

**PROGRAM NARRATIVE INSTRUCTIONS
FOR PY 2010 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. The Department permits the use of graphs, maps, and tables that are 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:*

Strategies for Employment Opportunities. Applicants must address unique challenges that they encounter in finding employment opportunities for participants in the geographic areas they serve. They should describe (a) host agency strategies for providing sufficient skill development for participants; (b) specialized training opportunities, in detail; and (c) strategies to engage employers - paying particular attention to the local job market and skills needed by employers - to successfully transition participants in the current economic climate.

Green Jobs Efforts. Applicants must address continued green jobs efforts and describe: (a) regional green high-growth industries; (b) current participant assignments that assist or enable greening efforts; (c) success in providing training for participants in green industries; (d) challenges and (e) strategies to overcome these challenges.

Individual Participant Durational Limits and Individual Participant Transition Planning. Applicants must describe the individual participant durational limit that will apply to their participants in PY 2010: 48 months with the possibility of waiver; 48 months without the possibility of waiver; or less than 48 months if a separate request is included in the grant application and approved by the Department (see Optional Special Request, Attachment D, #3). Applicants whose policy provides for 48 months with a waiver should describe the criteria for determining which participants will qualify for a waiver. Applicants must also explain how they will inform participants of the durational policy and of the possibility of a waiver, if applicable, under the grantee's durational policy.

In addition, applicants must provide a detailed description of the transitional services and planning process for participants who will not achieve unsubsidized employment prior to reaching their durational limit. Applicants should list specific action steps that will be taken to ensure participants receive timely and coordinated transition planning to the most appropriate services and identify other relevant community partners and services, including partners in the One-Stop Career Centers.

Service to Minorities, Older Americans Act, Title V, Section 515. Applicants must include a detailed description of their efforts to serve minority individuals. In April 2010, applicants received an analysis of their service to minorities for PY 2008. Using this information, applicants should describe (a) changes in enrollment levels or outcomes for minority individuals during PYs 2008 and 2009; (b) to what are changes in enrollment and outcomes attributed; and (c) steps that the applicant will take to address any under-service to minorities or discrepancies in outcomes revealed in the analysis.

Organizational Structure, Monitoring, and Audits. Describe the 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.
- b) Include an organizational chart depicting key staff (may be included as an attachment).
- c) Indicate whether the applicant has sub-recipients or local affiliates implementing the grant. If they do, include a table indicating their name, location, the number of authorized positions for which they are responsible and their experience (if any) in implementing SCSEP.