

10/03/24



THE TAKEOFF

Aviation Workforce Development Technical Assistance Workshop



**Federal Aviation
Administration**

Introductions



Miranda Haywood

Procurement Services and Grants
Management Division Manager



Brian Copeland

Grants Management Branch
Manager



Alicia Joynes

AWD Grant Programs

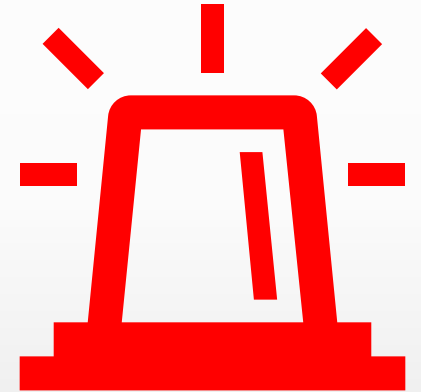


NOTICE OF FUNDING OPPURTUNITY ROUND 4



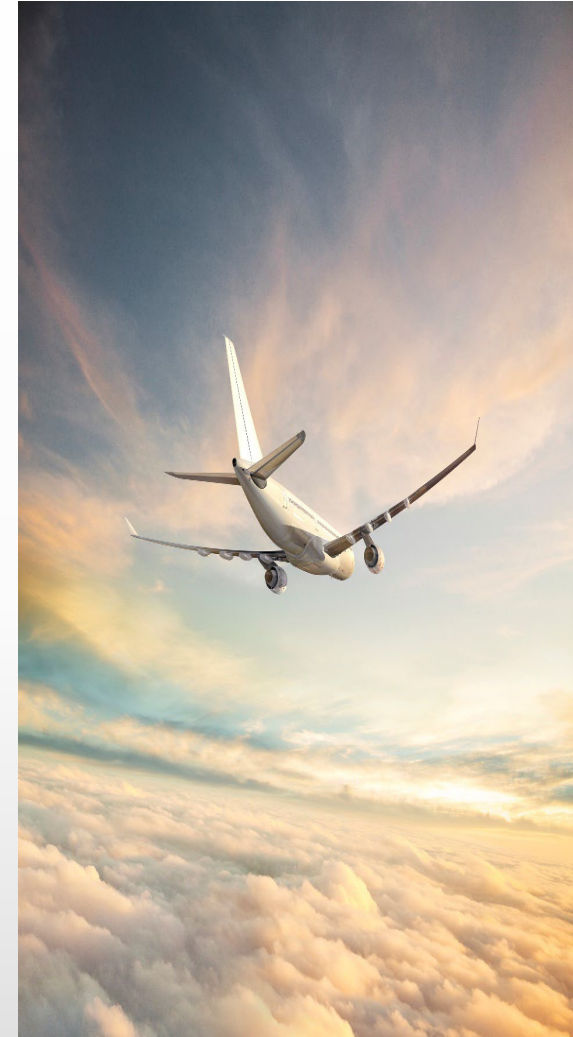
JANUARY 2025

Arriving soon!



OBJECTIVES

- Educate and provide tools to:
 - Become aware of AWD financial assistance opportunities
 - Navigate through the grant application process
 - Equip with a roadmap to execute grant award
 - Plan next steps for success



INTRODUCTIONS

- What is your name?
- What is your entity?
- What does your entity do in the Aviation Industry?

AGENDA

Section	Topic	Presenter	Time
I	Program Overview	Brian Copeland	8:30 AM – 9:00 AM
	Break		9:00 AM – 9:15 AM
II	Master the Application Game: Ins & Out	Alicia Joynes	9:15 AM – 11:00 PM
III	Award Selection Framework	Miranda Haywood	11:00 AM – 12:00 PM
	Lunch		12:00 PM – 1:00 PM
IV	Your Path to Success, Game On	Miranda Haywood	1:00 PM – 1:10 PM
V	Find Your Edge, Be Competitive	Alicia Joynes	1:10 PM – 2:15 PM
	Break		2:15 PM – 2:30 PM
VI	Congratulations, you won! What's next?	Brian Copeland	2:30 PM – 3:00 PM
VII	Open Forum	Miranda Haywood	3:00 PM – 3:30 PM



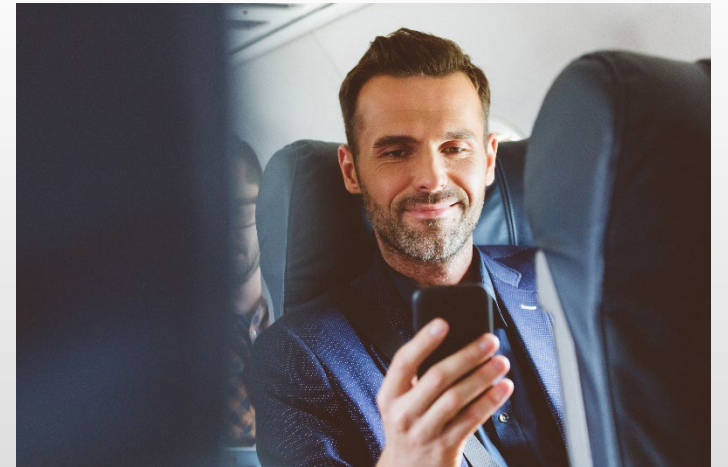
PROGRAM OVERVIEW



AVIATION WORKFORCE DEVELOPMENT (AWD)

The program consists of two educational grant programs.

- The Aircraft Pilots Program
- The Aviation Maintenance Technical Workers Program



AUTHORITY – FAA REAUTHORIZATION ACT OF 2024

SEC. 440. IMPROVING FEDERAL AVIATION WORKFORCE DEVELOPMENT PROGRAMS. (a) IN GENERAL.—Section 625 of the FAA Reauthorization Act of 2018 (49 U.S.C. 40101 note) is amended to read as follows:

“SEC. 625. AVIATION WORKFORCE DEVELOPMENT PROGRAMS.” (a) IN GENERAL.—The Secretary of Transportation shall establish—“(1) a program to provide grants for eligible projects to support the education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce;“(2) a program to provide grants for eligible projects to support the education and recruitment of aviation maintenance technical workers and the development of the aviation maintenance workforce; and“(3) a program to provide grants for eligible projects to support the education and recruitment of aviation manufacturing technical workers and aerospace engineers and the development of the aviation manufacturing workforce.

