
Grants- Where and How



Western Association
of Chamber Executives

What would you do with \$1 Million Dollars?

About ME!



Stay-at-home mom for 10 years

No grant writing experience

Just need a positive mindset
Believe in the Chamber's vision and
mission

Grants provide the opportunity to grow
and provide programs that are
desperately needed!



Chino Valley Chamber of Commerce

Workforce Development
Director

Work with the San
Bernardino County

466 members

Importance of Grants for Nonprofits



Fund programs and services

Grants help nonprofits provide important programs and services to the community that would otherwise be unfunded.



Mission and impact

Grants enable nonprofits to fulfill their mission and make a greater impact.



Innovation

Grants allow nonprofits to test innovative approaches and new ideas for addressing social issues.

Grants are essential to helping nonprofits improve lives and strengthen communities.

Understanding Grant Writing Software and Resources



1. Grant Management Software

- Google Docs is KEY!
- It a great tool for multiple users to get together and share ideas and comments.

2. Grant Funding Databases

Grants.gov to find new grant opportunities.

Be a part of the community based organizations and look for partnerships.

3. Writing and Editing Tools

Chat GPT is a great tool to start the outline and process

4. Data

Use Census Data

Build and Highlight your internal Data!

5. Grant Writing Workshops and Webinars

Attend free or low-cost sessions to sharpen grant seeking skills and strategies.

It is an ongoing process

Developing a plan for the proposal

Create a google docs

Create a grant cheat sheet

Organize your grants!



Grant RFP

I.1.b Project Goals and Objectives

The overarching goal of this pilot program is to build on the region's multi-year regional planning and cooperation effort across government, nonprofit, industry, and community stakeholders to begin to launch several promising technologies and begin to build the support infrastructure and workforce programs needed to ensure the marginalized community as an integral part of the solution to the logistics transition. Accordingly, ALPHA will focus on these near term priorities:

1. **Evaluate and iterate market-ready technologies and near term logistics solutions in terms of market readiness and impact on the community.**
 - a. Objective: ALPHA partners will vet several promising technologies by conducting pilot projects within the IE and evaluate its technical effectiveness and alignment with regional and industry needs, such as improving local air quality, opportunity for local job creation, and broader GHG mitigation impacts.
2. **Create a thriving ecosystem of locally based startups and skilled workforce, particularly from within marginalized communities.**
 - a. Objective: ALPHA partner UCR will provide entrepreneurial and technical advice and job skills training on newly emerging sustainable logistics technologies through hosting workshops, fellowships and mentorship and training programs within the overall OASIS initiative. UCR will work cooperatively with RCCD, MCC and other ALPHA partners in creating modifications to curriculum design and specially designed workshops to make sure this program is successful in increasing social mobility for our marginalized population. Factors such as removing cost and time barriers, beginning training at the appropriate level, and offering paid training and retraining opportunities and apprenticeships that lead to wage sustaining career pathways are a few of the considerations that will be addressed.
3. **Create a coordinated, robust network of community support efforts to support and feed the local labor pool pipeline that will meet the needs of the evolving sustainable logistics industry;**
 - a. Objective: ALPHA partners will provide much needed resources to bolster the locally established community organizations in building capacity and

Organize your Grants

1. Cover / Signature Page and Executive Summary

2. Proposal Narrative- Exhibit A (page 11)

- a. Objectives and Vision
- b. Alignment with CERF Priorities
 - i. Describe the community outreach and engagement process that informed development of the project.
- c. Project Design and Implementation
 - i. Program Metrics (page 10)
- d. Alignment with Existing Investments
- e. Applicant Capacity
- f. Project Risk & Community/ Environmental Mitigation
- g. Budget
- h. Work Plan

3. Application Package Exhibits (Page 12)

- a. Exhibit B. Proposed Budget
- b. Exhibit B2: Proposed Budget Narrative
- c. Exhibit B3: Advance Payment Budget (if applicable)
- d. Exhibit D: Proposed Work Plan

