FY 2024 INSPIRE Initiative

Appendix 6(A): Fiscal Year 2024 Implementation Grant Template

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Template Overview and Usage Guidelines:
- Ensure you read the Fiscal Year 2024 (FY24) INSPIRE NOSA in its entirety prior to starting the final application.
- This ==template is required for use in submission== to the INSPIRE Initiative, and is provided for ease of writing, organizing, and ensuring that all required sections and information are included in your final Implementation proposal.
- Each header indicates a required section that must be filled out by the applicant, as referenced in the "Criteria for Implementation Grants" section of the FY24 INSPIRE NOSA.
- Before you submit the final application, remove this box and all sample bullets and language that are included below, as these are simply here to remind you of what is required in each section. *Keep headers and your project narrative as relevant for each required section.*
- Ensure that you contextualize your answers to each required section. See grant writing resources in Appendix 5 of the NOSA for additional information.
- Ensure that you contact your State Program Manager throughout the project application process.

Organization Name:

Project Title:

Executive Summary

- Use the required INSPIRE Fiscal Year 2024 Executive Summary template, to provide information on project goals and strategies, the project's purpose, key activities, and applicant information. See template on the ARC website.
- *Attach as a separate document to the final application.*

Statement of Need

- Describe the service area.
- List ARC counties impacted by the project.
  - **Note**: Projects must serve and benefit a portion of the Appalachian Region as defined by the Appalachian Regional Development Act of 1965, as amended. If projects extend beyond the ARC region, only that portion within the Region is eligible for ARC funding. For a list of ARC states and counties, visit the ARC website.

- Describe the target population, why this population was selected, and how the applicant plans to recruit this population.
  - **Note**: Whether your project targets adults and/or youth, the overall program design must address the economic impact of SUD and tie back to workforce entry or reentry.
- Describe community needs as they pertain to the expansion, creation, or improvement of a recovery ecosystem.
- Provide appropriate third-party economic and demographic statistics, including the age-adjusted mortality rate related to opioid and other drug overdose deaths and other relevant information for the applicable community or region in order to document the extent to which the local economy has negatively impacted the community or region.
- Describe the needs of businesses, including but not limited to the following: an overview of open jobs across in-demand industry sectors; employment status and education level of the residents residing in the project's service area; and gaps in skill sets and training.
- Identify economic and workforce-related challenges to workforce participation in the proposed service area.
- Identify any gaps in behavioral health services, training, employment, and provision of support services, including wraparound services for those in recovery, available in the service area. Explain your community's capacity to create a recovery ecosystem to respond to these gaps and connect these responses to the priorities of the INSPIRE Initiative.
- **Note**: Applicants must provide appropriate third-party economic and demographic statistics, including persistent poverty and unemployment rate data for the applicable community or region (for example, census tract or county), in order to document the extent to which the local economy has been negatively impacted. If data for this section is non-existent or hard to obtain for your project territory, news articles or similar sources are acceptable.

Project Description

- Provide a description of the applicant's organizational mission and work. Connect the mission of the organization to the priorities of the INSPIRE Initiative. (See Program Description in NOSA for the list of priorities.) Explain how the proposed elements of your project meet the needs of both the target population and businesses. Describe the project's primary purpose, main activities, and expected deliverables.
- Include the names of the workforce development organizations, training providers, and organizations that provide wraparound services for individuals in recovery. Explain how the organizations and providers are strategically positioned to support the services and activities that will help to expand or create a recovery ecosystem.
- Explain how the project will assist employers in meeting their workforce and business needs, including how the target population will acquire the necessary training and skills in order to be placed in appropriate and in-demand employment opportunities. Provide documentation from local businesses or business groups expressing a need, or provide labor market analyses conducted by federal or state sources. If appropriate or available, include documentation from organizations that provide wraparound services for those in recovery expressing a need for the provision of services for the target population.