AIRCRAFT PILOTS PROGRAM GOAL

The goal of the pilot program is to support the recruitment of aircraft pilots or unmanned aircraft systems operators' workforce through education, outreach, recruitment, and military career transition.



AIRCRAFT PILOTS - ELIGIBLE APPLICANTS

An air carrier (as such term is defined in section 40102 of title 49, United States Code)

An entity that holds management specifications under subpart K of title 91 of title 14, Code of Federal Regulations

An accredited institution of higher education, a postsecondary vocational institution, or a high school or secondary school

A flight school that provides flight training, as such term is defined in part 61 of title 14, Code of Federal Regulations, or that holds a pilot school certificate under part 141 of title 14, Code of Federal Regulations

A labor organization representing professional aircraft pilots

An aviation-related nonprofit organization described in section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under section 501(a) of such Code

A State, local, territorial, or Tribal governmental entity

AIRCRAFT PILOTS – ELIGIBLE PROJECTS

To create and deliver a program or curriculum that provides high school or secondary school students and students of institutions of higher education with meaningful aviation education to become aircraft pilots or unmanned aircraft systems operators, including purchasing and operating a computer-based simulator associated with such curriculum

To establish or improve registered apprenticeship, internship, or scholarship programs for individuals pursuing employment as a professional aircraft pilot or unmanned aircraft systems operator

To create and deliver curriculum that provides certified flight instructors with the necessary instructional, leadership, and communication skills to better educate student pilots

To support the transition to professional aircraft pilot or unmanned systems operator careers, including for members and veterans of the armed forces

To support robust outreach about careers in commercial aviation as a professional aircraft pilot or unmanned system operator, including outreach to populations that are underrepresented in the aviation industry

To otherwise enhance or expand the aircraft pilot or unmanned aircraft system operator workforce

MAINTENANCE PROGRAM GOAL

The goal of the Program is to provide grants to support the education and recruitment of aviation maintenance technical workers and the development of the aviation maintenance workforce.



MAINTENANCE TECHNICAL WORKERS- ELIGIBLE APPLICANTS

A holder of a certificate issued under part 21, 121, 135, 145, or 147 of title 14, Code of Federal Regulations

A labor organization representing aviation maintenance workers

An accredited institution of higher education, a postsecondary vocational institution, or a high school or secondary school

An aviation-related nonprofit organization described in section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under section 501(a) of such Code

A State, local, territorial, or Tribal governmental entity

MAINTENANCE TECHNICAL WORKERS– ELIGIBLE PROJECTS

To create and deliver a program or curriculum that provides high school and secondary school students and students of institutions of higher education with meaningful aviation maintenance education to become an aviation mechanic or aviation maintenance technician, including purchasing and operating equipment associated with such curriculum

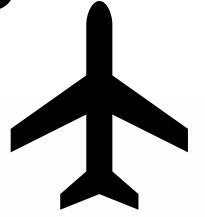
To establish or improve registered apprenticeship, internship, or scholarship programs for individuals pursuing employment in the aviation maintenance industry

To support the transition to aviation maintenance careers, including for members and veterans of the armed forces

To support robust outreach about careers in the aviation maintenance industry, including outreach to populations that are underrepresented in the aviation industry

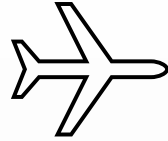
To otherwise enhance or expand the aviation maintenance technical workforce

2024 FAA REAUTHORIZATION CHANGES



- Creates a new Manufacturing grant program
- \$20M authorized to Pilots, Maintenance, and Manufacturing each for Fiscal Year 2025 through 2028
- Award ceiling increased from \$500K up to \$1M
- Prioritizes underrepresented workforce populations, supports rural and regional airports' workforce needs, and strengthens aviation programs in minority-servicing institutions
- Up to 2% of funding can be used to provide technical assistance to eligible applicants

WILLA BROWN AVIATION EDUCATION PROGRAM



- 20 percent of the funding allocated under this subsection must support the “Willa Brown Aviation Education Program”
- Recipients must serve in counties that have at least one qualified [opportunity zone](#) as defined in section 1400Z–1(a) of the Internal Revenue Code of 1986

<https://opportunityzones.hud.gov/resources/map>

KEY TAKEAWAYS

- Two available AWD Grants Programs
- Reauthorization focuses on underrepresented entities
- New eligible entities



ANY QUESTIONS?



BREAK TIME (15 Minutes)

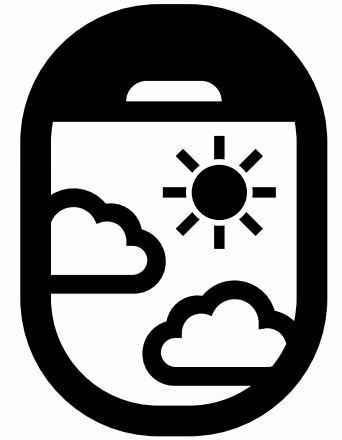
10:48



MASTER THE APPLICATION GAME: INS & OUTS



GRANT SUBMISSION ELEMENTS



- Discretionary Grant
- NOFO release with a 30-day open application period
- Maximum grant award up to \$1,000,000 per grant
- Up to 24 months period of performance
- \$20M to each program from FY2025-2028, per fiscal year
- Partnerships are encouraged - subrecipients are prohibited
- Technical Assistance Webinar

GET YOUR UNIQUE ENTITY IDENTIFIER (UEI)

