

PROGRAM NARRATIVE AND ATTACHMENTS
INSTRUCTIONS FOR PY 2018 FUNDS

All grantees must provide a narrative and/or documentation that covers the following areas (items can be provided as a PDF attachment(s)):

1. **SCSEP Operational Policies and Procedures.** Grantees are required to provide the following documents as attachments:
 - a) Duration Limits: provide a copy of the current Duration Limit policy;
 - b) Termination: provide a copy of the current termination procedures;
 - c) Complaints & Grievances: submit a copy of the current written grievance policy and procedures.

2. **Services to Minorities (OAA Title V, Section 515, as reauthorized Pub. L. 114-144 (April 19, 2016).** 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 about their outcomes only. All other grantees must describe efforts to serve individuals from minority populations, as well as any disparities in outcomes achieved by those individuals.

Using the PY 2016 SCSEP Minority Report (posted at this link <https://olderworkers.workforcegps.org/resources/2018/03/23/13/17/PY-2016-Minority-Report-and-Narrative-for-PY-2018-Grant-Application>) as well as SPARQ and InfoSPACE data for PY 2017, grantees must describe:

 - a) Any significant disparities in enrollment levels or outcomes for minority individuals identified in the PY 2016 report, the extent to which those disparities existed in prior years, and the extent to which they continue to exist in PY 2017;
 - b) The factors that may have caused these disparities in enrollment and outcomes; and
 - c) The steps the grantee has taken and will take to address any under-service or disparities in outcomes for minorities.

3. **Organizational Structure, Monitoring and Audits (Uniform Administrative Guidance 2 CFR part 200).** Grantees must describe the structure of their SCSEP project and how subprojects will be managed, including:
 - a) An identification of the grantee's key staff, including their primary responsibilities and the amount of time they are assigned to the grant;
 - b) An organizational chart depicting key SCSEP staff and the time allocated on the grant (may be an attachment), and indicating whether the grantee has sub-recipients or local affiliates implementing the grant. If the grantee has sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their experience (if any) in implementing SCSEP;
 - c) A description of how the grantee ensures that policies, procedures and other important information are communicated and implemented throughout the program.