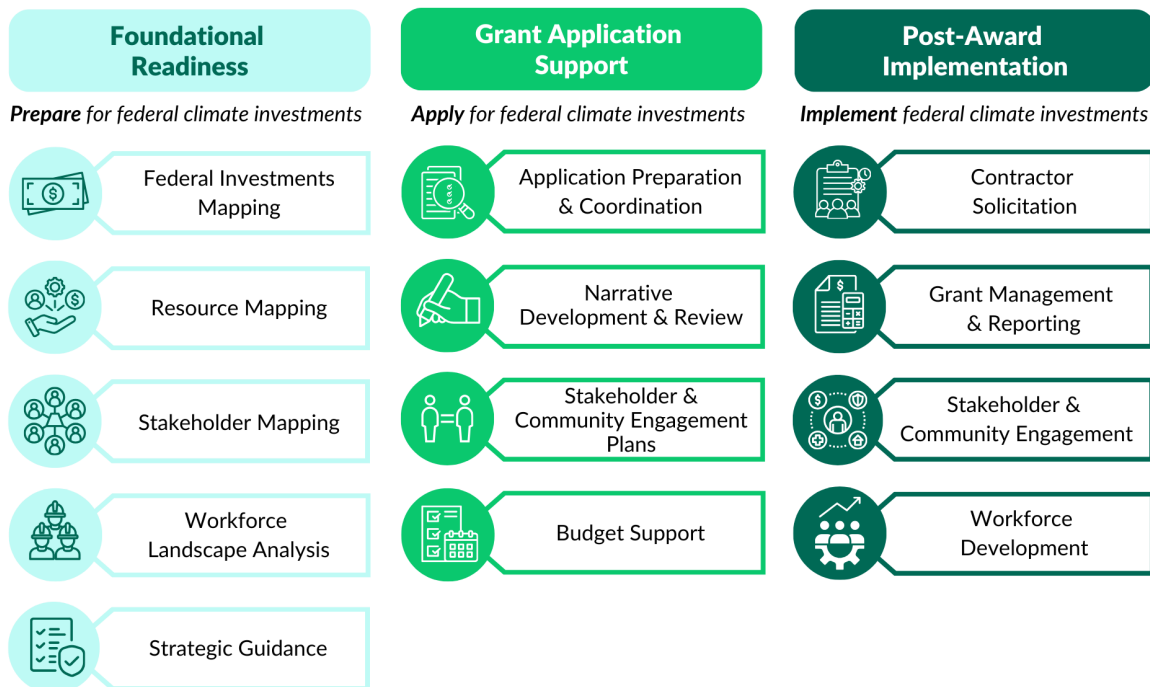# State Funding Readiness Project

Menu of Services & Intake Process

For Eligible States, Local Governments, U.S. Territories, Tribes, and Community-Based Organizations

Overview

The State Funding Readiness Project (SFRP) provides free, fast, and flexible technical assistance to jurisdictions preparing for, applying for, and implementing federal climate investments. We prioritize programs from the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA) that advance climate equity priorities, reduce greenhouse gas emissions, and build climate resilience. We provide surge capacity and individualized pro bono services to help jurisdictions advance climate and equity goals through federal funding. By deploying a Strike Team of cross-sectoral, technical experts, we offer a range of service offerings, organized into three pillars of support.

Foundational Readiness	Grant Application Support	Post-Award Implementation
Prepare for federal climate investments	*Apply for federal climate investments*	*Implement federal climate investments*
Federal Investments Mapping	Application Preparation & Coordination	Contractor Solicitation
Resource Mapping	Narrative Development & Review	Grant Management & Reporting
Stakeholder Mapping	Stakeholder & Community Engagement Plans	Stakeholder & Community Engagement
Workforce Landscape Analysis	Budget Support	Workforce Development
Strategic Guidance		

Foundational Readiness Service Offerings

SFRP offers services that prepare jurisdictions for federal climate investments and build capacity. These activities—independent of any particular funding program—improve coordination, planning, and resource availability in the jurisdiction's pursuit of federal climate investments.

1. Federal Investments Mapping

SFRP can help jurisdictions navigate the landscape of federal funding and financing programs, track funding announcements and deadlines, and prioritize opportunities. Example activities:

- Map relevant IIJA and IRA climate programs with a focus on the jurisdiction's specific use case (e.g., key sectors and topics, funding mechanisms, and desired award amounts)
- Prioritize near-term, high-priority funding and financing opportunities based on parameters (e.g., program timelines, eligible entities, eligible uses, cost-share or match)
- Match the jurisdiction's plans or shovel-ready projects with relevant federal opportunities

Example deliverable: A detailed spreadsheet of 20 applicable federal funding and financing programs for climate, including priority levels, for a dozen of the jurisdiction's shovel-ready projects.

2. Resource Mapping

SFRP can help jurisdictions navigate the universe of available technical assistance resources, tools, and providers for IIJA and IRA. Example activities:
- Create a spreadsheet of resources around certain climate and equity topics (e.g., IIJA and IRA funding trackers, climate equity, Justice40, data analysis, budgets, workforce development)
- Assemble a list of technical assistance providers and programs, including their service offerings and whether pro bono or fee-based
- Compile trainings, workshops, tools, or other resources for a jurisdiction's specific use case

Example deliverable: A spreadsheet of 30 available technical assistance services and providers, noting whether pro bono or fee-based, for the jurisdiction's specific use case.

