

## ELEMENTS OF THE DIRECTOR'S OVERVIEW IN WORKFLOW

The Director's Overview is meant to be a narrative that explains the grant submission and answers any questions the reviewer might have regarding the packet. It should explain the figures of the SPOC form rather than restating them.

The overview should be comprised of the following sections:

- Program Narrative
  - This section should provide a succinct explanation of the program. It should include information regarding the following (if applicable):
    - Objectives of the program through the life of the grant
    - Sub-awards
    - Position requests or changes
    - Involvement of other state agencies
- Measureable Objectives
  - This section should provide the anticipated objectives for the program in the funding period being reviewed. These objectives should be expressed in a quantitative manner (i.e., number of eligible clients served; number of acres to be purchased, etc.).
  - If the grant is a continuing grant, this section should include the prior year's objectives and if those objectives were met.
- Budget Comparison
  - Explain any budget changes from the previous year including the reason for the change and how this will impact the program.
  - Include outlook for future funding and how this will impact the program.
- Relationship to State Budget
  - Explain the state match requirement including any increase or decrease from previous year. This should include the following (if applicable):
    - Source of funding (other agencies, departments)
    - Is the match maintenance of effort
- Sequestration
  - This section should provide the current effect as well as the anticipated effect of sequestration on the program.
- Technology Initiatives:
  - This section should indicate if technology initiatives are being funded with federal funds. If the application involves technology please list the Business Case Number and a brief summary.
- Signature
  - The completed Director's Overview must include the signature of the Secretary or Agency Head (for State Agencies) or the Chief Administrator (for all other Applicants).