

U. S. Department of Labor
Employment and Training Administration
Senior Community Service Employment Program
Program Narrative Instructions – All SCSEP Grantees

All SCSEP grantees must provide a Program Narrative that concisely covers the areas below. As approved in OMB Control Number 1205-0040 (expiration date 7/31/2027), state and territorial grantees may use this opportunity to update information that was provided in their PY 2024 State Plan submissions. National Grantees may update information that was provided in their responses to the 2024 Funding Opportunity Announcement (FOA).

1. **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.