



Washington's Recovery Team Competitive Grant Tracking and Coordination – GUIDELINES

Federal agencies are making hundreds of grant opportunities available under the American Recovery and Reinvestment Act of 2009, and more are being created on a regular basis. As the central tracking and organizing body of all ARRA activity, Washington's Recovery Team, we'd like to hear about your grant applications for ARRA funds.

If you are writing, or plan to write, an application to receive funding from a competitive grant under ARRA, please do the following:

A. If you are a STATE agency:

- Notify the contact person listed below about your intent to apply for a competitive grant.
- Provide a copy of the RFP and the application deadline.
- Identify the partners you are including in the grant proposal.
- Indicate whether you are seeking a letter of endorsement from the Governor (see page 2).
- Notify us when you receive an award and we will coordinate an official announcement (press release, event, etc).

B. If you are an entity OTHER than a state agency:

- Notify your typical contact at the state agency with which you typically interact.
- If you don't have a particular state agency affiliation, please call the contact person listed below about your intent to apply for a competitive grant.
- Let us know how we can help!
- Notify us when you receive an award.

In addition to tracking the ARRA funding that is coming into Washington, the Economic Recovery Team can also help applicants develop the best grant request possible:

- We can help you by convening meetings, identifying partners, and suggesting proposal development processes.
- We will help identify whether your proposal fits in with the Governor's overall economic recovery strategy.
- We may know of additional grant opportunities for you to pursue.
- We will provide you with information and training on managing risk, tracking the funds, and measuring performance.

For more information or with questions, please contact:

Heather Moss, Grants Coordinator, Governor Gregoire's Economic Recovery Team

Heather.moss@ofm.wa.gov

360-902-0540



Washington's Recovery Team Competitive Grant Tracking and Coordination – GOVERNOR'S ENDORSEMENT

Governor Gregoire is committed to helping public, private and non-profit organizations in Washington State compete effectively for discretionary funding under the terms of the American Recovery and Reinvestment Act of 2009. To that end, she is pleased to endorse meritorious grant applications for competitively awarded stimulus funding.

In order to obtain the Governor's endorsement, grant applicants should complete the following steps at least **seven business days** before the grant application is due:

1. Submit a written request for the Governor's endorsement to the state agency affiliated with the funding stream for which you are applying.

The request should come in the form of a memo from the chief executive officer of the organization that is submitting the grant application. The memo should:

- Describe the federal funding program and the specific grant opportunity;
- Summarize the grant proposal in non-technical language, including the total project cost and the amount of Recovery Act funds being requested;
- Identify the section of the Recovery Act that authorizes the funding;
- Identify the specific guidance document(s) from the federal agency that is distributing the funds, including any reference to letters of support; and
- Provide a draft letter of recommendation for the Governor's signature;
- Provide any other information that would help the Governor evaluate the proposal.

2. The appropriate state agency will review project proposals and recommend which ones should be endorsed by the Governor.

The Governor will ask agency directors to review proposed projects to determine that they:

- Meet federal funding criteria;
- Respond to the Governor's core principles for stimulus funding; and
- Would help implement an official Washington state strategic plan (such as an economic development, transportation or energy plan).

3. Identify other potential applicants.

In the case of competitive grants for which multiple Washington organizations are applying, the Governor would also need an assurance that her endorsement of a specific proposal would not confer an unfair advantage for one Washington entity over another, equally meritorious, competitor from our state.

4. If you don't know which state agency to contact, or have questions about endorsements, please contact:

Kelly Wicker, Governor Gregoire's Economic Recovery Team
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360-902-0574