

**Senior Community Service Employment Program (SCSEP) Program Narrative
Instructions – SCSEP State and Territory Grantees**

All SCSEP state and territory grantees must provide a program narrative that concisely covers the areas below. State and territory grantees may use PY 2020 State Plan submissions to provide the following if it meets the criteria below. State and territory grantees that submitted WIOA Combined State Plans and SCSEP stand-alone plans may copy and paste that portion of their State Plan and attach it as applicable.

1. **Services to Minorities (OAA Title V, Section 515)**. 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. All other grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. Using the PY 2022 SCSEP Minority Report (an interim report was distributed to grantees via email on March 12, 2020 for PY 2024 grant planning purposes), as well as GPMS and InfoSPACE data for PY 2023, grantees must describe:

Any significant disparities in enrollment levels or performance outcomes for minority individuals identified in the PY 2022 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 years of experience implementing SCSEP;
- b. A 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.