**TANF Scholarship Program Plan Narrative Content (0700)**

Applicants must submit a program plan narrative that contains the information outlined below. Each section must have a heading that corresponds to the headings in bold type listed below. The narrative portion must follow the page guidelines set for each section and must be in the order requested. The narrative must be in Arial 12-point font, single-spaced, with 1-inch margins on all sides using 8 1/2 x 11 paper. The total narrative is not to exceed 25 pages. See allowable page breakout below. The attachments do not have to conform to the format requirements above. DO NOT COPY AND PASTE MATERIALS. ALL INFORMATION SUBMITTED MUST BE SPECFIC AND DETAILED TO THE SERVICE.

1. **Executive Summary (2-page maximum) 5 points**

* The Executive Summary will serve as a stand-alone document for the successful applicant that will be shared with various state-level stakeholders and others requesting a brief overview of the funded project. Therefore, applicants should be concise and direct in their description and provide an overview of the services proposed with these funds and the outcomes that will be achieved. The description should provide a clear understanding of how these services will be delivered, the process and how the services will be individualized. Describe services to be provided, need for the services, area to be served, capacity to provide the services and the projected numbers to be served within each program component.

1. **Program Narrative: Need - Description of Need (3 page maximum) 20 points**

* The purpose of this section is for the applicant to provide a clear and accurate picture of the need for these services and benefits gained. State and describe the service area, the target population and the need for services in your community. Information in this section should include, but not necessarily be limited to, the following:
  + Identification of catchment area. Include description and demographics of communities served.
  + Description of accessibility and availability of services that reflect customer and community needs.
  + Identification of underserved or inadequately served populations and any special needs in the catchment area.
  + Identification of proposed or established partnerships with other agencies providing services to underserved populations. Describe the nature of the partnership, i.e. subawards, Memorandum of Understanding or linkage agreements and highlight collaborative efforts.
  + Describe current trends or issues, service gaps or unmet needs in the community or target population

1. **Program Narrative: Capacity - Agency Qualifications/Organizational Capacity (8 pages maximum-attachments do not count toward page maximum) 35 points**

* The purpose of this section is for the applicant to present an accurate picture of the agency's capacity, qualifications and ability to provide the program as described in this Funding Notice. Information in this section should include, but not necessarily be limited to, the following:
  + Convincing evidence that the applicant agency is capable of carrying out the proposed program, including fiscal, administrative and programmatic ability to manage grant. This should include experience, staffing patterns and qualifications to comply with GATA fiscal and administrative requirements and the Provider Manual. Highlight any recent changes in policies and procedures to improve fiscal, administrative or programmatic capacity.
  + An organizational chart of the applicant organization, showing where the program and its staff will be placed. If subawards will be used, include the relationship with those organizations in the chart. --Attachment B.
  + Identify key staff positions that will be responsible for the program and their qualifications to implement the program deliverables. Complete Contact Information template -- Attachment C
  + Identify the delegated authority who has signatory rights to signing contracts and managing program in the absence of the primary contact. –Attachment D
  + A description of your agency's current programs and activities relevant to the services described in this NOFO.
  + Provide an overview of service delivery model or standards for providing scholarships to DHS customers who receive TANF benefits/TANF eligible or meet the 200% poverty threshold level.
  + Describe in detail how TANF/TANF eligible customers are selected to receive a scholarship with your institution. Provide the criteria selection process beyond completion of a Free Application for Federal Student Aid (FAFSA).
  + Describe the capacity of your program to meet the needs of the target populations you will be serving and respond to emerging community needs.
  + Identify service locations, hours of operation, service type and staffing. --Attachment E
  + Detail service provision numbers.
  + Describe agency oversight by Board of Directors and available resources for fiscal, administrative and programmatic areas.
  + Describe the agency capacity to provide a welcoming, accessible and inclusive environment.
  + Provide a detailed plan to deal with termination of program services, securing customer files for at least three years, staff turnover, Executive Director/Program Director turnover and policy changes.