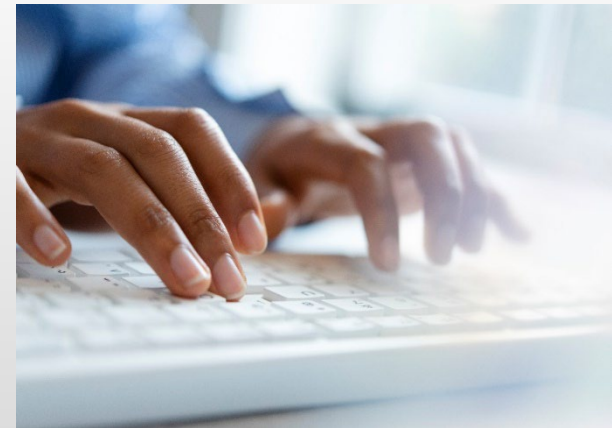
- UEI is required for Grants.gov registration. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and sub-recipients
- Register your entity or get a UEI here:

<https://sam.gov/content/entity-registrationLock>



REGISTER FOR A SAM.GOV ACCOUNT

- SAM.gov is the official, free-to-use website for Federal financial assistance
- All applicants must register in the System for Award Management (SAM) to successfully register in Grants.gov
- Applicants must update or renew their SAM registration at least once per year
- SAM registration procedures can be accessed at: <https://www.sam.gov/portal/public/SAM/>



GRANT PACKAGE DETAILS

Standard Forms	Required & Recommended Attachments
SF-424 Application for Federal Assistance Form	Accreditation/Certification (Proof of Eligibility)
Project Narrative Attachment Form*	Letter of Commitment and Agreement (Recommended)
SF-424A Budget Form*	Indirect Cost Rate Agreement (Recommended)
Budget Justification Narrative Attachment Form*	
SF-424B Assurances for Non-Construction Programs	
Project Abstract Summary Form	
Project/Performance Site Location(s) Form	
Key Contacts Standard Form	
SF-LLL Lobbying Form	

SAMPLE

SF-424 Application for Federal Assistance Form

Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
		* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 06/17/2022		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: Mukilteo		
County/Parish: _____		
* State: WA: Washington		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 98275-1403		
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: Treasurer		
Organizational Affiliation: _____		
* Telephone Number: _____		Fax Number: _____
* Email: _____		



SAMPLE

SF-424

Application for Federal Assistance Form

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)		
Type of Applicant 2: Select Applicant Type:		
Type of Applicant 3: Select Applicant Type:		
* Other (specify):		
* 10. Name of Federal Agency: Aviation Workforce Development Grant Program		
11. Catalog of Federal Domestic Assistance Number: 20.111		
CFDA Title:		
* 12. Funding Opportunity Number: 22-FAA-RWD-AP		
* Title:		
13. Competition Identification Number:		
Title:		
14. Areas Affected by Project (Cities, Counties, States, etc.):		
	Add Attachment	Delete Attachment
* 15. Descriptive Title of Applicant's Project: Empowering Black Pilots of America		
Attach supporting documents as specified in agency instructions.		
Add Attachments	Delete Attachments	View Attachments



SAMPLE

SF-424

Application for Federal Assistance Form

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	US-all
* b. Program/Project	NA-009
Attach an additional list of Program/Project Congressional Districts if needed.	
1247-Additional Congressional Districts.pdf	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date:	10/01/2022
* b. End Date:	09/30/2023
18. Estimated Funding (\$):	
* a. Federal	500,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	12,796.00
* f. Program Income	0.00
* g. TOTAL	512,796.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	
<input checked="" type="checkbox"/> ** 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:



ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

SF-424B Assurances for Non- Construction Programs



SF-424B Assurances for Non- Construction Programs

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Treasurer
APPLICANT ORGANIZATION 	DATE SUBMITTED 06/17/2022

Standard Form 424B (Rev. 7-97) Back



Project Abstract Summary Form

Project Abstract Summary

This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.

Funding Opportunity Number

CFDA(s)

Applicant Name

Descriptive Title of Applicant's Project

Empowering Black Pilots of America

Project Abstract

The [REDACTED] is seeking \$500,000 in federal funding for the Empowering Black Pilots of America Project. The Project will create and deliver aerospace and aviation curriculum to underrepresented high school students and support the professional development of Certified Flight Instructors (CFIs) with the aims of stimulating broader aviation job opportunities for underserved communities. All proposed activities except for the CFI Development Program are part of an existing CFI Development Program is a larger project operated by the [REDACTED]. The Project will accomplish the above goals through three components: (1) Student-to-Pilot Pipeline; (2) activities to support the expansion of the Student-to-Pilot Pipeline; and (3) activities that empower the pursuit of aerospace engineering careers. Each component is detailed below.

(1) The Project facilitates a Student-to-Pilot Pipeline (the "Pipeline") where high school students are invited to partake in STEM challenges and day camps, including the Continuing the Legacy of Aviation essay writing challenge, RTH Aviation Experience and RTH Aviation Day Camp. A year-round Youth Program is offered for students who want further aviation education. The Project also funds flight training through the [REDACTED] Lessons for Youth program (Red-Tailed Hawks FLY) and the Les Morris BPA Summer Flight Academy (RTH). After demonstrating their dedication, high school students in the Pipeline may obtain their Private Pilot Certification through flight training funded by the Jasper Harris, Jr., Aviation Scholarship, the Dr. Jesse Hayes STEM Leadership Scholarship and Red-Tailed Hawks FLY financial awards.

The Project will sustain existing Pipeline activities and expand the capacity of the Pipeline through a partnership with the Academy as set forth in 2 CFR 200.331(b). For the duration of the Project, the Academy will provide RTH the use of its aircraft and open the Academy's CFI Development Program to qualified BPA members.

(2) The Project will support the Pipeline in three ways: (a) the CFI Development Funding Program, (b) aviation outreach events to underrepresented communities and (c) administrative promotion and curriculum development to improve RTH education activities. The support activities are detailed below.

(2.a) Eligible BPA members may obtain funding to become CFIs for the purpose of training [REDACTED] participants.

(2.b) Aviation outreach events [REDACTED], a national aviation skills competition, and High School visits to students in underrepresented communities and opportunity zones. The listed aviation outreach events make high school students aware of opportunities with RTH and BPA and garner financial support from the community to support the execution of Pipeline activities.

