

Senior Community Service Employment Program (SCSEP) Program Narrative Instructions Program Year 2021

All grantees must provide a program narrative that concisely covers the areas below. As indicated in the Training and Employment Guidance Letter, national grantees may also provide any updates to the statement of work that were included in the grant award documents following the PY 2020 National Competition. State grantees may also provide any updates to the SCSEP portion of the PY 2020 State Plan.

1. **Services to Minorities (OAA Title V, Section 515).** Grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. 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 in terms of outcomes only. Using the PY 2019 SCSEP Minority Report (the Outcome section of Volume II of the report was distributed to grantees via email on March 4, 2021 for PY 2021 grant planning purposes; the Participation section of Volume II will be sent to grantees around the end of April), as well as SPARQ and InfoSPACE data for PY 2020, grantees must describe any significant disparities in enrollment levels or performance outcomes for minority individuals identified in the PY 2019 report, the extent to which those disparities existed in prior years, and the extent to which they continue to exist. Include:
 - a. The factors that may have caused these disparities in enrollment and outcomes; and
 - b. The steps you have already taken and/or plan to take to address any under-service or disparities in outcomes for minorities.

2. **Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance (2 CFR part 200).** Describe the structure of your SCSEP project and explain how you will effectively manage any subprojects. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:
 - a. A description of your SCSEP key staff, including experience implementing SCSEP, primary responsibilities, and the amount of time each individual is assigned to the grant. If you have sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their level of experience implementing SCSEP;
 - b. A legible SCSEP organizational chart (may be an attachment) that depicts key SCSEP staff and includes sub-recipients or local affiliates involved in implementing the grant (including host agencies).
 - c. A description of how you ensure that policies, procedures, and other important information are communicated and implemented throughout the program, and a description of how training will be provided to local staff, sub-recipients, or affiliates; and
 - d. A description of how you will monitor projects for program and financial compliance, including audit plans and how you will transfer participants if new providers are selected to serve in the State.