1. **Program Narrative: Quality -- Description of Program Design and Services (9 pages maximum) 35 points**

* The purpose of this section is for the applicant to provide a comprehensive, clear and accurate picture of its intended program design. At a minimum, the proposal must address each of the following components:
  + Provide a description of each required service component in the selected grant type. See Funding Information and Eligibility Information (Other Mandatory Requirements) Sections. Include process for initiating services, eligibility criteria, identification of service needs and service planning.
  + Describe the anticipated number of customers to receive scholarship, criteria for demonstration of financial need, scholarship costs (i.e. tuition, required books, sponsored meal plan, campus housing etc.).
  + Describe any other publicly funded programs that you operate and provide the success rate of deliverables of said program(s).
  + Describe outreach, education, dropout prevention, systems advocacy efforts specific to first generation students, single parents, veterans, older returning students, minority supports and community partnerships.
  + Describe how the program design has direct correlation to the needs identified specific to students who may be transitioning to college to help them succeed academically who may present with one or more barriers as addressed in the needs section of the application. Include how your program provides culturally appropriate and/or linguistic services, staffing, materials, outreach.
  + Describe how the program provides with transportation assistance.
  + Describe what resources and other knowledge, skills, or abilities are available to implement quality programming.
  + Describe your program staff's qualifications and training. Include education and/or experience, initial and ongoing training, staff supervision, training budget, certifications.
  + Describe the role of volunteers in your program. Describe recruitment and train efforts and identify common tasks or responsibilities of volunteers.
  + Describe how your program will achieve the targeted performance standards. List any additional outcomes your program will target to achieve.
* **Provide a template or draft the process for how you will capture this information below for detailing customer/student information and for reporting purposes (SharePoint, Access, Excel etc.)**
* Describe on a log the following information by semester:
  + Name of student
  + IES number
  + Student case number
  + Details of Insurance provided
  + Progress of student at the midpoint & end of each semester and GPA.
  + Verification of student eligibility
* Describe in detail how you will log and monitor the following:
  + # of students (unduplicated) receiving scholarships during the month
  + # of scholarships issued
  + Type of outreach/recruitments events conducted with the local FCRCs in your area to advertise scholarship availability.
  + # of students that maxed out their PELL and/or MAP eligibility and received a scholarship.
  + # of students receiving scholarships that were employed and fell in the range under the 200% Federal Poverty Level.
  + # of students that received a scholarship that graduated during program year.
  + # of students that have used their last semester of eligibility.
  + # of students who drop out from school who received a scholarship
  + # of customers who pursue additional schooling after graduation each FY
  + Provide a brochure outlining eligibility criteria
  + The demographic profile of scholarship recipients are important to demonstrate the diversity of the customers provided opportunities. Points of interest are race/ethnicity, age, marital status, parent, non parent, gender, full time or part time student, housing located on campus, off campus, social activities outside of educational pursuits, first generation college student, first time attendance to college or university, work study et cetera.
  1. **Budget Narrative (Attachment F) 5 points**
     + **The grant award for FY 20 is not based upon FY 19 funding levels**.
     + Describe the formula for determining the amount of scholarship funding/customers students will receive.
     + The applicant must submit a budget narrative which identifies the requested amount of funding and clearly demonstrates the need for the requested funds. Budget should support delivery of Scholarships as defined in Section A Program Description and Section B Funding Information. In this section of the application narrative, provide a detailed, Budget Narrative of the items allocated within your proposed budget. The budget narrative should support applicant proposed activities and established deliverables and expected performance standards in the NOFO.
     + This will include **all funds** budgeted for the program, including non-DHS funds. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than grant funds, that will be used to support the program.
     + **Entry of the budget into the CSA system should not be done until after being notified by the Bureau about the amount of the FY 20 grant award**. Once receiving notification of the award amount through the Notice of State Award (NOSA the grantee budget must be submitted electronically in the CSA system. The Budget entered into the CSA system will also include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan. If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application.
     + Please note, your FY 2020 contract will not be processed until your budget has been reviewed AND approved in the CSA system. It is critical that the budget submitted is as detailed as possible.
     + The application must be submitted electronically to [DHS.ETBilling@illinois.gov](mailto:DHS.ETBilling@illinois.gov)