

Colorado Department of Education  
Student Support Services  
Exceptional Student Leadership Unit  
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# **FEDERAL PROJECT NARRATIVES FOR FISCAL YEAR 2011-12, 2012-13 and 2013-14**

## **Flow Through Funds**

IDEA: Part B  
(CFDA 84.027)  
and  
IDEA: Preschool Services  
(CFDA 84.173)

Due Date: June 1, 2011

### **INCLUDES:**

- General Information
- Performance Report
- Application Cover Page
- Project Narrative

# GENERAL INFORMATION

Be sure to report the name of the administrative unit or state operated program on all pages of the application.

## APPLICATION COVER PAGE

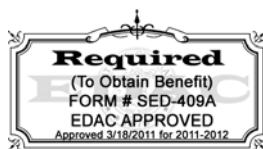
- This form must be submitted for flow through funds if a new narrative is required, or if the administrative unit or state operated program amends its narrative.
- The cover page is only required with the narrative. It does not need to be submitted with the staff and budget.

### Source of Funds

Be sure to check the appropriate fund source at the top of each page.

### Certification by President of the School Board

The president of the school board must sign all Project Narratives, including changes or amendments.

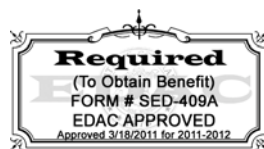


# PROJECT NARRATIVE

- Check the appropriate source of funds.
- Please provide the following information:
  - the objective(s) or purpose(s) of each project;
  - the activities to be conducted with funds under each project;
  - the method(s) of evaluating the effectiveness of the services, projects, or programs to be provided with funds under each project; and
- a description of the steps the administrative unit or state operated program proposes to take to ensure access to, and participation in, your programs supported with these funds for students, teachers, and other program beneficiaries with special needs. There are six barriers that can impede equitable access to participation: gender, race, national origin, color, disability, or age. Based on local circumstances, determine whether these or other barriers may prevent your students, teachers, or other program beneficiaries from such access or participation in, this Federally-funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy. Provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances.

This information is required to meet the requirements in Section 427 of GEPA, and must be submitted by all administrative units or state operated program. If you are submitting new or amended narratives, you may include this information on your Project Narrative rather than submitting a separate form.

- You may either submit the information on the form provided or, you may type or word-process the data. Please be sure you include your administrative unit or state operated program's name, the federal program, the title of the form (Project Narrative), and the fiscal year on the top of the page.
- Project Narrative form(s) must be submitted by administrative units or state operated program every three years, or when changes are made in project objectives.



- The President of the School Board or Authorized Agency Administrator must sign a new cover page whenever changes are made to project narrative(s). If changes are not appropriately signed, they cannot be accepted; and corresponding staff and budget items will not be approved.
- **Submit a separate form for each project. Each project may have more than one objective, for instance Project A could have Objective 1, 2, and 3, etc.**  
**You will only be allowed to submit Narratives for the following projects:**

A – Special Education Services

B – Summer School

C – Charter Schools

D – Early Intervening Services

E – Schoolwide Programs

F – Private Schools

- Each project should be given a brief title, which describes the overall parameters of the project.
- Please date the form to assist the Department in identifying the most recent amendment to your application.
- Refer to the attached schedule to determine which administrative units or state operated program must submit new three-year narratives this year.