4. Required Application Package Appendices (Page 13)

- a. Letters of Support



Organize on Google Sheet

A	B	C
Document Order		Check Box
1. Cover/Signature Page and Executive Summary		
2. Proposal Narrative – Exhibit A (must include the following sections)		
	Section I. Alignment with CERF	
	Section II. Project Design and Implementation	
	Section III. Risk Assessment and Mitigation	
	Section IV. Budget	
	Section V. Work Plan	
3. Required Exhibits		
	Exhibit B – Proposed Budget	In process
	Exhibit B2 – Proposed Budget Narrative	In process
	Exhibit B3: Advance Payment Budget (if applicable)	NA
	Exhibit D – Proposed Work Plan	In process
4. Required Application Package Appendices		
	1. Applicant Resume	
	2. Letters of Support	In process
	3. Advance Pay Statement of Need (if applicable)	NA
	4. Project Expenditure Timeline for Advance Pay (if applicable)	NA
	5. Project Permits (if applicable)	NA
	6. Letter of Support	In process
	7. Matching Fund	
	Alt. Planning Document Exhibit?	



Grant Cheat Sheet

Create a google doc that includes

- Tax ID Number (EIN)
- DUNS Number
- CalJobs Industry Number
- Cal Jobs Industry Classification: Business Association
- SAM number



Lessons I learned

Demonstrate
Qualifications

Sell your
Organization

Have a strong
Social Media
Presence!



Identifying potential funding sources



CHINO VALLEY
CHAMBER OF COMMERCE

**Growth Accelerator Fund, Valentine's Specials,
Business Workshops, and More!**

2023 Growth Accelerator Fund Competition

The SBA is offering \$50,000 to \$200,000 in prize awards for impactful and inclusive approaches to foster a thriving, collaborative national innovation support ecosystem to advance research and development (R&D) from ideas to impact. The 2023 Theme Areas are: Underserved Communities; National Security and Global Competitiveness; Domestic Manufacturing and Production; Climate and Renewable Energy.

Apply by February 24, 2023!

[Apply Here](#)

 **AMERICA'S SEED FUND**
SPIN-OUT

GROWTH ACCELERATOR FUND COMPETITION

 **CATALYZING GROWTH FOR THE INNOVATION ECOSYSTEM**

 **POWERED BY SBA**
U.S. Small Business Administration

- Chino Valley Chamber Newsletter
- Referrals
- Partnerships
- SBA
- State/local governments
- California Grants Portal
- Corporate Grants
- Business Grants
- Non-profit organizations
- Research Grants
- Hello Alice newsletter

Where to find grants?



The image shows a screenshot of the Grants.gov website and its mobile app. The website header includes the Grants.gov logo, a search bar with a dropdown menu set to "Grant Opportunities", and links for HELP, REGISTER, and LOGIN. A navigation bar below the header contains links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area features a large banner with the text "Convenience Comes to Federal Grants" and "Download the Grants.gov Mobile App to search and submit on the go." Below this banner are buttons for "Download on the App Store" and "GET IT ON Google Play". A photograph of a person's hands holding a smartphone displaying the Grants.gov mobile app interface is shown. The app interface includes a "Quick Search" section with input fields for "Enter Keywords", "Enter OFDA Number", and "Enter Agency Code to Filter", along with a "Search" button. At the bottom of the website, there is a yellow banner with a reminder about the scope of grants available on the site. Below the banner is a footer with icons and labels for various services: SEARCH GRANTS, GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, USER GUIDE, and SUPPORT CENTER.

GRANTS.GOVSM
ND. APPLY. SUCCEED.SM

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

Convenience Comes to Federal Grants





Download the Grants.gov Mobile App to search and submit on the go.

Download on the App Store | GET IT ON Google Play

Reminder: Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding opportunities published on Grants.gov are for organizations and entities supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit Benefits.gov.

SEARCH GRANTS | GET STARTED | GRANT POLICIES | GRANT-MAKING AGENCIES | PREVENT SCAMS | COMMUNITY BLOG | TWITTER FEED | YOUTUBE VIDEOS | USER GUIDE | SUPPORT CENTER

Grants.gov

-  [SEARCH GRANTS](#)
-  [GET STARTED](#)
-  [GRANT POLICIES](#)
-  [GRANT-MAKING AGENCIES](#)
-  [PREVENT SCAMS](#)
-  [COMMUNITY BLOG](#)
-  [TWITTER FEED](#)
-  [YOUTUBE VIDEOS](#)
-  [USER GUIDE](#)
-  [SUPPORT CENTER](#)



