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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION SCSEP |
| | CORRESPONDENCE SYMBOL OWI -DAS |
| | DATE May 10, 2011 |

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 25-10**

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM (SCSEP) GRANTEEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Program Year 2011 Planning Instructions and Allotments for
SCSEP Grant Applicants

1. **Purpose.** This guidance provides SCSEP grant applicants with application instructions, procedures, and allotments for Program Year (PY) 2011 funds, with a period of performance beginning July 1, 2011.
2. **References.** For additional information, see:
 - 2006 Older Americans Act Amendments (OAA), (P.L. 109-365; 42 U.S.C. 3056 et. seq. 20 C.F.R. part 641)
 - SCSEP Final Rule (75 Fed. Reg., No. 169, 53785; September 1, 2010)
 - “Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility,” Training and Employment Guidance Letter (TEGL) 12-06
 - “2011 Federal Poverty Guidelines,” TEGL 18-10
 - Priority of Service for Covered Persons (Final Rule 20 CFR Part 1010, 73 Fed. Reg. 78132, Dec. 19, 2008)
 - The Americans with Disabilities Act (ADA), as amended (P.L. 110-325)
 - SCSEP Performance Data Collection Approval (OMB No. 1205-0040)
 - Jobs for Veterans Act (JVA) (P.L. 107-288)
3. **Background.** A “planning guidance” TEGL is released each year to assist all SCSEP grant applicants in preparing their application for the annual OAA Title V appropriation (P.L. 109-365 USC 3056 et. seq.; 20 CFR part 641).
4. **Overall Approach.** PY 2011 funding for SCSEP is significantly less than PY 2010 funding. Therefore, the Department requests that applicants address their management strategies for

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| REVISIONS TEGL 28-09 | EXPIRATION DATE June 30, 2012 |
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dealing with the reduced PY 2011 funding, with an overall goal of ensuring the least disruption possible to SCSEP participants.

Individual participant durational limits will come into effect for the first time on July 1, 2011. Applicants will have the opportunity to adjust their recently-approved durational limit policy and to describe transition planning and service strategies during PY 2011 for participants who will reach their individual durational limits in PY 2011. It is especially important that applicants develop a thoughtful overall strategy of participant training and transition, whether to employment or other services.

This year's approach also addresses continuing efforts toward increased minority enrollments and employment outcomes. In addition, grantees will be asked to submit termination and grievance policies that are required by current regulations.

5. **Grant Application Procedural Requirements.** All SCSEP grant applicants must submit a grant application package in order to receive PY 2011 funding. The Grant Officer will not approve a grant application that fails to provide any of the required information outlined in this guidance. The Department requires the following items in the grant application package:

Program Narrative (Attachment B). Applicants must provide a narrative in accordance with the description in Attachment B.

Programmatic Assurances (Attachment C). Applicants must submit signed programmatic assurances that reflect standard grant management requirements.

Optional Special Requests (Attachment D). Additional optional narratives, described in Attachment D, are required from applicants with special requests in one or more of the following areas:

- Waiver for additional funds for training and supportive services
- Administration cap increase
- Extension of maximum project duration
- On-the-job experience (OJE) training option
- Cross-border agreements

Budget Forms (Attachments E-G). A signed Application for Federal Assistance SF-424, a SF-424A Budget Information Form, and a detailed budget narrative must be submitted. These forms and instructions can be found in Attachments E through G.

Applicants should not include manuals and operating procedures in the application. Federal Project Officers (FPOs) may request these separately as needed. When the Grant Officer returns the PY 2011 grant agreement for the applicant's signature, it will incorporate the programmatic assurances and the grant narrative as the Scope of Work.

Geographic Areas to Be Served. List the cities and counties where you will operate the grant. Include the number of SCSEP authorized positions that you will establish in each jurisdiction with PY 2011 funds. Applicants serving a city, as well as its surrounding counties or jurisdictions, must list authorized positions in the surrounding counties and jurisdictions. This information can be submitted in an Excel spreadsheet as a separate attachment, and will also serve to provide information for Item 14 on the Form SF-424.

6. **PY 2011 Program Allotments.** See Attachments A-1 through A-5 for funding levels and authorized positions.
7. **Schedule and Action Requested.** Applicants must comply with the following:
 - Provide grant application forms SF-424 and SF-424A with narrative to the State Office on Aging (if not the grantee) and Area Agencies on Aging (AAAs) no later than the date of submission to the Department.
 - Submit the PY 2011 grant application to the Department of Labor (DOL), Employment and Training Administration, Office of Workforce Investment, Division of Adult Services no later than **Monday, June 6, 2011**. Applicants are encouraged to submit their applications as soon as possible.
8. **Method of Submission.** Applicants must submit electronic copies of the items listed in section 5 of this TEGL. Materials should be sent via email to grants.scsep2011@dol.gov with an electronic copy to the applicant's FPO (Attachment I). If an applicant is unable to submit electronically, the applicant must submit hard copy applications by fax to (202) 693-3817, or by overnight delivery to the address below:

Alina Walker
Division of Adult Services
U.S. Department of Labor
200 Constitution Avenue, NW
Room S-4209
Washington, D.C. 20210-0001

Please note that all application packages must have an electronic or actual date stamp no later than **Monday, June 6, 2011**. Applicants requiring receipt verification for grant documents from the grant email box should use the Return Receipt Request under "Options" in their email program.

9. **Grant Application Intergovernmental Review.** In accordance with section 502(d) of the 2006 Amendments to the OAA, applicants must share applications on an intrastate basis and provide appropriate AAAs with copies of the SF-424, Application for Federal Assistance, a summary of project locations, and an explanation of services that the applicant will provide in each state. In addition, state applicants should follow procedures established by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, unless the state SPOC has waived this requirement. Applicants should include documentation supporting these requirements with the grant application.

10. Eligibility Review/Responsibility Review/Grant Application Review. DOL will conduct a grant application review as provided at section 514 of the 2006 OAA Amendments and 20 CFR 641.430-440 of the current regulations. DOL will not issue final approval for PY 2011 funding if the grantee:

- Fails to meet the eligibility tests of section 514(c) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.430 of the current regulations.
- Fails to meet the responsibility tests of section 514(d) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.440 of the current regulations.
- Fails to submit the materials listed in this TEGL.

11. Inquiries. Questions may be directed to the applicant's FPO.

12. Attachments.

Attachment A: Funding Allocations and Authorized Positions
Attachment B: Program Narrative Instructions
Attachment C: Programmatic Assurances
Attachment D: Optional Special Requests (Waivers)
Attachment E: SF-424 Instructions
Attachment F: SF-424
Attachment G: SF-424A
Attachment H: List of Federal Project Officers (FPOs)