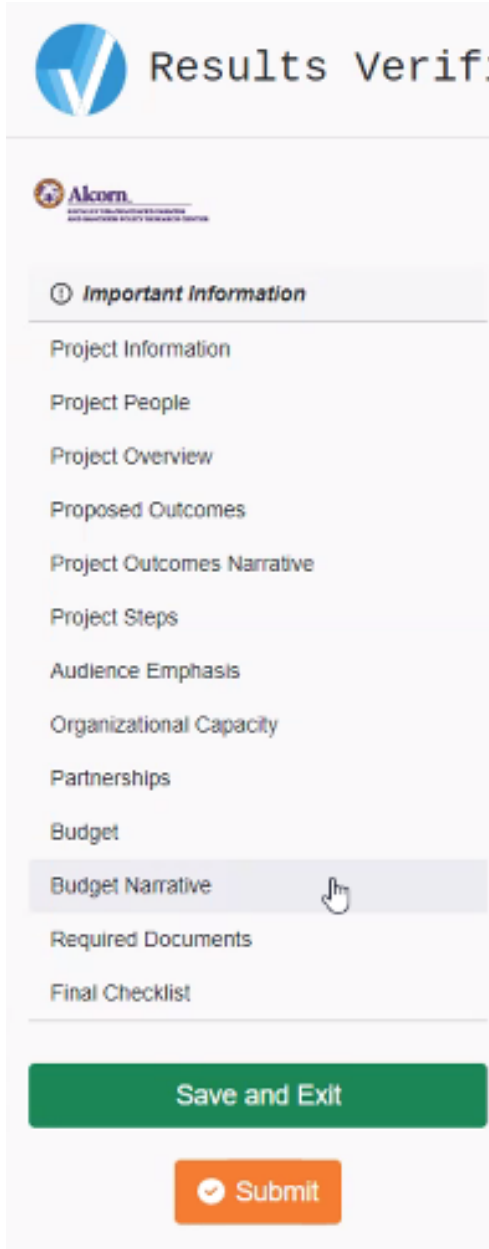


# Understanding Heirs' Property at the Community Level

## Training Plan

### Results Verification System (RVS)

Rvs.umn.edu



Results Verif:

Alcorn  
UNIVERSITY OF MISSISSIPPI  
AGRICULTURE, FORESTRY AND RURAL SCIENCE

🕒 Important Information

- Project Information
- Project People
- Project Overview
- Proposed Outcomes
- Project Outcomes Narrative
- Project Steps
- Audience Emphasis
- Organizational Capacity
- Partnerships
- Budget
- Budget Narrative
- Required Documents
- Final Checklist

Save and Exit

Submit

Save each page as you go.

**Project Information:** You will need to enter your institution's mailing address and financial contact information.

**Project People:** You will be able to add people to your project This should include the Project Director and any Co-Project Directors you want to name. There is a place further down in the form to include other partners and people who will assist.

**Project Overview** (Word Limit 200) [Feel free to add to or edit this text. It is provided as a sample.]

The team will conduct training using the Understanding Heirs' Property at the Community Level curriculum. Our team plans to conduct at least {INSERT NUMBER} trainings in [PLACE – This could be your state, a single or set of counties, or a specific community]. The team will work with the national training team for this project to collect evaluation data to gauge impact with participants.

## Proposed Outcomes:

Click: **+Add New Item** for each outcome you select

**Outcome:** (Word Limit 25) – [NOTE: Choose statements from the **Outcomes and Impacts Chart** to match items in the post survey and 3-month follow-up survey provided with the curriculum. You do not have to use them all.]

**Topic area:** [Drop Down Menu]

- Overview
- Prevention
- Resolution
- Other

**Topic** [Drop down menu – based on the Topic Area above]

Overview:

- History of Land Loss and Trust Issues
- Definitions
- Economic Impact on Family & Community
- Current Situation
- Uniform Partition Act

Prevention

- Definitions and legal strategies
- Estate Planning
- Resources and Technical Assistance

Resolution:

- Family Conversations
- Ancestry Resources/Developing Family Tree
- Title Search
- Asset Mapping
- Steps to Visiting an Attorney

**Producer Action:** [click boxes]

- Understand – learn, increase awareness, identify
- Develop – write, conduct, obtain, create
- Implement – adopt, establish, incorporate, initiate, use

**Estimated number:** You can decide the number you want to put. Think about the total number of people you want to reach for all the workshops you are planning. Then think about how many of those might demonstrate learning on the items that are on the post-workshop evaluation. It might not be all the participants but may be a majority. Then for the 3-month follow-up survey, think about how many of your participants would have likely taken these concrete steps. That number will likely be notably smaller than the total workshop participants because these steps take time and effort to complete.

**Add New Outcome**

Outcome  
(0 / 25 word limit)

Topic Area  
Prevention

Topic  
-- Pick a Topic --

Producer Action

Understand - learn, increase awareness, identify

Develop - write, conduct, obtain, create

Implement - adopt, establish, incorporate, initiate, use

Estimated Number

When will you Verify?