Apply for Grants as a Team

Easily collaborate on your federal grant applications

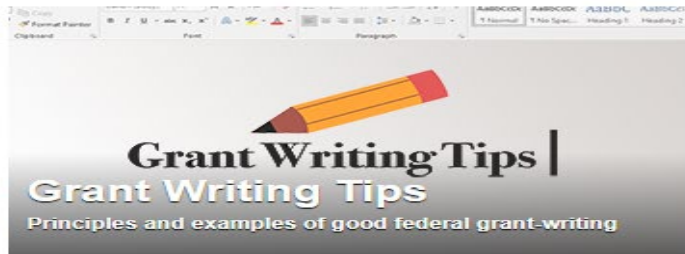


New Grants.gov Chatbot

Grant, the Grants.gov help chatbot, was created to answer users' most frequently asked questions (FAQs).



Next System Maintenance: March 18 - 20, 2023



Grant Writing Tips | Grant Writing Tips

Principles and examples of good federal grant-writing



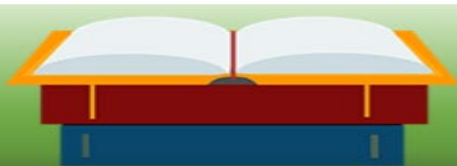
Intro to Grants.gov - Applying for Grants

GRANTS.GOV



"How To..." Blog Series

How to Apply, Determine Eligibility, Find an Applicant's UEI, and more



Grants Learning Center

Your gateway to the federal grants world



"What Is...?" Blog Series

Get smart about the world of federal grants



Upcoming User Impacts

Notices of upcoming system changes to Grants.gov

[Vulnerability Disclosure Policy](#) | [Report Fraud](#)

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Disclaimers](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [SAM.gov](#) | [Report Fraud](#)

[Frequently Asked Questions](#)



Data

- *Accountability*
- *Show that you are making an impact*
- *Data and Statistics strengths your proposal.*



My Favorite Data Site!

DATAUSA:

SAN BERNARDINO COUNTY, CA

📍 COUNTY

2020 POPULATION

2.16M

0.628% 1-YEAR GROWTH

2020 POVERTY RATE

15%

6.09% 1-YEAR DECREASE

2020 MEDIAN HOUSEHOLD INCOME

\$65,761

3.79% 1-YEAR GROWTH

2020 EMPLOYED POPULATION

926,877

1.35% 1-YEAR GROWTH

🗑️ REMOVE COMPARISON

CHINO & CHINO HILLS CITIES PUMA, CA

📍 PUBLIC USE MICRODATA AREA (PUMA)

2020 POPULATION

176,861

1.25% 1-YEAR GROWTH

2020 POVERTY RATE

7.89%

7.7% 1-YEAR DECREASE

2020 MEDIAN HOUSEHOLD INCOME

\$94,077

1.62% 1-YEAR GROWTH

DATA CART

Put data into your cart as you browse to merge data from multiple sources.

🔍
POPULATION
& DIVERSITY

🏠
ECONOMY

🚩
CIVICS

🎓
EDUCATION

🏠
HOUSING &
LIVING

📶
HEALTH

My Favorite Data Site!

[Data USA](#)

[San Bernardino County, CA | Data USA](#)

[San Bernardino County, CA & Chino &
Chino Hills Cities PUMA, CA | Data USA](#)



Numbers!

- Budget: Create a detailed budget that accurately reflects the costs of your project.
- Metrics Plan: Explain how you will evaluate the effectiveness of your project and measure progress toward your goals.
 - Focus on a solution than the problem.
 - Set clear evaluation methods
 - Define Success as measurable output and outcomes.
- Sustainability Plan: Describe how you will sustain the impact of your project beyond the grant period.






Building Relationships is Key!

Cultivating strong relationships with colleges, school districts, community-based organizations, cities, counties, workforce investment boards, and other organizations is crucial for securing grants and funding.

Take time to understand their priorities and build genuine partnerships. Attend networking events, set up informational interviews, and look for shared missions.

Strength in Partnerships

- *Working together strengthens your proposal.*
- *The future trend in grants is working together collectively rather than in silos.*
 - *Increases Scalability*
 - *Partnerships Support Letters*



If you want to go fast go alone, if
you want to go far go together

African Proverb

MINDBLOOD.COM

Challenges and Success

- Persistence is key.
- I have worked on more than 30 grants and successfully secured 5!
- It's essential to remain patient and not be disheartened by setbacks.
- Perseverance is crucial—remember, if I've achieved success, you can too!

