

Appendix Two: FY 2008 Matching Grant Program. Local Site Project Design Template

Each local site project design should be limited to two pages in length. An updated GPRA data sheet should be attached to each agency's project design. A detailed budget should also be attached. Local site project designs should be organized alphabetically by state and then by city within the state.

National Agency:				Total Enrolled:			
Office State:				CY 07 Percent reported as Self-Sufficient at day-120:			
Office City:				CY 07 Percent reported as Self-Sufficient at day-180:			
Office Name:				CY 07 Average Hourly Wage			
Office Address:				If joint site, with which agency or agencies?			
				SUB-OFFICE			
				Sub-offices administered by affiliate or, if sub-office, the administering affiliate			
MG PROGRAM AFFILIATE STAFFING							
CY 2007 FTE paid by MG/Case Manager		CY 2007 FTE paid by MG/Employments Services		CY 2007 FTE paid by MG/Admin		CY 2007 FTE paid by MG/Other	
FY 2007 Public Cash Assistance Levels:			Single:	2-Persons:	3-Persons:	4-Persons:	5 Persons:
FY 2007 Average Monthly Rent for Refugee Apartments							
1-BR:		2-BR:		3-BR:			

In narrative form, please provide the following information:

- 1) Describe the Matching Grant Program process from enrollment to achieving self-sufficiency. Include the following:
 - a) Enrollment criteria
 - b) Ensuring services are provided in a culturally and linguistically appropriate manner.
 - c) Agency strategy for obtaining employment, follow-up and job up grades.
- 2) Provision of services (i.e. case management)
 - a) In-house services
 - b) Other services (i.e. food stamps, medical)
- 3) Criteria for ensuring enrollees are self-sufficient.
- 4) Availability and types of employment.
- 5) Availability and accessibility to public transportation.
- 6) Availability of other services provided by the affiliate (i.e. Wilson Fish, regular social services, state-funded language or technical programs, ORR-funded discretionary programs). Describe the agency's process for utilizing the aforementioned programs while meeting eligibility requirements and ensuring non-duplication of services.
- 7) Procedures for coordinating with other local resettlement agencies to avoid duplication of enrollments for clients that are enrolled without the benefit of the Reception and Placement Program.
- 8) The agencies procedures for coordinating with the State Refugee Coordinator. Indicate contact with the State Coordinator regarding the 2008 Application.
- 9) For low performing sites (i.e. below 15% of the national average in 2007), an explanation.
- 10) Budget
- 11) GPRA data sheet