- o **Note**: If data for this section is non-existent or hard to obtain for your project territory, news articles or similar sources are acceptable.
- Explain how the project expands or creates linkages between workforce development organization(s), training providers, and organizations that provide wraparound services for individuals in recovery. Describe how the proposal aligns with the needs of businesses and organizations that provide wraparound services for those in recovery.
- Provide a work plan and timeline. See Appendix 4, Workplan and Timeline.
- Submit at least three letters of engagement from partners. Cross-sector collaborations should include health, behavioral health, criminal justice, education, employers, faith-based organizations, etc. Existing community substance use coalitions should be engaged, where possible. Applications should demonstrate the existing involvement of the state or local government agencies responsible for behavioral health and workforce development or, alternatively, a clear plan to secure such involvement.

Project Outputs and Outcomes (Performance Measures)

- Identify the anticipated long-term benefits to the participants, employers, and communities served by the grant, explaining how the activities and investments made under the grant continue to benefit the workforce and the economy five years after the end of the project. See ARC's Guide to Performance Measures for accepted project outputs (activities and deliverables) and project outcomes (measurable impacts and results).
- Outcomes to be achieved by the end of the grant period must include the following:
  - o Businesses served (output) and improved (outcome) and
  - o Workers/trainees served (output) and improved (outcome) or students served (output) and improved (outcome).
  - o Additionally, other performance measures for this grant type should be identified.
- See Appendix 7 for additional information on how to understand and frame your measures.

Strategic Alignment

- Explain how your project aligns with the goals of the ARC Strategic Plan and the strategy statements of the state(s) in which you will be operating.
- See *Appalachia Envisioned: A New Era of Opportunity—ARC's Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2022–2026.*
  - o Goal 2: Building Appalachia's Workforce Ecosystem: Expand and strengthen community systems (education, healthcare, housing, childcare, and others) that help Appalachians obtain a job, stay on the job, and advance along a financially sustaining career pathway.
- To find information on all 13 ARC state strategy statements, visit the ARC website. 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.

Budget, Budget Narrative, and Match Funding Requirements

- All items included in the budget and budget narrative must be correctly totaled and must align with the applicant's description of the project. The budget and budget narrative must list the sources and uses of ARC funds and all non-ARC matching funds, as well as the status of match funds (confirmed, pending, etc.). **Resources listed as match should be confirmed or accessible by July 12, 2024.**
- Submit a required budget Standard Form 424A (SF-424A) that lists the sources and uses of ARC funds and all non-ARC matching funds. All items in the budget narrative must reflect the level of detail requested in the proposal. A PDF of this form is located on the ARC website. Form instructions may be downloaded from Grants.gov. See Appendix 8 for additional tips on how to complete the SF-424 and SF-424A.
- Provide a budget narrative that includes a detailed explanation of expenditures by the line items listed on the SF-424A. For example, include purpose of travel and supply/equipment lists. Describe expenses in the 'Other' line item, if applicable. A template for the narrative is located here.
- If the budget includes personnel or contractual expenses (cash or in-kind resources), estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants. (After a grant is awarded, all time should be tracked by actual hours worked for each individual.)
- See Appendix 1, Budget Narrative Template, and Appendix 8, Tips for Completing Your Budget.
- **Note**: When creating a budget for your proposed project, the maximum amount an applicant may receive for an implementation grant is $500,000 across three years (**not** $500,000 each year for three years).

Feasibility

- Ensure that, and describe how, the work plan, timeline, budget, and staff resources are consistent with the project description and expected outputs and outcomes of the project.

Organizational Capacity

- Demonstrate the project team's ability to undertake/accomplish the proposed scope of work including, but not limited to, the project team's qualifications and experience managing sizeable grants and federal awards; familiarity with federal grant regulations; and organizational policies, procedures, and systems.

Required Forms

- As appendices, submit the following required forms with your final implementation application:
  - ARC Memorandum of Understanding (MOU)
  - Application for Federal Assistance (SF424)
  - Budget Information for Non-Construction Programs (SF424A)
  - Assurances for Non-Construction Programs (SF424B)