

PROGRAM NARRATIVE INSTRUCTIONS FOR PY 2014 FUNDS

Please number pages and include your organization's name. You are encouraged to use brief topic headings.

A. Labor Market-Responsive Training Strategies.

Identify job-driven training strategies that you plan to use to prepare participants for in-demand industries and occupations, using current state and local labor market information. *(Note: You do not need to submit labor market data. If you need information on finding or using labor market data, visit the LMI Win-Win Community of Practice at winwin.workforce3one.org.)*

B. Service to Minorities (OAA Title V, Section 515).

Include a detailed description of your efforts to serve individuals from minority populations. Using the PY 2012 SCSEP Minority Report and SPARQ data for PY 2013, describe: (a) changes in enrollment levels or outcomes for minority individuals during PYs 2012 and 2013; (b) the factors that may have caused these changes in enrollment and outcomes; and (c) the steps you will take to address any under-service or disparities in outcomes for minorities.

C. Organizational Structure.

Describe your organizational structure, including:

- Identification of the grant's key staff, including their primary responsibilities and the amount of time they are assigned to the grant.
- An organizational chart depicting key staff (may be an attachment), and indicating whether you have sub-recipients or local affiliates implementing the grant. If you use either entity, 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.