Action Items

- Conduct a Needs Assessment:
 - Start on Grants.gov
 - SAMS number
- Build Relationships with
 - Regional Partnerships, Workforce Investment Boards, your City, Colleges, School Districts, and Funders.
- Start on a framework that aligns with your Chamber's mission and values
 - Workforce Development
 - Leadership
 - Supporting Businesses
- Resources
 - Grants.gov
 - ChatGPT

Success

- \$1,000,000 grant for Upskill Chino Valley
- County of San Bernardino Workforce Development
- County of San Bernardino Economic Development
- Inland Empire Growth Opportunity- California Jobs First, formerly CERF
 - <https://iegocollab.com>
 - <https://www.allhomeca.org/california-jobs-first/>

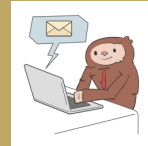


Grant writing is the delicate dance of transforming community needs into compelling stories that resonate with the hearts and minds of those who have the power to make a difference." - Melinda Gates

Phone Number: (909) 509-2600



Renay Sehgal Mehta, MBA



rsmehta@chinovalleychamber.com



(909) 509-2600



Western Association
of Chamber Executives

The Grant Journey



Western Association
of Chamber Executives

Can You Handle it?

The Grant Journey



Money is Great, but are you ready for the work?

The Grant Journey



Los Angeles Area Chamber of Commerce Foundation

- Peter Foo, VP of Entrepreneurship and Workforce Development
- Los Angeles, California
- Pfoo@Lachamber.com

The Grant Journey

- **How to prepare for your grant journey.**
 - **What?**
 - **Why?**
 - **How?**
 - **How Much?**

The Grant Journey

What?

What are you trying to achieve?

- **Economic Development?**
- **Helping Small Businesses?**

Why?

- **Helping communities that have been economically challenged?**
- **Small Businesses help communities grow?**

The Grant Journey

How?

- **Entrepreneurship Academy?**
- **Technical Assistance?**
 - **Training**

How Much?

- **Line items to consider in your budget**
 - **Staffing**
 - **Equipment**
 - **Trainers**
 - **Indirect Cost**
 - **Overhead**



Prepare To Be Confused

MBDA Capital Readiness Program NOFO
Funding Opportunity Number MBDA-OB2023-2007775

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MBDA Capital Readiness Program NOFO
Funding Opportunity Number MBDA-OB2023-2007775

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APPENDICES

How to Start Reading RFP/NOFO

- 1. Read Every Single Page!**
- 2. Read the Program Description**
 - 1. What are they asking for**
- 3. Read the Award Information**
 - 1. Budget Information**
 - 2. Period of Performance**
 - 3. Type of Funding Instrument**
- 4. Read the Eligibility Information**
 - 1. Eligible Applicant**
 - 1. Registered with SAM (System for Award Management)?**
 - 2. Cost share or matching requirements**
- 5. Read Application and Submission Information**
 - 1. What is requirement for the proposal package**

Technical Writing

1. A fair amount of time, they will provide what they want.

B. Content and Form of Application

Applications for the Program must be complete and follow the format described in this NOFO. A complete application packet consists of the following forms and required submissions described below. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

Required Application Content		
1	Project Abstract	One (1) page limit
2	Project Narrative	Twenty (20) page limit
3	Supporting Documents (i.e., letters of commitment, resumes)	
4	Standard Forms	
	• SF-424 (Application for Federal Assistance)	
	• SF-424A (Budget Information Non-Construction Programs)	
	• SF-424B (Assurances for Non-Construction Programs)	
	• CD-511 (Certification Regarding Lobbying)	
	• SF-LLL (Disclosure of Lobbying Activities)	
5	Budget Narrative	
6	Letters of Commitment (from applicants who are working with other organizations with strong track records of working with SEDI)	
7	Indirect Cost Rate (ICR) Agreement Documentation (if applicable)	

1. Project Abstract (One (1) page limit)

At a minimum, the project abstract page must provide the applicant's name, address, telephone number, email address, date of submission, brief project description, brief description of project goals, and the Funding Opportunity Number. Applicants should also provide the following additional information: the project title, total budget, start and end dates, and the names, affiliations, complete mailing addresses, email addresses, and telephone numbers of all key person(s) who will lead the project the proposal. See Appendix A for a template.

