



Technical Training Acceleration Grants



FY 2018 Request for Proposal

January 10, 2018

Request for Proposal (RFP) General Information

The Technical Training and Certification Program can assist Area Technical Training Teams (ATTT) in organizing and delivering technical training for Natural Resources Conservation Service (NRCS), Soil and Water Conservation District (SWCD), Technical Service Area (TSA), and Board of Water and Soil Resources (BWSR) staff. The Technical Training Acceleration Grant is short-term pilot to accelerate delivery of locally identified training priorities. Funding priority is given to training topics that are identified as high need either at an area, or state-wide level, especially those topics which will lead to increased or enhanced Job Approval Authority (JAA) for local SWCD and NRCS staff. Up to \$60,000 is available, with a \$10,000 maximum grant per Area per year. Area is based on ATTT boundaries as of December 2017.

Application Guidelines

- Applications must be in PDF format and will be submitted electronically via: Megan.Lennon@state.mn.us.
- Applications are subject to a five-page limit, minimum font size 11 pt.
- Applicants are required to submit an estimated budget for the project. The final grant amount for successful applicants will be determined upon completion of a grant work plan. No cash match will be required of grant recipients.
- Eligible applicants include TSAs or SWCDs with letters of support from the Area Technical Training Team. SWCDs or TSAs in each ATTT can submit only one single or joint request. However, multiple training topics can be included in the request.

Terms

- Eligible expenditures are reimbursed after the execution of the grant agreement and submittal of reports. Grant agreements are processed through BWSR's eLINK system. The grantee must agree to report on the outcomes of the training, including number of attendees, number of contact hours, and evaluation results.
- BWSR reserves the right to partially fund requests, and work collaboratively to refine requests and deliverables.
- Training involving a Field Office Technical Guide (FOTG) conservation practice for which SWCD staff are eligible for JAA must be coordinated with NRCS staff responsible for delegating JAA in that practice.

Eligibility

Eligible Applicants: Eligible applicants include TSAs or SWCDs with letters of support from the Area Technical Training Team. SWCDs or TSAs in each ATTT can submit only one single or joint request. However, multiple training topics can be included in the request.

Topics Eligible for Training: Ag Filter Strips, Agronomy Technical Note 31, Critical Area Planting, Sediment Basins, Side Inlet, Filter Strip 393, Basic Surveying, Advanced Surveying, Basic Hydrology, Forestry, Native Vegetation, Hydrology Watershed Tools or other topics identified as a priority by Area Technical Training Teams. Topics are subject to review and approval by BWSR in order to coordinate efforts across area boundaries and statewide.

Examples of eligible activities: Curriculum development, classroom training delivery, facility rental, training materials, and travel reimbursement for trainers. Contracting with an outside vendor to provide training is allowable.

Activities that are not eligible for funding: Technology upgrades (computer equipment, software, smartphones, etc.), basic staff training (BWSR Academy fees and expenses; Wetland Delineator Certification fees, training for promotion, basic computer training), conservation practice design or installation, publication or publicity materials, food and refreshments, participant lodging, and board member per diems.

Project Period

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds. All grants must be completed by December 31, 2019.

CWF Project Reporting Requirements

- All grantees are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. All BWSR funded projects will be required to develop a work plan, including detail relating to the outcome(s) of the proposed project. All activities will be reported via the eLINK reporting system. Grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing this activity. For more information go to www.bwsr.state.mn.us/outreach/eLINK/index.html.
- BWSR Clean Water Funds will be administered via a reimbursable grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- When practicable, grantees shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating Commission Legacy Site (<http://legacy.leg.mn>) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes (www.bwsr.state.mn.us/cleanwaterfund/stories/)
- When practicable, grantees must display the Legacy Logo on printed and other materials funded with money from the Clean Water Fund. The logo and specifications can be found at <http://www.legacy.leg.mn/legacy-logo>

Conflict of Interest

State Grant Policy 08-01, (see http://www.admin.state.mn.us/ogm_policies_and_statute.html) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

1. A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
2. A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
3. A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Submittal

All responses must be electronically delivered to: Megan.Lennon@state.mn.us and must be received no later than 4:30 p.m. May 4, 2018. Late responses will not be considered. The burden of proving timely receipt is upon the responder.

Technical Training Acceleration Grant Proposals

To propose a training plan for accelerated delivery, provide a written response containing the following:

- 1) Description, purpose and scope of the proposed training(s) (number of anticipated participants, any anticipated progress toward JAA, etc.)
- 2) Qualifications of the individual who will be leading the training. Please note that any trainer must be approved by the Area Technical Training Team and BWSR Technical Training and Certification Program Coordinator, and must be able to demonstrate proficiency in the subject matter, as well as knowledge and experience for Field Office Tech Guide conservation practices as appropriate.
- 3) Learning outcomes: Identify 2-3 things the participants will know how to do by the end of the training.
- 4) Description of how this activity will address one or more priorities identified by the Area Technical Training Team.
- 5) A letter documenting support from the Area Technical Training Team for this effort.
- 6) Description of evaluation method: How will you know if the training objectives were met, or learning outcomes achieved?
- 7) Estimated timeframe and training dates (if known)
- 8) Itemized Project Budget including
 - a. Amount of request (identify any local match as well)
 - b. Cost breakdown (itemize the budget to include trainer fees, travel costs for trainer, room rental, equipment costs, etc.)
 - c. Total project budget
- 9) Have you submitted other funding requests for this activity? If yes, to whom and when?
- 10) Training Scope: If this training is delivered by a LGU staff, explain how the training development and delivery goes above and beyond their regular duties as assigned.
- 11) Name and contact information for the person who will be managing training and providing evidence of expenditures.

