Program Year (PY) 2023 Information Technology (IT) Implementation and Support Funding for Senior Community Service Employment Program (SCSEP)

Program Narrative Instructions

All grantees must provide a program narrative that concisely covers the areas below. Justify the request for IT implementation and support funds by providing evidence of the following. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:

a. A detailed description of the activities planned on how the funds will be spent directly on the Grantee Performance Management System (GPMS) transition functions.

b. A description of how the funds will improve the effectiveness of the transition to GPMS related to hiring, training, data migration, data validation, hardware or software technologies and equipment to implement the new system most effectively.

c. Information related to the temporary hiring or contracting of personnel needed to facilitate the data migration, data connectivity, and/or other tasks related to GPMS implementation.

d. Justification for the purchase of supplies such as computers or other hardware to upgrade outdated equipment incompatible with the new case management tool and proportionate to the size of the grantee program.

e. Justification for the purchase of any equipment or ancillary supplies needed by the grantee to fully implement the GPMS case management tool, and in accordance with the statutes and laws governing SCSEP grants.

f. A schedule to monitor and audit grant funds along with assurances funding will be spent only on administrative and program costs related to GPMS transition and implementation.

g. A financial status report is required at the time all funds have been expended or the grant period has expired. On the financial status report grantees must include any qualitative outcomes not directly supported by final expenditures.