3. Stakeholder Mapping

SFRP can enhance a jurisdiction's public engagement planning by identifying key stakeholders and analyzing engagement efforts critical for effective projects. Example activities:
- Investigate and characterize relevant stakeholders in the jurisdiction (e.g., charts broken down by organizations, program type, engagement purpose, number of participants, outputs)
- Analyze potential gaps and overlaps in the jurisdiction's current and previous engagement efforts with stakeholder groups
- Develop recommendations for increasing the efficiency of stakeholder engagement

Example deliverable: A 15-page report and an interactive dashboard with charts to map stakeholder groups, gaps and overlaps in engagement, and recommendations for improvement.

4. Workforce Landscape Analysis

SFRP can assess a jurisdiction's existing workforce initiatives with the aim of promoting local, high-quality job creation. Example activities:
- Analyze existing initiatives and programs in the jurisdiction that encourage workforce development within particular sectors (e.g., buildings, energy generation, transportation)
- Investigate and characterize the current workforce makeup (e.g., charts broken down by sector, organization type, geographic region, function, and target population)
- Identify anticipated gaps or needs in the jurisdiction's workforce, along with potential opportunities to invest in workforce development

Example deliverable: A landscape assessment of 80 clean energy workforce development initiatives, coupled with a set of recommendations for aligned funding opportunities.

5. Strategic Guidance

SFRP can generate a brief guidance document highlighting best practices and relevant resources centered on a specific climate and equity topic. Example activities:
- Investigate how other, similar jurisdictions are addressing the topic (e.g., Justice40 implementation, stakeholder engagement, interagency coordination)
- Outline a set of impactful best practices—noting their importance, application, and impacts—on the topic, which are tailored to the jurisdiction's context
- Compile a short list of key resources and their use cases to learn more about the topic

Example deliverable: A 10-page report synthesizing best practices and resources on Justice40 implementation and voluntary measures to exceed the Justice40 initiative.

Grant Application Support Service Offerings

SFRP offers various services to jurisdictions applying to a specific federal funding program. We are open to discretionary and formula programs across federal agencies that maximize climate and equity.

1. Application Preparation & Coordination

Before or shortly after a funding announcement or notice of funding opportunity (NOFO) is issued, SFRP can help initiate the jurisdiction's application process. Example activities:
- Walk through the required federal registrations (e.g., grants.gov, federal agency portal) and federal application components
- Create a grant submission information sheet with an estimated timeline, outline of roles, and status of NOFO submission elements
- Craft templates for the grant narrative, letters of support, or other required attachments, which are responsive to the NOFO structure and requirements
- Connect the jurisdiction to other providers performing complementary, technical analysis
- Facilitate check-ins to monitor progress, answer questions, and update the shared file platform

Example deliverable: An application checklist with key deadlines and required NOFO materials, along with a template for the workplan narrative including NOFO descriptions.

2. Narrative Development & Review

SFRP facilitates narrative development and narrative review of federal application materials. We are especially useful at the beginning and at the end of the application process, while the jurisdiction is responsible for drafting the application in the middle. Example activities:
- Align the jurisdiction's project proposal design with the program's NOFO requirements
- Absorb program insights via attending webinars by, posing questions to, and reading Q&A guidance from the federal agency
- Assist with data mapping and graphic design (e.g., project map, tables, and charts)
- Conduct a section-by-section, qualitative review of grant submission documents for responsiveness to the NOFO requirements and evaluation criteria
- Provide in-line comments on clarity, cohesion, and consistency to polish the application drafts

Example deliverable: A section-by-section evaluation rubric assessing the application draft's alignment with the NOFO requirements and merit criteria, along with in-line comments with additional feedback.

3. Stakeholder & Community Engagement Plans

SFRP can guide jurisdictions to embed climate equity in project proposals, meet Justice40 requirements, and improve stakeholder and community engagement. Example activities:
- Advise on designing an inclusive, equitable stakeholder outreach and engagement plan for the project proposal
- Evaluate the jurisdiction's existing or new stakeholder/community outreach and engagement plans on the project and recommend improvements, including on meeting Justice40 goals
- Recommend methods for identifying key stakeholders and community groups that may be affected by the project proposal

Example deliverable: A synthesis of stakeholder input informing a draft project design, followed by an assessment of the integration of stakeholder input into the final project design.

4. Budget Support

SFRP can alleviate the difficult task of assembling project budgets for federal funding applications. Example activities:
- Hold an overview session of the budget narrative components, budget item categories, and required budget forms
- Review the draft budget materials and answer any questions on budgeting
- Ensure alignment between the budget materials and other application components

Example deliverable: A 1.5 hour overview session on how to develop the budget narrative, later followed by a review of the budget narrative and its alignment with the grant narrative.