2. Project Narrative (Twenty (20) page limit)

All applications must contain a detailed project narrative with defined sections as described below. All pages of the application must be consecutively numbered. Material beyond 20 pages may not be read or considered. Applicants are encouraged to provide a clear and concise narrative that includes a compelling justification for the project and articulates the needs of the geographic area, industry, and/or market segment, and which SEDI entrepreneur needs (whether specific to SEDI sub-groups or more applicable to the broad range of SEDI) the applicant proposes to meet, which eligible services and activities the applicant proposes to use to address each of the core Program Pillars as explained in Section I.A. of this NOFO, and the expected output(s) and outcome(s) that will result from the proposed solution.

- a. **Project Description:** The applicant should fully describe and explain what is being proposed.
 - i. **Executive Summary:** Provide an executive summary of the program of no more than 250 words that includes a program title, the service delivery model (i.e., early-stage technical assistance/incubator-type services and/or emerging-company/accelerator-type services), and the project's proposed solution. If your application is selected for funding, MBDA may publish this executive summary, or portions of it, on its or other relevant websites and via social media.
- b. **Location, Industry, and/or Market Segment:** Indicate the specific geographic service area and region where project activities will be implemented and provide a clearly defined explanation of the area's demographics, assets and needs, including the community and business ecosystem assets for SEDI. If the proposal seeks to focus instead on a particular industry or market segment that spans multiple geographic service areas, the proposal must clearly demonstrate a plan to effectively service multiple geographic areas. The location and geographic area should directly correspond to Questions 14 and 16 on the SF-424.
- c. **Target Participants:** Clearly identify the target participants, including what SEDI group(s), industry or market segment focus, maturity of entrepreneur/businesses served and method of technical assistance delivery.
 1. **SEDI group(s):** If the proposal plans to target the needs of specific SEDI groups, indicate which group(s) and why the location, needs, and proposed solutions will meet the needs of those group(s).
Note: while applicants may choose to design programming to address the *needs* of particular SEDI groups, service delivery must be in compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d to 2000d-7, and its implementing regulations, 28 C.F.R. Part 42, Subpart C; and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794.
 2. **Industry/Market Segment Focus:** If the proposal plans to target a specific industry or market segment, indicate which industry(ies)

How To Prepare for a Grant Budget

1. Staffing needs

- 1. Who will manage the program.**
- 2. Do you need contract staff?**
- 3. Can office staff manage?**
- 4. Will your staff contribute a percentage of your time**
 - 1. How many % of FTE**

2. Do you require allowances?

- 1. Travel Cost**
- 2. Per Diem**
- 3. Etc**

3. Other Direct Cost (ODC)

- 1. Equipment**
- 2. Facilities**

4. Contractual

- 1. Consultants**
- 2. Subcontractors**

5. Overhead

BUDGET D						
ITEMS	Description	Year 1				
A. SALARIES	Position Title	Rate	Type of Unit	# of Units	Rate	Total
Program Team						
TBD	Program Director	\$ 384.62	/day	239	\$ 384.62	\$ 91,923
TBD	Program Manager	\$ 296.15	/day	230	\$ 296.15	\$ 68,115
				469		\$ 160,038
Home Office Staff						
TBD	Program Manager/Compliance	\$ 269.23	/day	65	\$ 269.23	\$ 17,500
TBD	Program Coordinator	\$ 230.77	/day	65	\$ 230.77	\$ 15,000
TBD	Program Coordinator - Data	\$ 211.54	/day	65	\$ 211.54	\$ 13,750
Subtotal Home Office Staff				130		\$ 46,250
Total Direct Labor						\$ 206,288
B. FRINGE BENEFITS						
Staff		20.00%	/ Direct Salaries	\$ 206,288	20.00%	\$ 41,258
Total Fringe Benefits						\$ 41,258
D. TRAVEL, TRANSPORTATION, AND		Unit Cost	Type of Unit	# of Units	Unit Cost	Total
MBDA Event Travel	See Travel Tab					\$ 5,600
MBDA Event Per Diem	See Travel Tab					\$ 12,975
Total Travel, Transportation & Per Diem						\$ 18,575
E. CONSULTANTS						
Business Advisors						
Marketing Advisor		\$ 75.00	/hour	16	\$ 75.00	\$ 1,200
Business Operations		\$ 75.00	/hour	96	\$ 100.00	\$ 9,600
Financial Advisor	(Cohort1 Training and Coaching)	\$ 75.00	/hour	136	\$ 75.00	\$ 10,200
Total Consultants						\$ 21,000
G. SUPPLIES						
Office Computer Set-ups (CPU, monitor, peripherals, UPS, etc.)		\$ 3,000.00	/person	3	\$ 3,000.00	\$ 9,000
Software		\$ 1,500.00	/person	3	\$ 1,500.00	\$ 4,500
Total Supplies						\$ 13,500
H. SUBCONTRACTS						
Local Subcontractors(TBD)	Procurement Advisory	\$ 65,800	/year	1	65,800	65,800
	Capital Access	\$ -	/year	0	304,685	304,685
Total Subcontracts						\$ 370,485
I. OTHER DIRECT COSTS						
Client Intake Platform Modification		\$ 10,000.00	/one time	1	\$ 10,000.00	\$ 10,000
Events and Trainings						
Orientation and End of Training Capstone		\$ 10,000.00	/year			\$ 10,000.00
Total Other Direct Costs						\$ 20,000

