

STATE PROPOSAL OUTLINE

A. Executive Summary

1. Amount Requested
2. Project Title: Program Improvement Implementation
3. Proposal Abstract
  - a. Statement of Problem
  - b. Tasks to be accomplished, and projected timetable for the project. Include the level of operational efficiency expected to be attained as a result of implementing the program improvements.
  - c. Description of software/programming needs.

B. Amount Requested and Purpose

1. Indicate additional resources needed for Staff and materials. Include one-time costs of new or revised forms necessary for implementation.
2. List equipment and software to be purchased or rented, and furnish a description of programming needs.
3. Provide an in-depth description on each phase of the implementation process.

C. Supporting Materials

States having informational material which, in their opinion, will enhance the content of the proposal have the option to attach such material to the proposal.

D. Contractor Assistance

Any proposal which includes project funds to be paid to an outside contractor must include:

- A brief statement of work, a work schedule, and an estimate of the level of contractor effort stated in terms of full-time equivalent positions and contractor costs, and realistic timeframes for procuring contractor support.
- The specific period of performance for which funding is requested. This information may be included in or attached to the request.