(2.c) The Project will dedicate 4% of its budget for stipends for curriculum development and the administrative promotion and marketing of programs to reach underserved and underrepresented communities and to attract pilots, aerospace professionals, and benefactors to continue the mission after AWD funding for the Project is exhausted. This effort will include giveaways, organizational apparel, postal mailings, enhancement of RTH and BPA websites



Project/ Performance Site Location(s) Form

OMB Number: 4040-0010
Expiration Date: 12/31/2022

Project/Performance Site Location(s)

Project/Performance Site Primary Location ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: [REDACTED]

UEI: [REDACTED]

* Street1: [REDACTED]

Street2: [REDACTED]

* City: Seattle County: [REDACTED]

* State: WA: Washington

Province: [REDACTED]

* Country: USA: UNITED STATES

* ZIP / Postal Code: 98108-3835 * Project/ Performance Site Congressional District: WA-009

Project/Performance Site Location 1 ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: [REDACTED]

UEI: [REDACTED]

* Street1: [REDACTED]

Street2: [REDACTED]

* City: SeaTac County: [REDACTED]

* State: WA: Washington

Province: [REDACTED]

* Country: USA: UNITED STATES

* ZIP / Postal Code: 98188-5161 * Project/ Performance Site Congressional District: WA-009

Project/Performance Site Location 2 ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: [REDACTED]

UEI: [REDACTED]

* Street1: [REDACTED]

Street2: [REDACTED]

* City: Seattle County: [REDACTED]

* State: WA: Washington

Province: [REDACTED]

* Country: USA: UNITED STATES

* ZIP / Postal Code: 98118-2151 * Project/ Performance Site Congressional District: WA-009

Key Contacts Standard Form

Key Contacts Form	
* Applicant Organization Name:	[REDACTED]
Enter the individual's role on the project (e.g., project manager, fiscal contact).	
* Contact 1 Project Role:	Project Manager
Prefix:	Mr.
* First Name:	[REDACTED]
Middle Name:	[REDACTED]
* Last Name:	[REDACTED]
Suffix:	IV
Title:	[REDACTED]
Organizational Affiliation:	Black Pilots of America, Inc.
* Street1:	[REDACTED]
Street2:	[REDACTED]
* City:	Mukilteo
County:	Washington
* State:	WA: Washington
Province:	[REDACTED]
* Country:	USA: UNITED STATES
* Zip / Postal Code:	98275-1403
* Telephone Number:	[REDACTED]
Fax:	[REDACTED]
* Email:	[REDACTED]

SF-LLL Lobbying Form

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

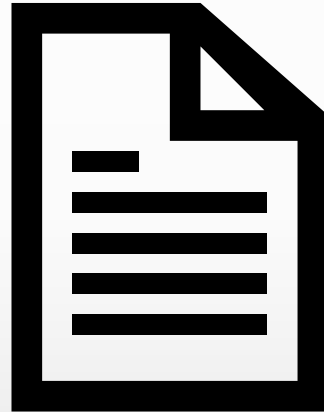
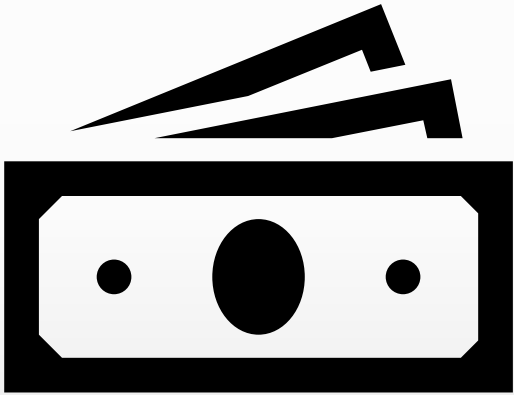
Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
<div></div>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <div></div>	* First Name: <div></div> Middle Name: <div></div>
* Last Name: <div></div>	Suffix: <div></div>
* Title: <div>Treasurer</div>	
* SIGNATURE: <div></div>	* DATE: <div>06/17/2022</div>

SF-424A BUDGET FORM EXAMPLE



SAMPLE

SF-424A Budget Form

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <div></div>	20.111	\$ <div></div>	\$ <div></div>	\$ 500,000.00	\$ 12,798.00	\$ 512,798.00
2. <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
4. <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
5. Totals		\$ <div></div>	\$ <div></div>	\$ 500,000.00	\$ 12,798.00	\$ 512,798.00

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1



SAMPLE

SF-424A Budget Form, cont.

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<div></div>				
a. Personnel	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div></div>
b. Fringe Benefits	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
c. Travel	<div>5,800.00</div>	<div></div>	<div></div>	<div></div>	<div>5,800.00</div>
d. Equipment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
e. Supplies	<div>55,453.00</div>	<div></div>	<div></div>	<div></div>	<div>55,453.00</div>
f. Contractual	<div>108,200.00</div>	<div></div>	<div></div>	<div></div>	<div>108,200.00</div>
g. Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
h. Other	<div>343,345.00</div>	<div></div>	<div></div>	<div></div>	<div>343,345.00</div>
i. Total Direct Charges (sum of 6a-6h)	<div>512,798.00</div>	<div></div>	<div></div>	<div></div>	\$ <div>512,798.00</div>
j. Indirect Charges	<div>0.00</div>	<div></div>	<div></div>	<div></div>	\$ <div>0.00</div>
k. TOTALS (sum of 6i and 6j)	\$ <div>512,798.00</div>	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div>512,798.00</div>
7. Program Income	\$ <div>0.00</div>	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div>0.00</div>

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Knowledge Check



Budget Exercise

Do you know what are eligible and ineligible expenses per 2 CFR 200 Uniform Administrative Requirements?

Directions

Working in your group and using 2 CFR 200, Subpart E, review the cost items in the table *Selected Items of Cost Under 2 CFR 200* and determine whether each cost item is:

- A—Generally allowable
- C—Allowable under certain conditions specified for that item of cost
- U—Usually unallowable

Document the paragraph number(s) from 2 CFR 200 that support your answers.