Post-Award Implementation Service Offerings

SFRP can streamline the jurisdiction's deployment of the project and its awarded funds. We are especially useful in the early stages, before the jurisdiction has hired staff and secured resources.

1. Contractor Solicitation

SFRP can help the jurisdiction develop materials with the purpose of hiring contractors to implement the project. Example activities:
- Design or recommend improvements to a jurisdiction's Request for Proposal (RFP) or Scope of Work (SOW) to hire contractors
- Research preliminary estimates for contractors' level of effort (LOE), rates, and possible costs

Example deliverable: In-line document comments and suggested edits to the jurisdiction's draft RFP, focusing on the SOW and evaluation criteria sections.

2. Grant Management & Reporting

SFRP can backfill discrete components of the jurisdiction's federal grant management and reporting,[1] especially when staff responsible for such duties have not been hired yet. Example activities:
- Research software programs with tools and integrations that can aid in federal reporting and create a matrix for comparison

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[1]Other technical assistance providers are better suited for emissions modeling and compliance issues.

- Develop outcomes mapping, analysis, and visualizations for climate equity-focused topics (e.g., job creation, community benefits)

Example deliverable: A set of visualizations (e.g., charts, process graphics) to strengthen the jurisdiction's ability to present project outcomes in federal reporting.

3. Stakeholder & Community Engagement

SFRP can bridge the gap from planning to implementation and advise on equitable stakeholder and community engagement. Example activities:
- Fill gaps in existing stakeholder mapping (see Stakeholder Mapping activities)
- Propose improvements and next steps on the community engagement plans and budget
- Design communication and marketing materials (e.g., flyers, social media posts, website content) to educate target communities about the project

Example deliverable: An analysis of community characteristics with charts, coupled with a set of marketing materials tailored to specific communities to inform them about the project.
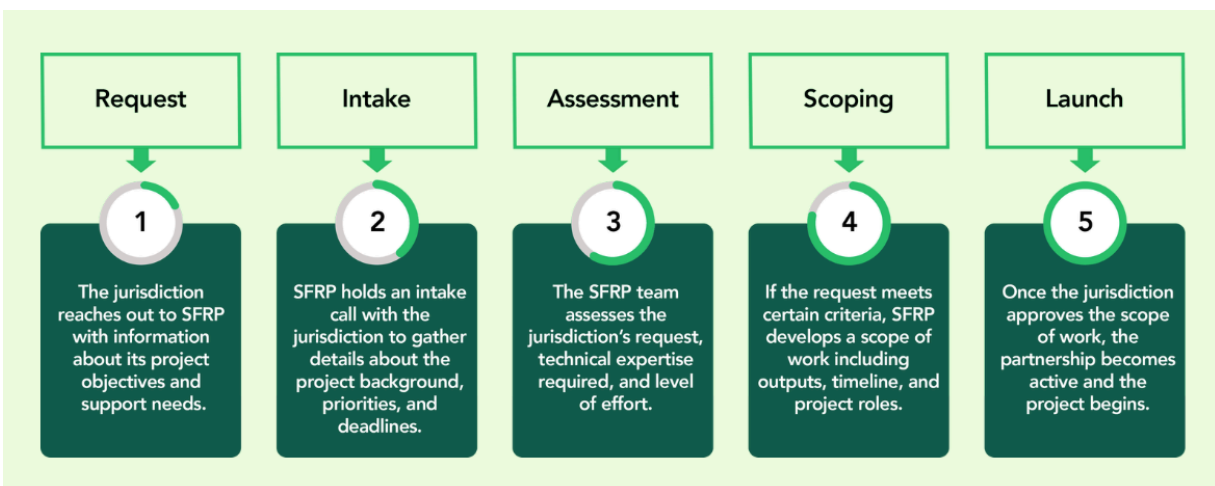
4. Workforce Development

SFRP can build upon the jurisdiction's workforce development plan and guide its execution to advance high-quality job creation. Example activities:
- Fill gaps in existing workforce analysis (see Workforce Landscape Analysis activities)
- Propose improvements and next steps on the workforce development plans and budget
- Identify unions and labor organizations, educational institutions, and apprenticeship and fellowship programs that can improve workforce training and skilling

Example deliverable: An analysis of workforce characteristics with charts, coupled with strategic recommendations on enhancing workforce training and skilling.

Intake Process

SFRP has an open, rolling intake process and considers jurisdiction requests at any time. We are unique in our ability to deliver rapid response and initiate projects in as quickly as two weeks. Please note that support from SFRP is not guaranteed and is evaluated on a case-by-case basis.

Request	Intake	Assessment	Scoping	Launch
1	**2**	**3**	**4**	**5**
The jurisdiction reaches out to SFRP with information about its project objectives and support needs.	SFRP holds an intake call with the jurisdiction to gather details about the project background, priorities, and deadlines.	The SFRP team assesses the jurisdiction's request, technical expertise required, and level of effort.	If the request meets certain criteria, SFRP develops a scope of work including outputs, timeline, and project roles.	Once the jurisdiction approves the scope of work, the partnership becomes active and the project begins.

For more information, visit statereadiness.org or contact info@statereadiness.org