

Suggested Application Project Narrative

Instructions: States must submit a project narrative using the suggested format below. This document is to be combined in a single grant application package along with a completed SF-424, an SF-424A, and Budget Narrative covering all projects. Refer to Section 7.a. of this UIPL for additional instruction. A rating will be awarded based on the extent to which the application achieves the following criteria under each of the sections (A through D) listed below:

A. Statement of Need

1. Detail the population(s) that states are planning to target for outreach, including detailing the current need and potential obstacles to greater UI access in that population(s), including, but not limited to, geographic service areas (if not applying statewide) and language access needs.
2. Explain clearly in both qualitative and quantitative terms the need to address the chosen area(s) of focus by documenting the needs of individuals. Explain the known challenges and barriers that individuals in such areas face accessing UI benefits.
3. Explain clearly how the proposed grant activities are expected to support individuals in groups that are historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

B. Organizational Capacity

1. Demonstrate the organizational capacity for the state to fulfill the requirements described in Section 4.b.i. of this UIPL.
2. Identify potential partner organization(s) as described in Section 4.a. of this UIPL and describe the organizational capacity for such organization(s) to fulfill the requirements described in Section 4.b.iii. of this UIPL.
3. Describe how the state will partner with community-based organization(s) to provide outreach, training, education, and general assistance for individuals applying for or receiving unemployment benefits, including how such activities will be performed in alignment with the UI merit staffing principles (see UIPL No. 12-01, Change 2).
4. Describe how the state will partner with the community-based organization(s) to identify and address systemic access barriers.
5. Demonstrate the grant management capabilities or comparable project management experience of the state and potential partner organization(s).

C. Project Design

1. Describe a coherent and feasible approach for successfully addressing the need/area of focus identified in response to section 7.a.i.A. The design must clearly reflect the Department's goals and provide a timeline reflecting the ability for a quick start-up in a six (6) month period.
2. Describe the activities to take place in each of the following categories, including proposed deliverables, milestones, how participant counts will

be tallied, and proposed timelines to indicate a robust project that will support the objectives of the grant initiative.

- Outreach activities: Demonstrate how the applicant and its potential partner organization(s) will serve the same or similar communities they expect to provide targeted outreach to, including but not limited to how they will leverage relationships with these communities and utilize relevant cultural and linguistic capacity. Also, describe how the applicant and the potential partner organization(s) will support worker voice and assist workers in navigating the UI program, including but not limited to expanding awareness and understanding of eligibility requirements, application processes, work search activities, and reemployment services. Outreach activities must at least include efforts to promote awareness of UI programs and how to apply for them. Outreach activities may include promoting awareness of other social safety net programs.
- Explain how the applicant and potential partner(s) can effectively connect with the target populations using various methods informed by current barriers to access that are documented in section 7.a.i.A.2.
- Dissemination activities: Demonstrate how the applicant and its potential partner organization(s) have a comprehensive knowledge of the issues, plus the demonstrated ability to communicate effectively and serve as a trusted intermediary to the targeted participants. Explain clearly varied dissemination methods across multiple platforms, such as social media, in-person or virtual events, brochures and leaflets, one-on-one consultations, partnerships with other community organizations, etc.
- Rights and benefits activities: Describe clearly that the applicant and its partner organization(s) have the ability and experience to help workers know their rights and access benefits with a clear, viable plan to improve access to the UI application and claims process, including benefits take-up and enrollment, and understanding agency questions and decisions. Include with the proposed project a plan to train partner organization(s) and/or workers to become benefits navigators or provide assistance in their own communities to ensure that workers can access their rights and benefits.

D. Project Sustainability

1. Demonstrate applicant's commitment to building and sharing a knowledge base of promising practices and challenges faced by the grantees in order to inform future state-level programs.
2. Affirm the state's capacity to participate in evaluations of the Navigator Program and data sharing to support navigation activities, both sponsored

and conducted by the Department's Chief Evaluation Office, as described in Section 9 of this UIPL.