- For costs that are generally or conditionally allowable, determine whether the cost would *usually* be classified as:
 - D—Direct
 - I—Indirect

Be prepared to discuss your responses with the class.

Item of Cost	Allowability	Direct/Indirect	Reference Citation
• Fees for a consultant hired to assist a university in better targeting its applications for federal and state assistance..			
• Annual gutter cleaning for campus buildings at a college.			
• Organization-wide annual audit conducted by a CPA firm for a nonprofit that receives around \$500,000 in federal funds annually.			
• Costs incurred to maintain the state Employment Services Division's online bulletin board, intended to match potential employees and employers statewide.			
• Employee training in the updated version of a state agency's word processing software.			
• Depreciation on a computer system used for a project funded under a federal award			
• Fees for a landscape architectural firm retained by a city government to assist in developing a public golf course.			
• Expenses for an organization-wide picnic.			
• Interest on funds borrowed by a nonprofit to finance renovations to buildings used to provide social services.			
• Fees to a collection agency to recover equipment loaned to a subrecipient; equipment was not recovered.			
• Monies set aside in a university's R&D emergency fund against expected cutbacks in federal aid.			
• Cost of preparing a HUD grant application.			
• Campus newsletter produced by and for graduate students at a college.			
• Aviation department reunion for former graduate student research assistants.			
• Marketing costs to promote sales of an invention made under a sponsored agreement.			
• Flight simulator with all the bells and whistles.			
• Administrative overhead for the office of the Graduate School Dean at a university.			
• Renovation of ventilation systems to accommodate research involving aviation pilots.			
• Depreciation on a computer system used for a project funded under a federal award.			



SAMPLE

SF-424A Budget Form, cont.

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$ 0.00	\$ 0.00	\$ 12,798.00	\$ 12,798.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 0.00	\$ 0.00	\$ 12,798.00	\$ 12,798.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 500,000.00	\$ 97,685.00	\$ 82,064.25	\$ 96,941.75	\$ 223,309.00
14. Non-Federal	\$ 12,798.00	\$ 1,281.25	\$ 1,281.25	\$ 5,084.25	\$ 5,151.25
15. TOTAL (sum of lines 13 and 14)	\$ 512,798.00	\$ 98,966.25	\$ 83,345.50	\$ 102,026.00	\$ 228,460.25

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. 22-FAA-AWD-AP	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: "Other" costs mostly includes pilot scholarships.	22. Indirect Charges: There are no estimated indirect expenses.
23. Remarks: Administrative costs are 1.41% of project budget at \$7,245.	

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PROOF OF ELIGIBILITY SAMPLE DOCS



Air Agency Certificate

Number YDFS271K

This certificate is issued to

AIRCRAFT DEVELOPMENT FLIGHT AIRWAYS CORP
DBA(S): ADF AIRWAYS, ADF FLIGHT SCHOOL

whose business address is
14532 SW 129th Street
Building 227
Miami, FL 33186

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
empowered to operate an approved* PILOT SCHOOL

with the following ratings:

PRIVATE PILOT COURSE
COMMERCIAL PILOT COURSE
INSTRUMENT RATING COURSE
ADDITIONAL AIRCRAFT CATEGORY OR CLASS RATING COURSE
FLIGHT INSTRUCTOR COURSE
FLIGHT INSTRUCTOR INSTRUMENT COURSE
SPECIAL PREPARATION COURSE

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* UNTIL JULY 31, 2022

Date issued:

JULY 2, 2020

By direction of the Administrator
SERGIO LOPEZ Digitally signed by SERGIO LOPEZ
Date: 2020.07.07 14:46:54 -04'00'
SERGIO LOPEZ
SO-FL-FSDO MANAGER

PILOT CERTIFICATIONS

A flight school that provides flight training, as such term is defined in part 61 of title 14, Code of Federal Regulations, or that holds a pilot school certificate under part 141 of title 14, Code of Federal Regulations

Verify that the certificate is active and note if it expires before February 2025.

Example Air Carrier Certificate issued under part 141
Notate Expiration Date

SAMPLE

Number ACPR868D

This certificate is issued to

AVIATION COMPONENT SERVICES, INC.

whose business address is

18245 FOREST ROAD

LYNCHBURG, VIRGINIA 24502

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* **REPAIR STATION**

with the following ratings:

LIMITED - ACCESSORIES

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* **INDEFINITELY.**

Date issued:

JANUARY 27, 2021

By direction of the Administrator

JAMES M COOK

Digitally signed by JAMES M
COOK
Date: 2021.01.27 06:31:15 -05'00'

**WILLIAM J. SLAUGHTER
MANAGER, EA-FSDO-21, RICHMOND, VA**

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

MAINTENANCE CERTIFICATIONS

A holder of a certificate issued under part 21, 121, 135, 145, or 147 of title 14, Code of Federal Regulations.

Verify that the certificate is active and note if it expires before February 2025.

Example Air Carrier Certificate issued under 145
Notate Expiration Date

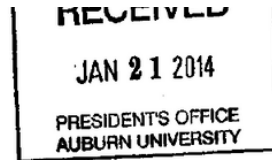
SAMPLE

Proof of eligibility

Auburn University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's, Master's, Educational Specialist and Doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30030 or call 404-679-4500 for questions about the accreditation of Auburn University.

