

In addition, the budget must include on a separate page a detailed cost analysis of each line item. Justification for administrative costs must be provided. Approval of a budget by DOL is not the same as the approval of actual costs. The individual signing the SF 424 on behalf of the applicant must represent and be able to legally bind the responsible financial and administrative entity for a grant should that application result in an award. The applicant must also include the Assurances and Certifications Signature Page (Appendix C).

- **Section II. Executive Summary—Project Synopsis** (The Executive Summary is limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout). Each application shall include a project synopsis that identifies the following:

- (1) The name of the applicant;
- (2) The type of organization the applicant represents, the additional consortium partners and the type of organization they represent;
- (3) The amount of funds requested;
- (4) The planned period of performance;
- (5) The extent to which Vocational Rehabilitation and the WIA-assisted Youth Service System will be integrated or coordinated with the HS/HT system;
- (6) An overview of how the applicant will capitalize on and coordinate with existing HS/HT sites, if applicable;
- (7) An overview of the applicant's plan for expanding HS/HT statewide; and
- (8) An overview of the applicant's plan for sustaining the HS/HT program once Federal funding ceases.

- **Section III. Project Narrative** (The Project Narrative plus attachments are limited to no more than forty (40) 8½ x 11 pages, double-spaced with standard one-inch margins (top, bottom, and sides), and be presented on single-sided, numbered pages). **Note:** The Financial Plan, the Executive Summary, and the Appendices are not included in the forty (40)—page limit. The substantive requirements for the project narrative are described below under Part VII—Statement of Work.

All text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs must be double-spaced (no more than three lines per vertical inch); and, if using a proportional computer font, use no smaller than a 12-point font, and an average character density no greater than 18 characters per inch (if using a non-proportional font or a typewriter, do not use more than 12 characters per

inch). Applications that fail to meet these requirements will be considered non-responsive.

Part VII. Government Requirements/Statement of Work (Project Narrative)

The Project Narrative, or Section III of the grant application, should provide complete information on how the applicant will address the following DOL strategic goal priorities to ensure a Prepared Workforce:

- (1) Increasing the availability of skills training, employment opportunities, and career advancement for persons with disabilities.

- (2) Increasing the number of youth making a successful transition to work or who enter further training or educational programs.

Proposals will be rated based upon the quality of the applicant's response in addressing the four criteria described below in terms of a comprehensive strategic approach that incorporates the Department's priorities noted above. The four criteria (Statement of Need, Comprehensive Service Strategy, Sustainability, and Monitoring and Reporting) must be addressed and the applicant's accomplishments or status with regard to each item provided.

The DOL, however, does not expect the applicant to incorporate every item listed as part of their strategy and proposal design. The DOL recognizes that the needs and requirements of each state may be different, and therefore, some of the options identified may be more relevant than others in a particular state.

1. Statement of Need (15 points)

The purpose of the Statement of Need criteria is to: Establish the overall status of disability issues relating to youth in the applicant's state; to identify strengths and deficiencies to be addressed by the applicant's proposal; to identify the overall scope of proposal objectives and design; and, to present the applicant's need for HS/HT grant resources. This criterion will be rated based upon the applicant's identified needs and proposed approach to addressing these needs in the context of the DOL's priorities.

For proposals targeted to a specific Indian community or covering multiple Tribal entities that may cut across multiple States and/or local areas, describe the overall approach of the project, and identify the inadequacies and deficiencies of the service delivery to the applicable community, and how the project expects to address these.

The narrative in this section should:

- (1) Describe the potential contribution of the proposed project to increasing the

quality of transition services available in the state;

- (2) Describe the overall status and actions taken to-date within the State relating to implementation of the HS/HT program and the level of commitment of any existing HS/HT program to working with the applicant;

- (3) Describe the extent to which the proposed project involves the development or demonstration of promising new strategies;

- (4) Describe the number of young people with disabilities expected to be served in the proposed HS/HT program within the State and the importance or magnitude of the results that are likely to be attained by the proposed project;

- (5) Identify the percentage of young people with disabilities in the State including the percentage of people who are beneficiaries of Social Security Disability Insurance (SSDI) and/or Social Security Income Program (SSI);

- (6) Identify the most recent state graduation rates for young people with disabilities in the State, as well as the overall graduation rate;

- (7) Describe any significant deficiencies in the State or local workforce investment system that present barriers to employment for young people with disabilities and explain what will be accomplished under this grant to address them;

- (8) Describe how the applicant will increase services, skill training, employment outcomes, educational and job retention, and career advancement for young people with disabilities and how the ODEP priorities identified above will be achieved; and

- (9) Identify additional State and/or local funds and resources that will be leveraged to support the overall objectives of the grant.

In evaluating the quality of the proposal narrative, ODEP will consider the applicant's needs identified and proposed approaches to addressing the needs in the context of ODEP's priorities.

2. Comprehensive Service Strategy (30 points)

The purpose of the Comprehensive Service Strategy criteria is to identify the approach proposed by the grantee to implement the HS/HT program on a statewide basis. In general, this requires extensive linkages and on-site knowledge of applicable resources that address multiple disability issues and barriers to education and employment that are commonly experienced by young persons with disabilities. Specifically, applicants must address staff capacity as well as their proposed design elements.