APPENDIX III
Department of Workforce Services – TANF Capacity Building Grant
Grant Application Narrative

Program Name:

Directions: Narrative must be in the default size, font, spacing and space provided. Additional narrative attachments are not allowed.

Current TANF Capacity Building grantees ONLY - Please describe how programs and services in this request are different from programs and services offered in your current TANF Capacity Building grant.

1. **PROGRAM OVERVIEW -** Provide an overall program description that includes:
   A. The need in your area. Include data that validates the need as described.
   B. How the program will serve the intended population.
   C. Organizational history with programming and/or population.
   D. Any other relevant information.

1. **PROGRAM OVERVIEW -** Provide an overall program description that includes:

2. **PROGRAM SERVICES** - Describe the service(s) that will be provided to meet grant objectives.
    A.   Include a breakdown of each service if multiple services are offered.
    B.   Describe how outreach to connect to the targeted population will be conducted. Include how you
         will partner or collaborate with partner organizations including DWS.

3. TANF PURPOSE and RESEARCH - Describe how your programming and services support the selected TANF purpose(s).

> **Youth Development** - TANF Purpose 3: Prevent and reduce the incidence of out-of-wedlock pregnancies.
>
> **Financial Capability** - TANF Purpose 4: Encourage the formation and maintenance of two-parent families.

A. Provide and describe the research that you are using to show correlation or causation between your programming and services and the selected TANF purpose.

B. You must include verifiable research references.

4. OUTCOMES AND METRICS - Identify total number of participants you will serve and three (3) SMART (specific, measurable, attainable, realistic, and time-bound) outcomes expected by the program that show customers are better off by receiving the proposed services and support the TANF Purpose.

    A. Number of participants you will serve.
    B. Youth Development goals must be related to Increased protective factors and/or decreased risk factors.
    C. Financial Capability goals must be related to Increased income, assets or improved financial stability.
    D. Describe how outcome data will be collected and tracked to meet quarterly reporting requirements.
        a. Include mechanisms for administering pre and post-tests in compliance with grant requirements.
        b. % outcomes must be reported using a numerator and a denominator for validation.

* Outcomes identified through this process may be included in the final grant agreement Scope of Work.

5. QUALITY ASSESSMENTS - How do you measure the quality of your programming and the services that you provide?
- A. Describe how the quality of your program has been measured in the past.
- B. Describe how your program plans to assess and measure quality during the grant period.
- C. If outcomes are not reflecting that customers are better off, how will you reponds and adjust services to meet the intended quality goals?

6. COST INFORMATION and STAFFING - Justify the program's financial need and how it aligns with Appendix IV. Budget Narrative & Itemization.
   A. Provide a summary of how the funds will be utilized over the three-year period of the grant.
   B. Describe the organizational positions supporting the grant proposal. Include any required provider qualifications, licenses, and/or certifications. <u>Note</u>: Do not include specific employee information.
   C. Identify key financial staff that will be involved with invoice preparation and fiscal management of the program.

7. SUSTAINABILITY PLAN - Provide a detailed description of how you intend to sustain the program once this grant expires. Description should include a timeline with benchmarks.