

## PROGRAM NARRATIVE INSTRUCTIONS

**Format:** 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 with the grantee's name on each page. The Department permits the use of graphs, maps, and tables, but these must be properly labeled. The Department encourages applicants to use brief topic headings for paragraphs in the text. The narrative must not exceed 20 pages in length, excluding any attachments.

**Content:** All applicants must provide a narrative that covers the following areas:

**Changes to Recovery Act Narrative.** Applicants must describe changes, if any, they will be making to the areas discussed in the program narrative section of their American Recovery and Reinvestment Act (Recovery Act) grant application (TEGL 15-08). This may include modifications to their plan for engaging participants in community service work in growth industries emphasized in the Recovery Act (including, but not limited to green jobs, healthcare, etc.) ; participant recruitment strategies; host agency recruitment strategies; strategies to ensure that maintenance of effort violations do not occur; internal management of the Recovery Act funding; strategies and protocols used to assign participants to Recovery Act or regular funding; and methods that the applicant will use to ensure the least disruption possible to participants enrolled under the Recovery Act program when the funding expires.

**"Green Job" Efforts.** Each applicant must include a detailed description of its current or planned efforts around green jobs. Applicants should describe:

- how their current SCSEP participants are already placed in assignments that assist or further enable "greening" efforts;
- how the current unsubsidized employment positions (the traditional jobs SCSEP participants move into) assist or further enable "greening" efforts;
- how they plan to provide training for participants in green jobs growth industries such as energy efficiency and environmental services;
- how they will engage with and recruit "green" host agencies and how their staff will encourage participants to seek "green" host agency assignments. These host agencies may include (but are not limited to): non-profit environmental and clean energy advocacy groups; wildlife protection groups; groups working to recover wildlife habitat; local government recycling and waste management offices; land conservation offices; government offices administering telecommuting and car-pooling programs; tree-planting or preservation programs; and state agricultural extension agencies.

**Service to Minorities, Older Americans Act, Title V, Section 515.** Each applicant must include a detailed description of its efforts to serve minority individuals. Applicants will receive the analysis of their service to minorities during PY 2007 in April 2009.

Applicants must describe: (a) the minority groups they primarily serve; (b) the specific strategies they have enacted to recruit minority individuals, and which have been most successful; (c) barriers they have encountered or factors that have affected their recruitment of minority participants (d) how the applicant addresses or plans to address these barriers; (e) changes in enrollment levels of minority individuals or outcomes for minority individuals during PY 2008; (f) to what those changes in enrollment and outcomes are attributed. ; and (g) steps that the applicant will take to address any instances of under-service to minorities revealed in the PY 2007 analysis.

**Organizational Structure, Monitoring, and Audits.**

Describe your organizational structure:

- a) 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;
- b) Include an organizational chart depicting the key staff that are involved in the grant (can be included as an attachment); and
- c) 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.

Provide the dates of your most recent monitoring and audit reports.

**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 with the PY 09 funds. 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 and jurisdictions must be listed as well. This information must be submitted in an Excel spreadsheet as a separate attachment and will also serve to provide information for item 14 on the SF-424.