

PROGRAM NARRATIVE INSTRUCTIONS FOR PY 2015

In an effort to streamline the document submission process for the Senior Community Service Employment Program annual planning guidance, the program narrative requirements have changed since PY 2014.

For **State and Territory Grantees**: The required content of the grant plan program narrative is already included in the State Plans or State Plan Modifications, which were most recently approved in early 2015. Therefore, in their program narrative, State and Territory grantees only need to provide any necessary updates to service delivery or program activities and updates on any other information provided in State Plans. State and Territory grantees still must provide a description of the Organizational Structure, Organizational Chart and a description of Services to Minorities described below, even if related content was in the State Plan.

For **National Grantees**: The program narrative is required for all of the sections below, including Service to Minorities, Organizational Structure, Program and Service Delivery Strategies.

For submissions in this section, please number pages include your organization's name, and use brief topic headings where possible.

A. Service Delivery and Training Strategies

National Grantees: Identify service delivery and training strategies that you plan to use to prepare participants for in-demand industries and occupations. The identification of in-demand industries and occupations should be based on current state local labor market information. Please include examples of service delivery and training strategies for both rural and urban areas.

State and Territory Grantees: Describe any changes, since the 2012 State Plan Modifications were approved in early 2015, to your service delivery or training strategies, as needed.

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

Describe in detail a description of your efforts to serve individuals from minority populations. Using the PY 2013 SCSEP Minority Report and SPARQ data for PY 2014, describe:

1. Changes in enrollment levels or outcomes for minority individuals during PYs 2013 and 2014;
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.

C. Organizational Structure

Describe your organizational structure, including the following.

1. Identify the grant's key staff, including their primary responsibilities and the amount of time they are assigned to SCSEP;
2. An organizational chart depicting key staff; and
3. Indicate whether sub-recipients or local affiliates implement the grant. If either entity is used, include a table with their names, locations, the number of authorized positions for which they are responsible, and experience (if any) in implementing SCSEP.

D. Optional Special Requests

Please use guidance in Attachment E to submit any Optional Special Requests.