

**PROGRAM NARRATIVE INSTRUCTIONS  
FOR PROGRAM YEAR (PY) 2013 FUNDS**

***Formatting instructions:***

- *Include the grantee's name and number the pages.*
- *Double space the application.*
- *Properly label graphs, maps and tables.*
- *Use brief topic headings to identify sections.*
- *Do not exceed 20 pages in length, excluding any attachments.*

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

**A. Job placement preparation and employer engagement**

1. Grantees must describe the strategies they will use to help participants obtain meaningful community service assignments, training, and subsequent unsubsidized employment. At a minimum, the description must explain how the grantee assists the participants in identifying realistic career goals that match jobs available in the area; recruits sufficient host agencies to provide appropriate skill development for participants; and develops effective approaches for participants to achieve computer literacy and the ability to submit on-line applications. The grantee should provide details on how it will incorporate specialized training opportunities and the use of supportive services during the host agency assignment in order to obtain and retain unsubsidized employment for SCSEP participants.
2. Grantees must describe how they engage employers to help their job-ready participants move into unsubsidized employment. The narrative may include: (a) types of unsubsidized employment opportunities for participants in the geographic areas they serve, (b) their effective strategies for working with employers in the area, including working with American Job Center partner programs.

**B. Training and technical assistance strategies for all staff.**

1. Grantees must describe how they deliver consistent, quality training and technical assistance on policies and procedures to grantee staff, sub-recipients, and local staff. Grantees must discuss the management systems used to train, monitor, and ensure timely compliance on the following:
  - Data collection system to submit accurate and timely data;
  - Required financial management reports; and
  - Compliance with statutes, regulations, and policy guidance.

2. Grantees must explain how they implement and track the required and optional policies in the following chart to ensure uniformity and consistency within the program.

Required Policies	Optional
<ul style="list-style-type: none"> <li>■ Grievances of applicants, participants, employees, and sub-recipients</li> <li>■ Individual durational limits (requires DOL approval)</li> <li>■ Breaks in participation (LWP)</li> <li>■ Federal holiday observances</li> <li>■ Sick leave</li> <li>■ Terminations due to:               <ul style="list-style-type: none"> <li>○ Providing false information</li> <li>○ Incorrect initial eligibility determination at enrollment</li> <li>○ Income ineligibility at recertification</li> <li>○ Individual durational limit</li> <li>○ Employment while enrolled</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Host agency rotation (requires Department of Labor (DOL) approval)</li> <li>■ Termination for cause (requires DOL approval)</li> <li>■ IEP-related termination (requires DOL approval)</li> </ul>

**C. Service to Minorities (OAA Title V, Section 515).**

Grantees must include a detailed description of their efforts to serve individuals from minority populations. Using the PY 2011 SCSEP Minority Report and the data available in SPARQ for PY 2012, grantees must describe: (a) changes in enrollment levels or outcomes for minority individuals during PY 2011 and PY 2012; (b) the factors that may have caused these changes in enrollment and outcomes; and (c) the steps the grantee will take to address any under-service or disparities in outcomes for minorities.

**D. Organizational Structure.**

Grantees must describe the organizational structure by:

- a) Identifying the grant’s key staff, including their primary responsibilities and the amount of time they are assigned to the grant;
- b) Including an organizational chart depicting key staff (may be included as an attachment); and
- c) Indicating whether the grantee has sub-recipients or local affiliates implementing the grant. If the grantee uses either entity, include a table indicating their names, locations, the number of authorized positions for which they are responsible and their experience (if any) in implementing SCSEP.