

**PROGRAM NARRATIVE INSTRUCTIONS
FOR PROGRAM YEAR 2012 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 of Labor 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 five pages in length, excluding any attachments.*

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

Organizational Structure, Monitoring, and Audits (OMB Circular A-102) as an attachment to SF-424, Item f. Applicants should describe their organizational structure:

- (a) Identify the grant's key staff; briefly identify their primary responsibilities and the amount of time assigned to the grant. Include an organizational chart, as an attachment, depicting key staff.
- (b) Indicate whether the applicant has sub-recipients or local affiliates implementing the grant.
- (c) Describe how the grantee ensures that policy and other important information is communicated and implemented throughout the program area.