

PROGRAM NARRATIVE INSTRUCTIONS FOR PY 2017 FUNDS

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

A. Individual Durational Limit (IDL) Policy and Procedures. ETA is requesting that grantees submit copies of their IDL policies and procedures. This submission must include the grantees' currently-approved IDL policy and indicate whether they intend to continue with this policy. Grantees must inform participants of their IDLs at enrollment and notify participants when their IDL is imminent. Procedures should outline the steps grantees take to communicate with participants about their IDLs, the timeline for this communication, and the activities the grantee will undertake to prepare participants for their exit date. If a grantee wants to change its IDL policy, it must follow the instructions in Attachment D-1 of this TEGL.

B. Termination Policy and Procedures. 20 CFR 641.580 (a)-(i) addresses circumstances by which a grantee may terminate participants from SCSEP. As described in 20 CFR 641.580 (g) grantees must "provide each participant at the time of enrollment with a written copy of its policies for terminating a participant for cause or otherwise, and must verbally review those policies with each participant".

Grantees must submit:

- (a) a copy of their current termination policies and procedures; and
- (b) a copy of their previously approved "for cause" termination policies, if applicable.

These policies will remain in effect until further notice. 20 CFR 641.580 (d) requires grantees to obtain the Department's approval for "for cause" termination policies. ETA will review "for cause" termination policies during PY 2017 and may request additional revisions; ETA will notify grantees once we have approved the policies. Note that other than the "for cause" termination policies, all other termination policies do not require ETA approval. If necessary, ETA will provide technical assistance for those other termination policies, but will not request additional revisions for ETA approval as it does with the "for cause" termination policy.

C. Grievance Policy and Procedures. Grantees are required by 20 CFR 641.910 to establish grievance procedures for handling applicant, participant, sub-recipient, and employee complaints. Grantees should submit a copy of their current written grievance policy and procedures as an attachment. Additionally, in this narrative, grantees should describe when and how the policy and procedures are conveyed to applicants, participants, and employees. ETA will not issue an approval for this policy, but will provide technical assistance, if required.

D. Service 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 three overseas territories and the U.S. Virgin Islands; these four grantees will answer the questions about their outcomes only. The remaining grantees must describe efforts to serve individuals from minority populations. Using the PY 2015 SCSEP Minority Report and SPARQ data for PY 2016, grantees must describe:

- (a) any significant disparities in enrollment levels or outcomes for minority individuals during PYs 2015 and 2016;
- (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.

E. Organizational Structure, Monitoring and Audits (Uniform Administrative Guidance 2 CFR 200). Grantees must describe their SCSEP organizational structure, including:

- (a) An identification of the grant'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.