

methods for developing new sites and/or strengthening existing sites;

(c) The extent to which the proposal incorporates a viable strategic plan;

(d) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of this grant;

(e) The extent to which the proposed budget and narrative justification are adequate to support the proposed project; and

(f) The extent to which the proposed project will be coordinated with similar or related efforts.

### *3. Sustainability Through Leveraging of Other Resources (25 Points)*

The Project Narrative must describe a detailed plan for sustaining this project after grant funds cease. Projects funded under this SGA should leverage a combination of Federal, state, and local public sector resources, as well as local non-profit sector resources for purposes of sustainability.

The successful applicant will:

(1) Describe the strategy for gaining the support of area employers, people with disabilities and their family members, and local governmental and nongovernmental disability organizations;

(2) Identify federal, state, and local public sector resources, as well as local non-profit sector resources that will be leveraged for purposes of sustainability after the grant period ends;

(3) Document a willingness to cooperate with the ODEP and its technical assistance efforts to provide information and advice to other localities on how the home modifications activities can be replicated.

In evaluating the quality of the plan for sustainability, the DOL will also consider the following factors to be of particular importance:

(a) The extent to which public and private monies are leveraged effectively; and

(b) The likelihood of the applicant successfully securing local ownership and participation in these projects when these grant funds cease.

Grantees are expected to use this grant as seed money to develop other public and private resources in order to ensure sustainability of grant activities following completion of the funding period. The ODEP considers detailed commitments for specific new activities as more important than promises of in-kind supports in showing sustained support for the project. Grants recently received from another agency can be discussed in the proposal, but the applicant should be precise about which

activities precede this grant and which will occur because of this grant. In addition, the applicant should detail how public sector commitments can contribute to the sustainability of this project following completion of the grant. Examples of the types of public and private sector commitments envisioned include the following:

#### *Letters of Commitment*

Applicants can include letters of support if they provide specific commitments. Such letters can increase an applicant's score by showing that the commitments in the text of the proposal are serious. Form letters will not be considered.

#### *Letter From the Mayor*

A letter from the Mayor or functionally equivalent entity reflecting support of local level participation in the Home Modifications Program will be viewed favorably.

#### *4. Management, Outcomes and Personnel (25 Points)*

The purpose of the Management, Outcomes and Personnel criteria is to determine whether the applicant has developed an adequate management and personnel plan to effectively carry out the objectives and scope of the proposed project on time and within budget, to describe the predicted outcomes resulting from activities funded under this SGA, and to identify the methods of evaluation that will be used by the grantee to determine success.

Successful applicants will provide a detailed management plan for project goals, objectives, personnel and activities that:

(1) Describes plans to report the demographic characteristics of assisted individuals (including types if disabilities);

(2) Provides a commitment to submit "stories" outlining the results of their efforts;

(3) Describes the proposed staffing of the project;

(4) Addresses staff capacity in relationship to the proposed project design;

(5) Identifies and summarizes the qualifications of the personnel, including the relevant training and experience of project consultants or subcontractors, who will carry out the work of the project. [Projects funded under this notice must demonstrate positive efforts to employ and advance in that employment qualified individuals with disabilities in project activities.]

In evaluating the quality of the management, outcomes and personnel

plan for the proposed project; ODEP will consider the following factors:

(a) The extent to which the goals, objectives, and outcomes to be achieved are clearly specified and measurable;

(b) The extent to which a management plan for project implementation is likely to achieve the objectives of the proposed project on time and within budget, including defined staff responsibilities, and time allocated to project activities, time lines, milestones for accomplishing project tasks and project deliverables;

(c) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project; and,

(d) The extent to which the time commitments of the local director and/or other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(e) The qualifications, including relevant education, training and experience of key project personnel as well as the qualifications, including relevant training and experience, of project consultants or subcontractors.

### **Part VIII. Monitoring and Reporting**

#### *Monitoring*

The ODEP is responsible for ensuring the effective implementation of each competitive grant project in accordance with the provisions of this announcement and the terms of the grant award document. The DOL staff, or their designees may conduct on-site project reviews periodically. Reviews will focus on timely project implementation, performance in meeting the grant's programmatic goals and objectives, expenditure of grant funds on allowable activities, integration and coordination with other resources and service providers in the local area, and project management and administration in achieving project objectives.

#### *Reporting*

Grantees will be required to submit quarterly financial and narrative progress reports as prescribed by OMB Circular A-102 and A-110, as codified by 29 CFR Parts 97 and 95 respectively.

(1) A Quarterly Report will be required within thirty (30) days of the end of each quarter beginning ninety days from the award of the grant and is estimated to take five hours to prepare on average. The form for the Quarterly Report will be provided by the ODEP. The ODEP will work with the grantee to help refine the requirements of the report, which will, among other things, include measures of ongoing analysis for continuous improvement and customer satisfaction.