

PROGRAM NARRATIVE

Format: *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 may not exceed 20 pages in length, excluding any attachments.*

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

(1) Identify specific strategies that will expand the number of Senior Community Service Employment Program (SCSEP) participants assigned to community service work:

- In the growth industries emphasized in the American Recovery and Reinvestment Act of 2009 (Recovery Act) (e.g., health care, child care, education, green jobs, energy efficiency and environmental services); and
- In expanded public service activities that utilize Recovery Act funds.

(2) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit a sufficient number of participants to meet the enrollment objectives of the Recovery Act funding, as well as the regular program enrollment objectives.

(3) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit and retain a sufficient number of host agencies that will be necessary to meet the increased number of participants served by the Recovery Act funding, as well as in the regular program.

(4) Identify specific strategies and policies to ensure that maintenance of effort violations do not occur (see Older Americans Act (OAA) Amendments of 2006, PL 109-365, Title V, Section 502 (b)(1)(G)).

(5) Provide a description of how the Recovery Act funding will be managed so that:

- Enrollment of new participants in the stimulus program is maximized while ensuring that there is no deterioration of enrollment and services in the regular program.
- Seniors are provided with opportunities that support other activities funded by the Recovery Act, such as the summer youth program, year

round employment programs for youth, and One Stop Career Centers, i.e. tutoring, mentoring, greeters.

- Strategies, methods and/or protocols will be used to determine whether a participant is assigned to either the Recovery Act funding or the regular program funding.

(6) Provide a description of the methods that grantees will use to ensure the least disruption possible to participants enrolled under the Recovery Act program when the funding expires on June 30, 2010. Detail specific action steps that will be utilized to ensure participants receive timely and coordinated transition planning to the most appropriate service delivery system. In particular, address how partners in the One-Stop Career Centers will be utilized; also, identify other relevant community partners and services; and, to the extent feasible, how participants will be transitioned into the regular SCSEP program.

(7) Provide a statement that all Recovery Act program participants will be informed verbally and in writing at the time of enrollment that:

- A. They are being enrolled with Recovery Act funding that is due to expire on June 30, 2010.
- B. They are subject to the same rights and responsibilities as enrollees in the regular SCSEP program.
- C. Every effort will be made to help them obtain unsubsidized employment prior to the expiration of the Recovery Act program.
- D. Prior to the expiration of Recovery Act funding, timely transition planning will be undertaken to determine the most appropriate services that may still be needed by the participant, including referral of job-ready participants to the One-Stop Career Center, and transfer of participants who require additional community service training into the regular program provided sufficient funds are available in that program. If they are not able to transition to the regular program, they may be terminated at the expiration of the Recovery Act funding availability. However, they will be given priority for re-enrollment in SCSEP consistent with eligibility requirements and statutory priorities of service.