<http://auburn.edu/administration/ir/factbook/general-information/academic-program/pr-accreditation.html>

Enclosed: official notice of accreditation



TO: Drew Clarke
PRES
[Signature]

Dr. Jay Gogue
President
Auburn University
107 Samford Hall
Auburn University, AL 36849

Dear Dr. Gogue:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges during its meeting held on December 9, 2013:

The SACSCOC Board of Trustees reaffirmed accreditation. The institution is requested to submit a First Monitoring Report due **September 5, 2014**, addressing the

UNIVERSITIES

ACCREDITATION CERTIFICATE
SCHOOL LETTERHEAD

SECONDARY SCHOOLS

ACCREDITATION CERTIFICATE
SCHOOL LETTERHEAD

TIP: School systems can apply on behalf of a school within their district. If they do, all points of contacts (POCs) from the school should be listed. However, the POCs for the school district are the authorized officials.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

SAMPLE

Date: **AUG 16 2019**

EMPOWERING OUR YOUTH FOUNDATION
C/O MANN
14800 CONFERENCE CTR DR
CHANTILLY, VA 20151-0001

Employer Identification Number:
84-2570258
DLN:
26053619002819
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 8, 2019
Contribution Deductibility:
Yes



IRS DETERMINATION LETTER

Verify the entity name on the determination letter, matches the name of the LEAD applicant

NON-PROFITS

An aviation-related nonprofit organization described in section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under section 501(a) of such Code



CROWLEY
INDEPENDENT SCHOOL DISTRICT

512
Crowley, TX
8
www.crowleyisd.org



March 12, 2021

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

To Whom It May Concern:

As the authorized official for Crowley Independent School District, this letter indicates support for the proposal and implementation of a grant to provide opportunities in Aviation Flight, Unmanned Autonomous Vehicles and Systems, and Aerospace Engineering. The North Central Texas region is a large hub of the aviation industry and according to the Bureau of Labor Statistics, employment in the field

KEY TAKE AWAYS



01: GET YOUR DOCUMENTS IN ORDER	02: APPLY EARLY	03: STAY IN THE LOOP
If you don't already have a UEI number, apply for one as it is the replacement for the DUNS number	Applicants are encouraged to register several weeks prior to the application submission deadline	Sign up for Grant.gov email notifications regarding the solicitation of interest and sign up for notifications at https://www.faa.gov/about/office_org/headquarters_offices/ang/grants/awd

INFORMATION RECAP

- AWD Programs:
 - The Aircraft Pilots Program
 - The Aviation Maintenance Technical Workers Program
 - Willa Brown Aviation Education Program
- 2024 Reauthorization Changes
- Breakdown of the Application Process
- Grant Package Details
- Proof of Eligibility



AWARD SELECTION FRAMEWORK

- Initial Screening
- Technical Evaluation Review
- Risk Assessment
- Award Decision



AWARD SELECTION FRAMEWORK, cont.

- Initial Screening
 - Required documents submitted
 - Proof of Eligibility
 - Active SAM.gov Registration
 - Debarred or suspended
- Technical Evaluation Review
 - Merit Criteria
 - Rating



AWARD SELECTION FRAMEWORK, cont.

- Risk Assessment
 - The Federal Audit Clearinghouse
 - SAM.gov
 - Active registration
 - Key personnel
 - Entity past performance
 - Excessive unallowable expenses
- Award Decision
 - Equitable geographical spread
 - Equitable distribution among eligible entities
 - Return on investment
 - Other review considerations



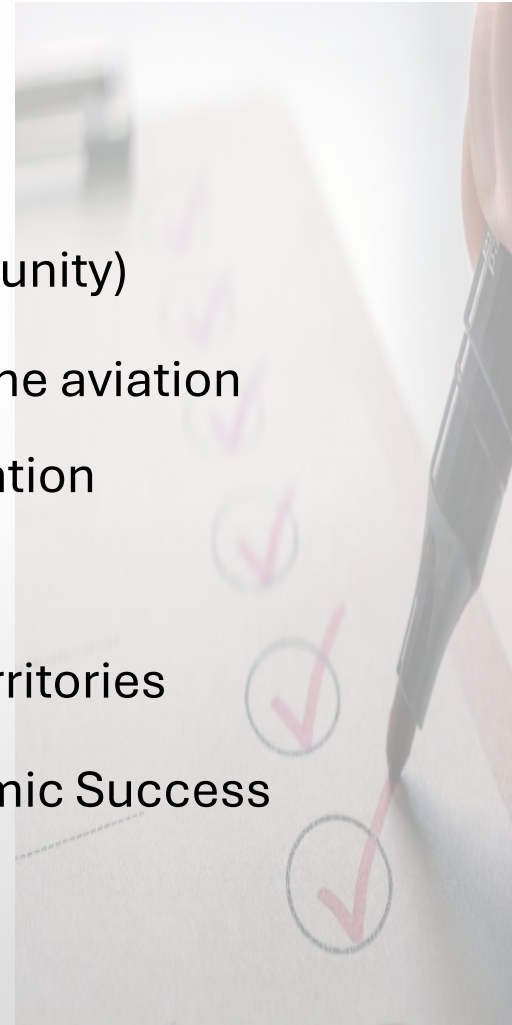
AWARD SELECTION FRAMEWORK, cont.

- Buy America
 - Establishes “a preference for the federal government to buy domestic end products”



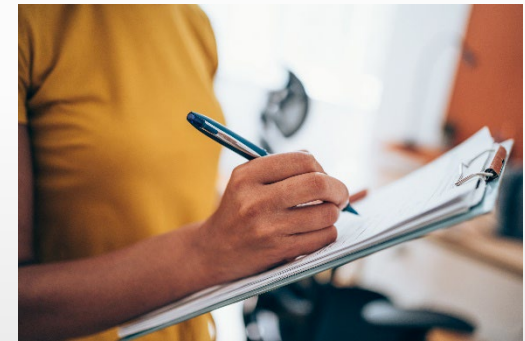
AWARD SELECTION FRAMEWORK, cont.

- Other review considerations
 - Project supports the policy objectives of applicable Executive Orders
 - Project serves a qualified opportunity zone (economically distressed community)
 - Project promises to use grant funds to help under-represented groups join the aviation industry, support rural airports with their workforce needs, and improve aviation programs at minority-serving and public schools
 - The distribution of awarded projects are across the United States and its Territories
 - Project aligns with the Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative (<https://www.transportation.gov/rural>)



KEY TAKEAWAYS

- Read and Follow the Instructions
- Impact, Impact, and more Impact
- Work your Unique Edge



ANY QUESTIONS?