SUMMARY

The total estimated cost for the four-year program is \$2,973,454 as shown in the summary table below.

BUDGET SUMMARY					
Line Item	Year 1	Year 2	Year 3	Year 4	All Years
Personnel	206,288	229,948	236,846	234,243	907,325
Fringe Benefits	41,258	45,990	47,369	46,849	181,465
Travel	18,575	13,268	13,268	13,268	58,377
Equipment and Supplies	13,500	4,590	4,682	4,775	27,547
Contractual	391,485	374,337	378,305	382,391	1,442,518
Other Direct Costs	20,000	10,000	10,000	10,000	50,000
Total Direct Charges	691,106	678,132	690,469	691,525	2,751,232
Indirect Charges	50,524	56,319	58,008	57,371	222,222
Total Estimated Cost	741,630	734,450	748,477	748,896	2,973,454

Cost Realism and Reasonableness

All costs are based on the Chamber Foundation and the coalition's extensive experience delivering high quality programming and budgeting for similar activities in the Los Angeles area. The Chamber Foundation has budgeted salaries for all key personnel based on market rates and continue to recruit proposed positions. In addition, the Chamber Foundation adopts well-researched market-based pricing structures for goods and services in the Los Angeles area. Barring any significant inflationary trends or shocks, we are confident all costs in the attached spreadsheets are realistic, reasonable, and necessary. Furthermore, the Chamber Foundation will provide adequate oversight on procurement, logistics, financial, and administrative activities to ensure complete compliance.

All budgeted salaries for full time employees are escalated by 3% per year. Other budgeted direct costs are escalated by 3% per year to account for inflation unless otherwise noted.

Best Value

As a nonprofit that is passionate about effective, sustainable programming for our small businesses, the Chamber Foundation is particularly attuned to the needs of MBDA to get the most value for its money. We continuously look for cost savings in implementing projects and in our Home Office operations. With these efficiencies, is able to provide best value to MBDA.

PERSONNEL – SALARIES-DIRECT LABOR

Workday, Work Week, and Paid Absences

The proposed budget uses a 260-day work year which includes paid absences (holidays, vacations and sick leave) which is 2,080 hours (260 days x 8 hours per day). There are normally 40 hours in a work week.

Base Rate Calculation: Daily Rates are based on a person's current annualized salary for existing employees and expected market supported salaries for to be hired positions. A daily rate "base rate" is calculated using the annual salary divided by 260 according to the number of annual weekdays. For example: Person A receives an annual salary of \$60,000. The hourly/base rate would equal $60,000/260 = \$230.77/\text{day}$.

You Win!!!!

What next?

