

## **ATTACHMENT B NARRATIVE INSTRUCTIONS**

This attachment contains detailed instructions for the completion of a grant narrative. PLEASE READ EACH SECTION OF THE NARRATIVE INSTRUCTIONS CAREFULLY. NO GRANT WILL BE RECOMMENDED FOR FUNDING THAT FAILS TO PROVIDE THE INFORMATION REQUIRED BY THIS GUIDANCE.

### **FORMAT**

Applications must be submitted to the National Office in hard copy, with an e-copy to [ETA.SCSEP2008GRANTS@DOL.GOV](mailto:ETA.SCSEP2008GRANTS@DOL.GOV) and the appropriate regional FPO. The text of the application must be double-spaced with one-inch margins at the top, bottom, right, and left sides. Pages must be numbered. DOL permits the use of graphs, maps, and tables, but these must be properly labeled. In addition to using the required section headings, DOL encourages applicants to use brief topic headings for paragraphs in the text. The narrative may not exceed 20 pages in length, excluding all attachments (including Geographic Areas to be Served).

### **CONTENT**

Content guidelines for the narrative are discussed in the following sections. The content must be concise and relevant. This is consistent with DOL's targeted approach for PY 2008, limiting application requirements to those subject areas that are critical to each applicant.

### **NARRATIVE**

This section requires information from the applicant about the activities of the grant and the methods and procedures that the applicant will use to implement grant operations.

Provide a description of each area, grant function, or activity, as appropriate. You must provide adequate descriptions for the reviewer to ascertain how you will implement the grant.

ALL APPLICANTS MUST PROVIDE A NARRATIVE FOR THE FOLLOWING SUBJECT AREAS:

- (1) **Geographic Areas to Be Served.** List the cities and counties where you will conduct the grant. Include the number of SCSEP authorized positions that you will establish in each jurisdiction. For those applicants with a project located in a city but also serving surrounding counties (or other jurisdictions), the authorized positions for the surrounding counties/jurisdictions must be listed as well. Please indicate where the Department has changed authorized positions from the prior year. Also include a list of how many slots are filled and the number that are vacant. This information must be submitted in an Excel spreadsheet as a separate attachment.
  
- (2) **Regional Economic Overview.** Use up-to-date information to provide an overview of the labor market and economic landscape of the regions in which you will implement your SCSEP grant. Your overview should identify industries that are growing in these regions, have high levels of total employment, or are otherwise important to the success of the economies of these regions, and labor market information for specific occupations in those industries that offer career opportunities for SCSEP participants. For those occupations that offer career opportunities for SCSEP participants, please identify the total number of current jobs as well as the total number of projected jobs. If you are a national grantee and serve states or multi-state areas with more than three regions or if you are a state grantee serving multiple regions, you only need to provide this information for three of the regions in your service area. These applicants are only asked to provide information for three regions in their application given the limited time available to prepare this document. However, applicants must complete this regional economic overview for each region in which they will implement their SCSEP grant, and must use this analysis to help guide them in their provision of SCSEP services. Supporting documentation, such as detailed data, can be submitted as a separate attachment.
  
- (3) **20 CFR 641.535(a)(4), Assignment to Community Service Employment Activities In Host Agencies.** Describe how participants will be assigned to community service employment activities and receive training that will prepare them for unsubsidized employment. Include such factors as:
  - (a) Types of community service employment activities that you will emphasize in assigning participants and why and how they were chosen, including their value to the community;

- (b) How you ensure that community service employment assignments are linked to participants' assessments and IEPs;
  - (c) Describe how you work with host agencies to develop community service employment assignments that provide participants with training in skills which they need to pursue employment opportunities; and
  - (d) Discuss how you ensure that community service employment assignments help prepare participants for employment opportunities in the regional economy.
- (4) **20 CFR 641.545, Supportive Services.** Describe the supportive services that you will offer to help participants obtain and retain an unsubsidized job. Identify the supplier(s) of these services. Identify the criteria for determining when participants get supportive services, including after obtaining unsubsidized employment.
- (5) **Placement and Retention Strategies.** Describe your strategies for placing participants into unsubsidized employment. Please describe the following:
- (a) Specific strategies for placing participants in industries and occupations in your regional economy, including industries and occupations that are important to the success of the regional economy;
  - (b) Occupations on which you will focus that have established career pathways, and a brief description of the key steps in those career pathways;
  - (c) Specific strategies that you will use to develop and maintain close relationships with employers; and
  - (d) Strategies for helping participants retain positions once they have entered the labor market.
- (6) **Collaboration and Leveraged Resources.** Describe how you will collaborate with other organizations to maximize opportunities for SCSEP participants to obtain workforce development, education, and supportive services and to help them move into unsubsidized employment. Identify key partners with whom you will collaborate, and the specific services and/or resources that these organizations offer

that you will utilize. Specifically describe your strategies for developing partnerships and the nature of your collaboration with Workforce Investment Boards and One-Stop Career Centers. Other partners could include vocational rehabilitation providers, basic education and literacy providers, and community colleges. As part of your description, estimate the total amount of resources that you will leverage from these organizations to maximize the impact of the SCSEP program.

- (7) **Older Americans Act Section 515, Service to Minorities.** Each applicant must include a detailed description of its efforts to enroll minority individuals and to ensure that minority participants achieve outcomes similar to those achieved by non-minority participants. Applicants must also describe factors that have affected their enrollment of minorities and the outcomes of minorities, and if there has been any change in enrollment levels or outcomes during PY 2007, to what those changes are attributed.
- (8) **Organizational Structure, Monitoring and Audits.**
- (a) Describe your organizational structure:
- Identify the key staff involved in the grant, and briefly identify their primary responsibilities and the amount of time they are assigned to the grant;
  - Include an organizational chart depicting the key staff that are involved in the grant (this can be included as an attachment); and
  - Indicate if you have sub-recipients or local affiliates implementing the grant. If you do have sub-recipients or local affiliates implementing the grant, include a chart or table indicating who they are, where they are located, the number of authorized positions for which they are responsible, and if they have experience implementing SCSEP.
- (b) Provide the dates of your most recent monitoring and audit reports.