LUNCH TIME (1Hour)

58:48



Your Path to Success, Game On

- FAA has awarded three rounds of Aviation Workforce Development grants totaling \$33.5 million to 86 recipients

Maintenance Success Story

San Bernardino Valley College

- Purchased beginning mechanic/technician toolbox kit for all students to be given upon completion of the program as many job opportunities in the aviation maintenance field require employees to have their own tools
- Participated in 2023 Aerospace Maintenance Competition
- Partnered with United to create a career pathway for students
- There have been 150 students who have participated in the program



Aircraft Pilots Success Story

Colorado State University



- Students attended classroom learning sessions in classrooms at CSU facilities and participated in hands-on flight training at CSU's Christman Field, a UAS flight area / airfield
- Funded all associated testing costs related to the FAA Part 107 exam
- College partnered with 15 partner high schools
- There were 61 students who completed their certification as FAA Part 107 UAS operators

Find Your Edge, Be Competitive

- Project Narrative
- Application Criteria
- Budget Narrative



LET'S DISCUSS THE PROJECT NARRATIVE



IMPORTANT PROJECT NARRATIVE DETAILS

The project narrative must identify specific tasks, measurable milestones, and performance outcomes resulting from the proposed project activities.

Your project narrative must include the following information:

- Summary of the project that does not exceed ten (10) pages - Be as detailed and concise as possible
- There are 4 criteria

APPLICATION CRITERIA



CRITERION 1 – PROJECT PLAN

- The extent to which the applicant has demonstrated a clear and achievable plan to carry out the proposed project by including, without limitation, a clear and well-organized description of the planned activities, objective(s), performance goals and measures

CRITERION 2 – APPLICANT RESOURCES AND CAPABILITIES

- The extent to which the applicant has demonstrated organizational capacity to carry out the proposed project plan by clearly demonstrating that sufficient facilities, equipment, human and fiscal resources are available to provide for student and teacher/instructor recruitment, academic and career counseling, public outreach activities, and otherwise demonstrating that sufficient resources are available to achieve program goals

CRITERION 3 – PROJECT IMPACT

- The extent to which an applicant's proposed project impact that supports the education and recruitment of aviation maintenance technical workers and the development of the aviation maintenance workforce

CRITERION 4 – PROJECT ADMINISTRATION & MONITORING

- The extent to which the applicant has demonstrated a clear and achievable plan to control administrative expenses and a well-organized description of how the project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved

PROJECT NARRATIVE EXAMPLE

SAMPLE COVER LETTER

Dear Ms. Gayle,

The Fly Girls Foundation, Inc. (FGF), UEI: GDEV088BS8W2, is pleased to submit this proposal for Opportunity No. 22- FAA-AWD-AM under the FAA Aircraft Maintenance Technical Workers Aviation Workforce Development Grant Program.

ELIGIBLE PROJECT TYPES – FGF’s proposal falls under eligible project type B (projects that establish scholarships or apprenticeships for individuals pursuing employment in aviation) as outlined in Section I of the Notice of Funding Opportunity (NOFO) dated May 1, 2023.

ELIGIBLE APPLICANTS – FGF’s eligibility as an entity to apply for this grant is based on its status as (A.) a holder of a certificate under part 121 as described in Section III of the NOFO.

FUNDING AWARD REQUESTED – The total amount of funding requested is \$498,100, below the award maximum as stated in Section II of the NOFO.

The “Soar to Fly” project described in this proposal will allow FGF to award scholarships and apprenticeships for women pursuing employment in the aviation maintenance industry.

Respectfully submitted,

Jessica Wilson

Jessica Wilson
President, Finance Manager
The Fly Girls Foundation, Inc.

SAMPLE NARRATIVE

Program Title: “SOAR TO FLY”

Introduction

The Fly Girls Foundation, delivers curriculum instruction to **Veteran women** completely free of charge, and has introduced more than **5000 women and students** to aviation and aerospace and prepared them for success in high-demand career fields such as aircraft pilot, unmanned aircraft system operator, and aerospace engineer. Schools typically pay anywhere from **\$200 to \$400 per year per student for specialized curriculum**. We aim to provide STEM and maintenance training to **women in economically disadvantaged geographic areas in the State of Maryland**. Providing this Curriculum to Veteran women for free has helped them save thousands so far and made these learning and career preparation opportunities available to women that could not afford to pay. In fact, 54% of Veteran women are looking for a career transition. These funds will provide **scholarships and apprenticeship opportunities** for Veteran women who want to go into the aviation industry is increasing. To meet this need, the Fly Girls Foundation, Inc. (FGF) will create and implement a sustainable, scalable scholarship and apprenticeship model for Veteran women.



KEY TAKEAWAYS

- Utilize the criteria section to build your project narrative
- Ensure that all 4 criterion are addressed thoroughly
- A sample template will be in the NOFO under Appendix III



IMPORTANT BUDGET NARRATIVE DETAILS

Each grant application MUST contain a detailed project budget and budget narrative.

The budget narrative must:

- Describe by line-item all proposed expenditures; including identification of any other existing or anticipated financial resources, or unmet funding needs, beyond this request to the FAA.
- Two-page limit

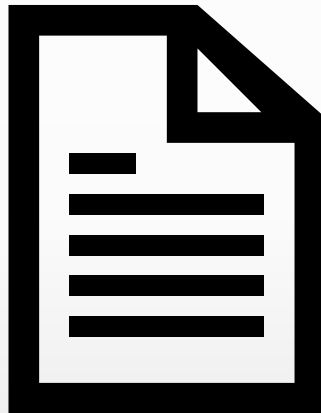
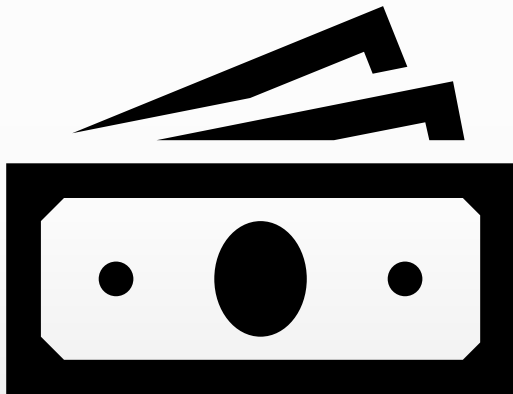
BUDGET NARRATIVE BREAKDOWN

- Personnel Services - List all Key Personnel by providing each employee's name (if available), position titles, annual salary rate, and the percentage of time to be devoted to the project
- Fringe Benefits – Health/Insurance benefits are for the personnel listed in Personal Services category and only for the percentage of time devoted to the project
- Travel - Itemize proposed travel expenses by purpose. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations. **NOTE:** Per diem is not allowed for local travel

BUDGET NARRATIVE BREAKDOWN, cont.