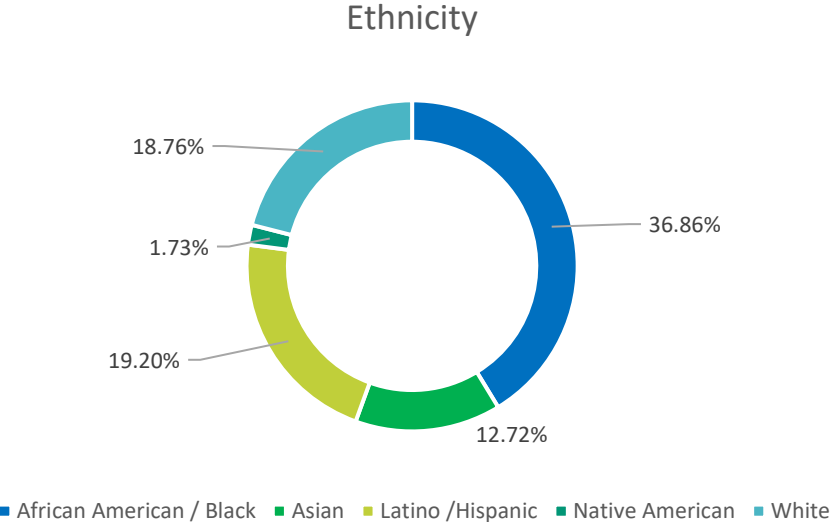
1. Get your staff together
2. Contract your Advisors
3. Put together a workplan
4. Get your financial system in order
5. Meet with Donor and coordinate
6. Establish Scheduling for
 1. Reporting
 2. Financial Reporting
 3. Coordinating Meeting with Donor
 4. Compliance Review
 1. Financial
 2. Procurement
 3. Etc

Compliance is critical in order for you to ensure you are in compliance with the law and funding

1. 2 CFR 200
2. OMB Uniform Guidance

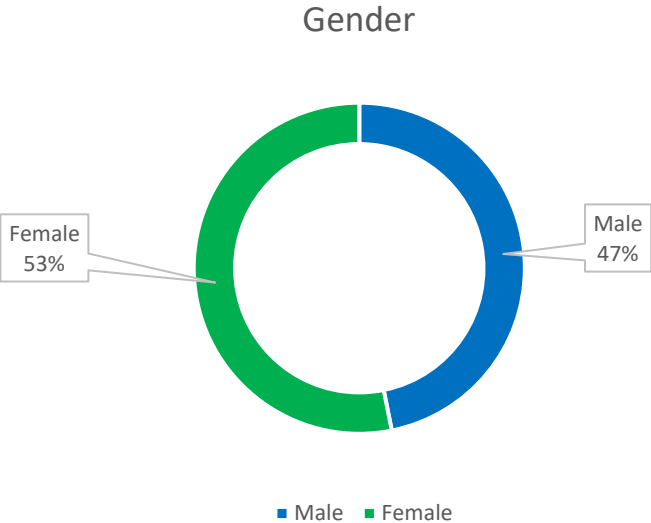
ECFR CONTENT	
▼ Title 2 Grants and Agreements	Part / Section 1 – 299
▼ Subtitle A Office of Management and Budget Guidance for Grants and Agreements	
▼ Chapter II Office of Management and Budget Guidance	200 – 299
▼ Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	200.0 – 200.521
▼ Subpart A Acronyms and Definitions	200.0 – 200.1
▼ Acronyms	200.0 – 200.1
§ 200.0 Acronyms.	
§ 200.1 Definitions.	
► Subpart B General Provisions	200.100 – 200.113
► Subpart C Pre-Federal Award Requirements and Contents of Federal Awards	200.200 – 200.216
► Subpart D Post Federal Award Requirements	200.300 – 200.346
► Subpart E Cost Principles	200.400 – 200.476
► Subpart F Audit Requirements	200.500 – 200.521
Appendix I to Part 200	
Full Text of Notice of Funding Opportunity	
Appendix II to Part 200	
Contract Provisions for Non-Federal Entity Contracts Under Federal Awards	
Appendix III to Part 200	
Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs)	
Appendix IV to Part 200	
Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations	
Appendix V to Part 200	
State/Local Governmentwide Central Service Cost Allocation Plans	
Appendix VI to Part 200	
Public Assistance Cost Allocation Plans	
Appendix VII to Part 200	
State and Local Government and Indian Tribal Indirect Cost	

Jobs Created	319
Contracts Won	42
Jobs Retained	2800
Contracts Awarded	\$31,937,204.00
Increase Bonding	\$8,856,475.00



Measuring Results

- What did they require?
- What did you promise



The Grant Journey

- **Did I Lose You?**
- **Anyone can do this, you just need patience.**
- **Create a Checklist and work it Step by Step**

Questions?



Western Association
of Chamber Executives