labor to clear and pave the walking/running trail. A local contractor provided an estimate of $12,000 to do this same work.

Letters Documenting Match

- Will be <u>required</u> if selected for funding
- Content –
- Best on letterhead or official document
- Includes dollar amount committed
- Includes nature and value of in-kind contribution
- Signature

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Letters Documenting Match

Match –

- Best on letterhead or official document

- Includes dollar amount committed

- Includes nature and value of in-kind contribution

- Signature

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Calculating match

Verify that the match rate for the counties served is accurate.

https://www.arc.gov/county-economic-status-and-distressed-areas-by-state-fy-2021/

 For multi-county projects with more than one ARC county designation (i.e., distressed, transitional, at-risk, competitive, etc.), contact the state ARC Program Manager (https://www.arc.gov/state_partner_role/state-program-manager/) for assistance

Project Location	ARC/Match
Distressed County	80/20
At-Risk County	70/30
Transitional County	50/50
Competitive County	30/70
Attainment County	00/100

• Required forms and information

- Submit SF-424 form
- Submit SF-424a form
- System for Award Management (SAM) number
- Data Universal Number System (DUNS) number

- https://www.grants.gov/web/grants/forms/sf-424-family.html

- https://www.arc.gov/sud/

- https://www.arc.gov/sud/

- **PRO TIP**: Do **NOT** pay anyone for these services!

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Question & Answer