- Equipment – Itemize equipment; explain how the equipment is necessary for the success of the project
- Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment)
- Contractual - Provide company or person name and a description of the product or service to be procured by the contract and an estimate of the cost

BUDGET NARRATIVE EXAMPLE



Start Date: July 1, 2021 (approximate)
End Date: December 31, 2022 (18 months)
Total Cost: \$499,872

6a. Personnel

Project Coordinator, Office of Workforce Development

Role: The Project Coordinator will be responsible for all necessary project coordination and administrative support for the development, implementation and FAR Part 147 Certification of an Aviation Maintenance Technician School (AMTS) at Hudson Valley Community College (HVCC). The Project Coordinator will be a part-time position reporting to the Assistant Director of Workforce Development.

Time: The Project Coordinator will commit 100% of his or her time at the salary of \$25,000 in the first year. Salary is escalated by 2% for the Project Coordinator in the second year. Total request for Personnel: \$37,750. (Year 1: \$25,000; Year 2: \$12,750)

6b. Fringe Benefits

Fringe benefits are charged consistent with Hudson Valley Community College's rate of 35% of salaries. Total request for fringe benefits: \$13,213. (Year 1: \$8,750; Year 2: \$4,463)

6c. Travel

There are no budget allocations for Travel.

6d. Equipment

Equipment funds will be utilized in year one to purchase the following equipment:

Snap-on Industrial Tools Aviation Laboratory Workstations and Lockers. Two (2) sets of Snap-On Industrial Workstations will be provided for both program laboratories at a cost of \$32,950 per set. One (1) set of Snap-On Industrial Lockers will be provided for the program at a cost of \$18,650. Total cost for this equipment is \$84,550.

Snap-On Industrial Tools Aviation Maintenance Instructor Kits. Three (3) Industrial Aviation Maintenance Kits will be provided to program instructors at a cost of \$16,500 per kit. Total cost for this equipment \$49,500.

Total request for equipment is \$134,050. (Year 1: \$134,050; Year 2: \$0)

6e. Supplies: A total of \$86,950 is requested for years 1-2. This will include student tool boxes and kits other laboratory supplies such as drill sets, rivet sets and vises, as well as required personal protective equipment. (Year 1: \$86,950; Year 2: \$0)

6f. Contractual

External Evaluator – HVCC will hire an External Evaluator to perform program evaluations. The proposed Aviation Maintenance Technician School will be evaluated in years 1-2 of the grant term and at the conclusion of each year of the grant term. Qualitative and quantitative

NEW 2 CFR 200 CHANGES

- Single Audit threshold increased to \$1M
- Equipment threshold raised to \$10K
- De minimis indirect cost rate raised to 15%



KEY TAKEAWAYS

- SF 424A Budget Form and Budget Narrative should outline how your funding will be utilized to support the program goals
- Budget Narrative should coincide with the SF424A Budget Form cost categories
- Two-page limit for Budget Narrative



ANY QUESTIONS?



BREAK TIME (15 Minutes)

10:48

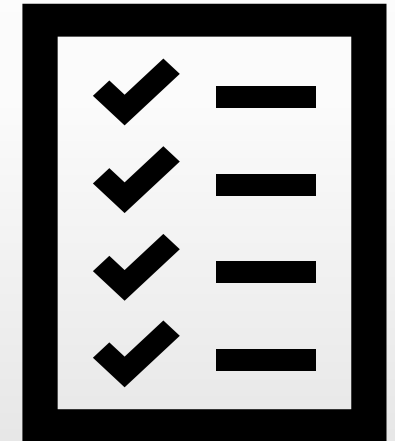


CONGRATULATIONS, YOU WON! WHAT'S NEXT?



Tips for Preparing for Execution

- Identify Key Grant Team Members
 - Principal Investigator/Project Lead, Grant Writer, Fiscal Clerk
- Have Clear Roles and Responsibilities
- Establish Partnerships
- Monitor and Track Project Activities and Budget



Challenges in Execution

- Supply chain issues
- Change in leadership
- Change in partnership
- Change in scope
- Revise Budget



Post-Award Grant Scenarios

Instructions:

Working in your group review your assigned scenario and determine the next steps. Be prepared to discuss your responses with the class.

- Project Scope Changes
- Budget Changes
- Key Personnel Changes

Project Scope Change Scenario

Your university was awarded a grant three months ago. One of your team members discovers that there were critical project requirements which were not part of the project scope statement. This work can be accomplished with the approved budget and fits within the scope of the awarded grant.

Can you request that the additional requirement be added to the project scope? If the change is allowed, can you update the project scope in the future?

Budget Change Scenario

Your university was awarded a grant to establish a flight center for aspiring pilots. The award budget includes the acquisition of equipment and toolkits. When you speak to vendors, the price of the equipment and the toolkits have increased. These purchases are an important part of the project and you review your budget and identify how costs for personnel hours and travel can be decreased to accommodate the increase.

Do you need federal agency approval before you shift money between budget line items? After this change is made, could you make additional changes to the budget?

Key Personnel Change Scenario

Your university was awarded a grant award for an aviation mechanics training program. The grant budget included salaried hours for an instructor, who was listed as key personnel. This instructor has left for another job and you want to use a different instructor at the school.

How do you update the grant award to pay the new instructor with grant funds?

OPEN FORUM





THANK YOU!

Any Questions?



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