Before Program

During Program

Immediately After Program

Later

How will you Verify?  
(0 / 10 word limit)

Cancel Save

### Estimating Outcomes Numbers – a Pro Tip

**Example:** Suppose you plan to reach 100 people total with trainings [the number you put in the **Project Overview** and in **Project Steps** below]. From that 100 people, perhaps 90 complete the post-evaluation survey (given a few may leave without completing the survey). Of those, maybe only 80 said they gained new understanding on one of the outcomes. Now, think about the follow-up survey that is 3 months away. Suppose you are only able to reach 75 of the original 100 participants. Of those, perhaps only half have had time to complete the action steps. So, as you think about the numbers you want to use, adjust to what is reasonable for who you plan to reach.

### **When will you verify?**

- Before Program
- During Program
- Immediately After Program
- Later

**How will you verify?** (10-word limit) [See suggested wording in the **Outcomes and Impacts** chart. Depending on the Outcomes, some will be verified by the Post-Workshop Evaluation that will be administered at the close of the training. Other outcomes will be verified at a 3-Month Follow-Up Survey. Be sure to match the outcomes to the tool that will be used to measure it.]

### **Project Outcomes Narrative** (400 Word Count)

The team will monitor outcomes by asking participants to complete a survey at the close of the training. This survey will measure immediate learning as well as intentions to act on what was learned. The team will follow-up with participants after three months to see what progress has been made toward developing or implementing steps identified through the training.

**Project Steps:** [Click “Add New Item”] - You can add multiple project steps if you choose. Here is a sample of what would fit for the training workshop

### **What Project Team Does**

Project Team will provide training using the Understanding Heirs’ Property at the Community Level curriculum. The training will be repeated [INSERT NUMBER] of times within this project’s timeline.

### **What Participants Do**

Participants will participate in the training and respond to the evaluation requests.

**Estimated number of participants:** Fill in the number of participants you think you will reach

**Estimated Completion Date:** Enter the date you plan to be complete. NOTE that the funding for this project ends on September 30, 2024. You can use this date or put an earlier date if you choose.

## Audience Emphasis ?

**Audience Emphasis:** You will see a section that looks like the one on the right.

On the first box, you can select as many demographics as you want to represent your target demographics.

On the second box, select up to three producer (remember that means “participant”) types that you will target for the training.

Indicate the audience(s) that your project will target. Select as many demographics as necessary in the first box, and then select up to three producer types that your project will target.

- African-American producers
- Asian American and Pacific Islander producers
- Hispanic producers
- Native American producers
- White/Caucasian producers

- Beginning producers
- Retiring/transitioning producers
- Organic producers
- Producers converting production and marketing systems to pursue new markets
- Small farms or ranches
- Specialty crop producers
- Sustainable producers
- Traditional commercial producers
- Value-added producers
- Immigrant producers
- Limited resource producers
- Socially disadvantaged producers
- Veterans
- Women producers
- Livestock producers

## Organizational Capacity [250 Word Limit]

**Partnerships:** Team members are the project director (co-project director) and all other individuals who will actively participate in the development, delivery, and management of the project – whether from the applicant organization or not. For each person: Name, Organization, Email, phone, role, and Collaborator Types, which includes:

- Applicant Organization Member
- Non-Applicant Organization Member
- Consultant
- Sub-award

### Upload File:

- For Applicant Organization Member - Upload a Letter of Commitment (PDF)
- For Non-Applicant Organization Member – Upload a Letter of Commitment (PDF)
- For a consultant, upload one PDF that contains:
  - Letter of commitment outlining roles, hours and rate of pay
  - An abbreviated (2 page maximum) resume or curriculum vitae
- For a sub-award,
  - Upload one PDF that contains:
    - Sub-Award budget form (utilizes the ERME Budget Form)
    - Separate budget narrative
    - Letter of commitment from the Sub-Award organization outlining the organization's statement of work
  - Enter the amount of the subaward budget

**Budget:** [see budget form and narrative instructions]

**Do you have institutional approval?** Yes or No

**Are you applying for funding for this project, or essentially the same project elsewhere or have you received funding for this project previously?** Yes or No

If yes, identify the agency or source of other funds, the amounts, and whether funding is pending or received

**Budget Narrative** – Describe how you will use the funding. [no word limited noted]

**Required documents: (budget, additional documents, ERME Cover Sheet (SF424))**

**For the Heirs' Project**, you will need to upload the Budget (see form); Budget Narrative (see example); and SF424. Convert them to PDFs before uploading. The forms, instructions, and samples are all linked on the Applications Resources link below.

These documents must be uploaded as PDF files. If you do not have the ability to create PDF files, you can download free PDF creation software by going to [Application Resources](#).

**Note: In order to save information in the forms below, you need to first download the document locally or to a network drive. If you edit the information in the browser window in which it appears, your changes will not be saved. For more information, click the instructions button.**

When you are finished, be sure to hit “**SUBMIT**” so your proposal can be reviewed.