

Senior Community Service Employment Program (SCSEP) Program Narrative Instructions Program Year 2022

All grantees must provide a program narrative that concisely covers the areas below. As indicated in the Training and Employment Guidance Letter (TEGL), national grantees may also provide any updates to the statement of work that were included in the grant award documents following the PY 2020 National Competition. State grantees may also provide any updates to the SCSEP portion of the Combined State Plan or relevant sections of the standalone SCSEP State Plan.

1. **Services to Minorities (OAA Title V, Section 515; 42 USC 3056m)**. Grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. The minority report does not have participation and enrollment data for the three Pacific territories and the U.S. Virgin Islands; these four grantees will answer the questions in terms of outcomes only. The PY 2020 SCSEP Minority Report (the Outcome section of Volume II of the report) was distributed to grantees via email on April 27, 2022, for PY 2022 grant planning purposes. Due to delays in receiving the Census data, grantees will not be able to complete the participation section of the report in the time frame required to respond to this guidance. The Participation section of Volume II will be sent to grantees later and complete instructions will be provided at that time.
2. **Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance (2 CFR part 200))**. Describe the structure of your SCSEP project and explain how you will effectively manage any subprojects. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:
 - a. A description of your SCSEP key staff, including experience implementing SCSEP, primary responsibilities, and the amount of time each individual is assigned to the grant. If you have sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their level of experience implementing SCSEP.
 - b. A legible SCSEP organizational chart (may be an attachment) that depicts key SCSEP staff and includes sub-recipients or local affiliates involved in implementing the grant (including host agencies).
 - c. A description of how you ensure that policies, procedures, and other important information are communicated and implemented throughout the program, and a description of how training will be provided to local staff, sub-recipients, or affiliates; and
 - d. A description of how you will monitor projects for program and financial compliance, including audit plans and how you will transfer participants if new providers are selected to serve in the State.