

**PROGRAM NARRATIVE INSTRUCTIONS  
FOR PROGRAM YEAR 2011 FUNDS**

***Format:** The text of the application must be double-spaced with one-inch margins at the top, bottom, and sides. Pages must be numbered and include the applicant's name. DOL permits the use of graphs, maps, and tables that are properly labeled. DOL 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:*

**Management Strategies.** PY 2011 funding for SCSEP is significantly less than PY 2010 funding. Applicants should describe their management strategies to address funding reductions in PY 2011, and how funding reductions will impact program operations and participants. This description should include: (a) financial challenges to reducing high enrollment levels; (b) how reduced funding will affect enrollment numbers, and how enrollment numbers will be adjusted to new allotments; (c) how the grantee will address enrollment issues in areas of over-enrollment or under-enrollment; (d) what methods the grantee will implement to accommodate reductions; and (e) how the grantee will implement adjustment.

**Individual Durational Limit Policy.** In PY 2010, grantees received approval for one of the following durational limit policies to take affect in PY 2011: (1) Option 1: Grantee does not offer extensions to any participants; (2) Option 2: Grantee offers extensions to each and every participant who meets any one of the seven waiver factors; and (3) Option 3: Grantee offers extensions to each and every participant who meets a specific subset of the seven waiver factors. Applicants should describe: (a) their currently-approved individual durational limit policy; (b) whether they intend to continue with this policy; and (c) if not, which of the three options above the applicant proposes to adopt, and the effective date of implementing this revised policy for new and current enrollees. Please note that any new policy requires DOL approval and must have an effective date of at least 120 days after approval is received.

**Transition-Planning Activities.** Applicants must provide a detailed description of their transition services and planning process for participants who do not achieve unsubsidized employment prior to reaching their individual durational limit. Applicants should list specific action steps taken to ensure participants receive timely and coordinated transition planning to the most appropriate services, and identify relevant community partners and services, including One-Stop Career Centers.

**Termination Policies.** Grantees may terminate participants from SCSEP under circumstances described in 20 C.F.R 641.580 (a)-(e). Grantees must “provide each participant at the time of enrollment with a written copy of its policies for terminating a participant for cause or otherwise” as described in 20 CFR 641.580 (g). Applicants must submit a copy of: (a) their current termination policies; (b) if applicable, optional policies governing “for cause” terminations, as permitted by sub-section d (must be approved by DOL); (c) if applicable,

optional termination policies “for failure to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the Individual Employment Plan (IEP) and there are no extenuating circumstances,” as permitted by 20 CFR 641.580 (e).

**Grievance Procedures.** Grantees are required by 20 C.F.R. 641.910 to establish grievance procedures for handling applicant, participant, sub-recipient, and employee complaints. Applicants should submit a copy of their current written grievance procedures as an attachment. In addition, in the narrative, applicants should describe when and how the procedures are conveyed to applicants, participants, sub-recipients, and employees.

**Service to Minorities (OAA title V, section 515).** Applicants must include a detailed description of their efforts to serve minority individuals. In April 2011, applicants received an analysis of their service to minorities for PY 2009. Using this information, and building upon their PY 2010 grant applications, applicants should describe: (a) changes in enrollment levels or outcomes for minority individuals during PY 2009 and PY 2010; (b) to what factors these changes in enrollment and outcomes are attributed; and (c) what steps the applicant will take to address any under-service to minorities or disparities in outcomes for minorities.

**Organizational Structure, Monitoring, and Audits.** Applicants must describe their organizational structure:

- a) Identify the grant’s key staff; briefly identify their primary responsibilities and the amount of time they are assigned to the grant. Include an organizational chart depicting key staff as an attachment.
- b) Indicate whether the applicant has sub-recipients or local affiliates implementing the grant.
  - (1) Describe the grantee’s communication strategy for ensuring that policy and other important information is effectively transmitted to sub-recipients or local affiliates;
  - (2) Identify what training the grantee provides to sub-recipient or local staff; and.
  - (3) Describe how the grantee ensures that policy and other important information is communicated and implemented throughout the program area.