Selection Criteria

All complete applications submitted by the deadline will be reviewed by BWSR staff. Application approval is based on the following:

- Proposed training addressed locally identified technical training needs
- Documented support of the Area Technical Training Team
- The trainer is qualified to delivery training and is proficient in the subject matter
- Priority is given to applicants submitting requests for funds related to the delivery of technical training topics that will lead to increased or enhanced Job Approval Authority (JAA) for SWCD and Natural Resources Conservation Service (NRCS) staff.

BWSR Grant Administration

BWSR reserves the right to partially fund any and all applications based on the number of eligible applications submitted, anticipated staff time requirements, and the amount of funding available.

Timeline

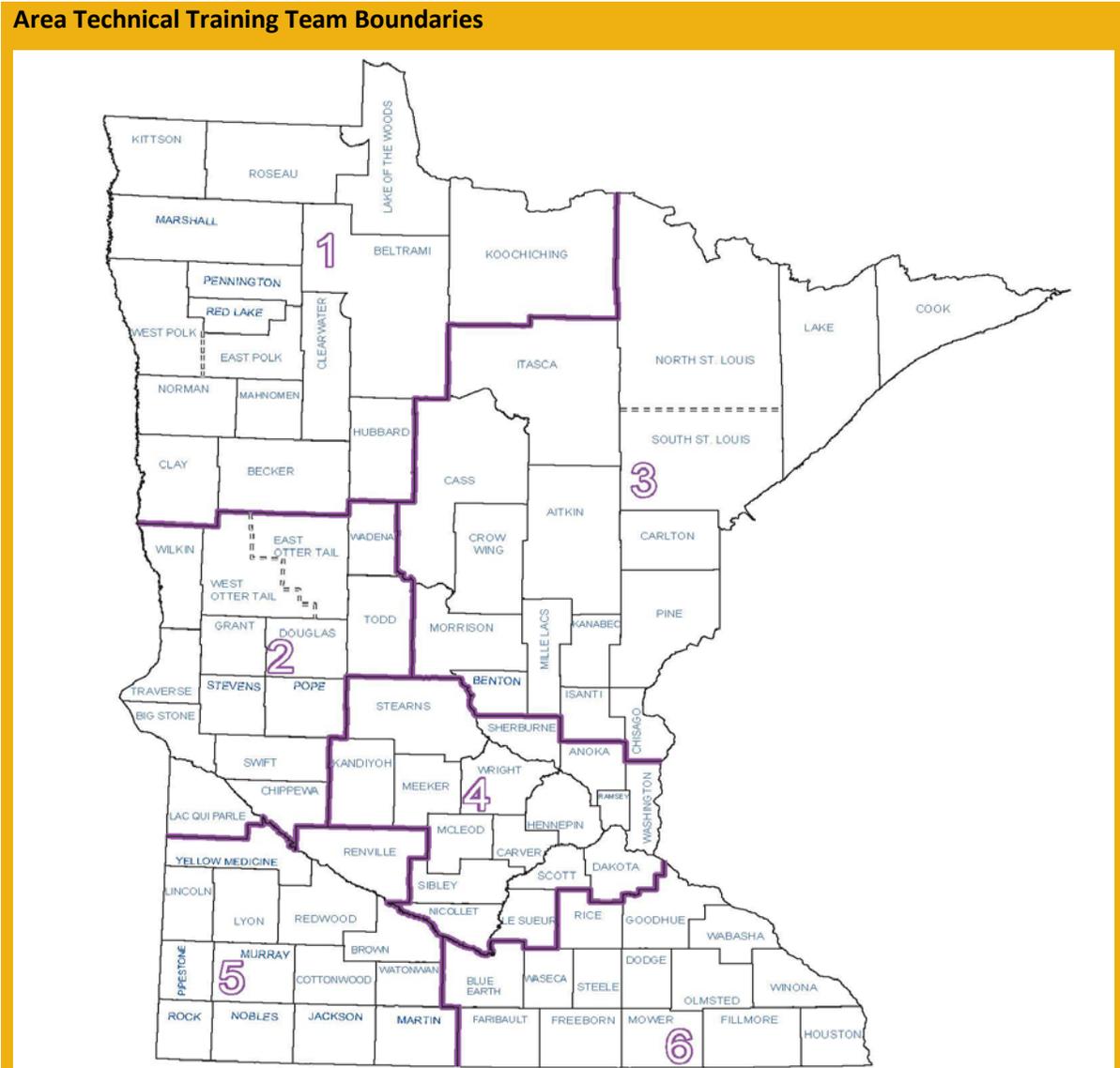
Applications for Technical Training Acceleration Grants will be accepted from January, 15, 2018 through May 4, 2018. Submissions will be reviewed and approved as they are submitted.

- January 15, 2018 – Application period begins
- May 4, 2018 – Application deadline at 4:30 PM
- June 15, 2018 – Grant execution deadline

Questions

Questions concerning the request for proposal may be submitted to Megan Lennon, megan.lennon@state.mn.us or 651-262-6044.

Area Technical Training Team Boundaries and Points of Contact



Points of Contact for Area Technical Training Team Leads

Area 1	Peter Nelson	Peter.nelson@mn.nacdnet.net
Area 2	Ross Reiffenberger	Ross.Reiffenberger@mn.nacdnet.net
Area 3	Lynn Gallice	lynn.gallice@millelacsswcd.org
Area 4	Troy Kuphal	tkuphal@co.scott.mn.us
Area 5	Luke Olson	lukeolson@co.lyon.mn.us
Area 6	Chris Nelson	Chris.Nelson@winonaswcd.com