

**PROGRAM NARRATIVE INSTRUCTIONS  
FOR PROGRAM YEAR 2016 FUNDS**

*Content: State and territory grantees must provide a narrative that covers the following areas:*

- 1. Services to Minorities (Older Americans Act, 2006 as amended, Section 515).** State and Territory\* Grantees must describe efforts to serve individuals from minority populations. Using the PY 2014 SCSEP Minority Report and SPARQ and InfoSPACE data for PY 2015, describe:
1. Changes in enrollment levels or outcomes for minority individuals during PYs 2014 and 2015 year-to-date;
  2. The factors that may have caused these changes in enrollment and outcomes; and
  3. The steps you will take to address under-service or disparities in outcomes for minorities.

\*The Minority Report does not have participation and enrollment data for three overseas territories and USVI; these four grantees will answer the questions about their outcomes only.

- 2. Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance 2 CFR 200) as an attachment to SF-424, Item f.** Applicants must:

- (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.