

ATTACHMENT A

PROGRAM NARRATIVE INSTRUCTIONS FOR ADDITIONAL FUNDING

Format: *The text of the application must be double-spaced with one-inch margins at the top, bottom, right, and left sides. Pages must be numbered with the grantee's name on each page. The Department permits the use of graphs, maps, and tables, but these must be properly labeled. The Department encourages applicants to use brief topic headings for paragraphs in the text. The narrative must not exceed 10 pages in length, excluding any attachments.*

Content: *The Department awarded additional funds to applicants based on overall need and capacity to spend funds immediately. All applicants that the Department awarded additional funding to must provide a narrative that covers the following areas:*

Description of Decision-Making Process: Selected applicants must indicate the number of SCSEP slots per county or city to be served with the new funds on the Distribution of Additional Funded Positions form provided in Attachment C. ***For the purposes of this narrative, applicants must:***

- a) Describe the decision-making process used to determine which counties or cities would be served and the number of slots delegated to each county or city with additional funding; and
- b) Describe the information that was gathered and the analysis that was used in making these determinations, particularly as it pertains to demonstrated need and capacity to spend funds immediately in the counties or cities chosen to receive funding.

Applicants are not required to serve in all cities or counties where currently authorized or to allocate funds according to an equitable distribution or formula.

Recruitment of Participants and Host Agencies: This additional funding represents a significant increase over and above regular PY 10 and Recovery Act funding. Meeting the enrollment goals for this program will require increased recruitment of participants and host agencies. ***Applicant must:***

- a) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit a sufficient number of participants to meet the enrollment objectives of this funding; and
- b) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit and retain a sufficient number of host agencies to assign the increased number of participants served by the FY 2010 Additional Funding.

Method and Tools to Manage Spending and Enrollments: Applicant must provide a description of how these additional funds and increased enrollments will be managed. *Specifically, applicant must:*

- a) Describe the information used internally to manage enrollments and expenditures in multiple SCSEP grants;
- b) Describe how this information is updated and analyzed to determine plans for enrollment levels and exits to ensure:
 - The least disruption to participants transitioning from Recovery Act before June 30, 2010;
 - The least disruption to participants enrolled with this funding at the close of the grant, on June 30, 2011; and
 - Effective and full use of funds during the grant period.