

Summary. The Executive Summary must be limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout. A font size of at least twelve (12) pitch is required throughout. Applications that fail to meet these requirements will be considered non-responsive.

The three required sections of the application are:

Section I—Project Financial Plan
Section II—Executive Summary—

Project Synopsis

Section III—Project Narrative (including Attachments, not to exceed 15 pages)

Mandatory requirements for each section are provided below.

Applications that fail to meet the stated mandatory requirements of each section will be considered non-responsive.

Mandatory Application Requirements

- *Section I. Project Financial Plan (Budget)* (The Project Financial Plan will not count against the application page limits.) Section I of the application must include the following three required parts:

- (1) Completed “SF 424—Application for Federal Assistance” (See Appendix A of this SGA for required form)

- (2) Completed “SF-424A—Budget Information Form” by line item for all costs required to implement the project design effectively. (See Appendix B of this SGA for required forms.)

- (3) Budget Narrative and Justification that provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes.

The application must include one SF-424 with the original signatures of the legal entity applying for grant funding and 2 additional copies. Applicants shall indicate on the SF-424 the organization's IRS Status, if applicable. Under the Lobbying Disclosure Act of 1995, Section 18 (29 U.S.C. 1611), an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. (See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4).) For item 10 of the SF-424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.720.

The Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with grant funds. Grantees must support the travel and associated costs with sending at least one representative to the annual ODEP Policy Conference for Grantees, to be held in Washington,

DC, at a time and place to be determined. Grantees must comply with the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” (also known as the “Common Rule”) codified at 29 CFR part 97, and must comply with the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b).

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) An overview of the applicant's plan for building the capacity and knowledge of faith-based and community organizations to better meet the needs of young people with disabilities through mentoring; and

- (6) An overview of the applicant's plan for sustaining grant activities being conducted by sub-awardees once Federal funding ceases.

- *Section III. Project Narrative* (The Project Narrative plus attachments are limited to no more than fifteen (15) single-sided, numbered 8½ x 11 inch pages, double-spaced with standard one-inch margins (top, bottom, and sides)). 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.

Note: The Financial Plan, the Executive Summary, and the Appendices are not included in the fifteen (15)-page limit]. The substantive requirements for the project narrative are described below under Part VII—Statement of Work.

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

The Project Narrative, or Section III of the grant application represents the applicant's plans to address the previously documented unmet need to provide mentoring services to young people with disabilities in the community. ODEP expects that the intermediary and its sub-awardees will complement, augment, supplement, and leverage services currently provided through the WIA-assisted youth service delivery system in carrying out grant activities.

The intermediary will assist the sub-awardees, as appropriate, in administrative tasks so that sub-awardees can focus primarily on providing mentoring services to their service population(s). ODEP expects that the intermediary's staff will provide mentoring and technical assistance to build the smaller organizations' capacity to be permanent contributors to the youth service provider network and to compete successfully for future Federal, state and local grants.

The Project Narrative/Statement of Work must include and will be weighed as follows:

1. The applicant's Performance History with Grants Management and Service to People with Disabilities (20 points);

2. A description of the proposed plan and activities of the intermediary and its sub-awardees (45 points); and

3. An enumeration of evaluation criteria, measure(s), outcomes and reporting and tracking mechanisms for both intermediary and sub-awardees (35 points).

Letters of Commitment: Applicants can include letters of support if they provide specific commitments. Such letters can increase an applicant's score under criterion 2 by showing that the commitments in the text of the proposal are serious. Form letters will not be considered.

1. Performance History With Grants Management and Service to People With Disabilities (20 points)

The applicant must provide a statement of its performance history