

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI
	DATE April 6, 2016

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-15

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM STATE AND TERRITORIAL GRANTEEES

FROM: PORTIA WU 
Assistant Secretary

SUBJECT: Program Year 2016 Grant Plan Instructions and Allotments for Senior
Community Service Employment Program (SCSEP) State and Territorial Grant
Applicants

1. **Purpose.** To provide SCSEP state and territorial grant applicants with application instructions, procedures, and allotments for Program Year (PY) 2016 funds, with a period of performance beginning July 1, 2016.

2. **References.**

- Consolidated Appropriations Act, 2016 (Pub. L. 114-113);
- 2006 Older Americans Act (OAA) Amendments (Pub. L. 109-365, 42 U.S.C. 3056 *et. seq.*);
- SCSEP Final Rule (20 CFR 641; September 1, 2010);
- SCSEP Final Rule, Additional Indicator for Volunteering (77 FR. 4654, Jan. 31, 2012);
- Training and Employment Guidance Letter (TEGL) No. 12-06, "*Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility*;
- TEGL No. 12-15, "*2016 Federal Poverty Guidelines for the Senior Community Service Employment Program (SCSEP) Grants*;
- TEGL No. 15-14, Implementation of the New Uniform Guidance Regulations;
- Americans with Disabilities Act (ADA), as amended (Pub. L. 110-325, 42 U.S.C. 12101 *et. seq.*);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040);
- Jobs for Veterans Act (JVA) (Pub. L. 107-288)

3. **Background.** Under the OAA Title V, the Employment and Training Administration (ETA) provides annual grants to state and territorial grantees for all 56 state and territories. ETA releases grant plan guidance each year to provide funding and authorized position amounts and to assist SCSEP grantees in preparing their application for the annual OAA Title V appropriation (P.L. 114-113).

RESCISSIONS TEGL No. 25-14	EXPIRATION DATE Continuing
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4. **Overall Approach.** This year, ETA is streamlining the grant application requirements. In addition to the required application and budget documents, state and territorial grantees must submit, at minimum, information on their Organizational Structure, Monitoring activities, Audits, and service to minorities. Provision of this information will suffice to fulfill Attachment B's requirement for a program narrative. Grantees must submit all documents listed in this TEGL, and have the option to revise and/or update programmatic policies.
5. **PY 2016 Program Allotments.** See Attachment A for PY 2016 funding levels and authorized positions. Note that PY 2016 funding for SCSEP continues the same level as funding for PY 2015.
6. **Grant Application Requirements.** SCSEP state and territorial grantees must submit a complete grant application package in order to receive PY 2016 funds. The ETA Grant Officer will not approve a grant application that fails to provide all of the required information outlined in this guidance, including the following items.

Application and Budget Forms. Grantees must submit current versions of the SF-424 Application for Federal Assistance and the SF-424A Budget Information Form, including the non-Federal share of at least 10 percent of the total cost (OAA Sec.502(c)(1)). These interactive documents and instructions are available at:

- a. Instructions: <http://www.grants.gov/fi/web/grants/form-instructions/sf-424-instructions.html>
- b. SF 424: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf,
- c. SF 424A: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>.

The budget narrative submission must provide a detailed description of costs associated with each line item on the SF 424A. It must also include a description of leveraged resources provided to support grant activities. Grantees choosing to use in-kind contributions, such as the supervisor's time at a host agency for leveraged resources, must submit the forms used to document and describe the process for calculating the in-kind contributions. Grantees do not need to include manuals and operating procedures.

Geographic Areas to Be Served. In Item 14 on the SF-424, we require a list of the "Areas Affected by Project." Each grantee must list the states and counties the grant will serve, and must use www.scseped.org to obtain that information. Grantees can export the data for their service area(s) to an Excel spreadsheet and attach the list to your SF-424 as a separate document.

Services to Minorities (Older Americans Act 2006, as amended, Section 515). SCSEP grantees must describe in detail efforts to serve individuals from minority populations. State and territory grantees are required to provide this information as prescribed in the Program Narrative in Attachment B.

Programmatic Assurances (Attachment C). Grantees should review the programmatic assurances in Attachment C that reflect standard program requirements based on the SCSEP authorizing statute and its regulations at 20 CFR Part 641. Grantees need to submit a signed copy of these assurances; these assurances will be attached to each grantee's award document.

Optional Requests (Attachment D). Grantees may submit optional requests as described in Attachment D. Each grantee's current Individual Durational Limit (IDL) policy remains in effect until the grantee requests a change. All other optional special requests expire at the end of the PY 2015. Your budget and budget narrative must reflect cost and activities outlined in any requests for additional training and supportive services and/or increase in administrative costs. If granted, ETA will provide written approval for all optional requests.

7. Submission Requirements and Methods. Grantees must:

- a) Submit the PY 2016 grant application to ETA no later than May 20, 2016. ETA encourages grantees to submit their applications earlier, if possible.
- b) Submit the following documents to the State Office on Aging (unless the grantee is the State Office on Aging): program narrative (included in Attachment B), SF-424, SF-424A with budget narrative, and list of the states and counties the grantee will serve based on www.scseped.org. Provide the information no later than May, 20, 2016.
- c) Submit the required PY 2016 grant plan documents described in Section 6 via email to grants.scsepdocs@dol.gov, with an electronic copy to the grantee's Federal Project Officer (FPO). If a grantee is unable to submit electronically, the grantee may submit hard copy applications by fax to (202) 693-3015, or by overnight delivery to:

Steven Rietzke, Chief
Division of National Programs, Tools, and Technical Assistance
U.S. Department of Labor
200 Constitution Avenue, NW
Room C-4510
Washington, D.C. 20210-0001

All application packages must have an electronic or physical date stamp no later than **May 20, 2016**. Grantees requiring receipt verification from the grant email box should use the Return Receipt Request function when sending their email.

- 8. Responsibility Review/Grant Application Review.** ETA will review grant applications as provided in the SCSEP regulations at 20 CFR 641.430-440. ETA will not issue final approval for PY 2016 funding if the grantee:
- a. Fails to meet the responsibility conditions as provided in 20 CFR 641.440.
 - b. Fails to submit the required materials listed in this TEG.

9. **Inquiries.** Please direct questions to your FPO.

10. **Attachments.**

- Attachment A: Funding Allocations and Authorized Positions
- Attachment B: Program Narrative
- Attachment C: Programmatic Assurances
- Attachment D: Optional Special Requests

Attachment A

USDOL/ETA

**Senior Community Service Employment Program
PY 2016 Authorized Positions and Funding*
for State Agencies and Territories, by State**

States	Positions	Dollars	10% Match
State Agencies			
Alabama	165	\$1,599,492	\$177,721
Alaska	190	1,846,110	205,123
Arizona	118	1,148,534	127,615
Arkansas	162	1,571,307	174,590
California	764	7,405,577	822,842
Colorado	90	873,731	97,081
Connecticut	97	944,193	104,910
Delaware	190	1,846,110	205,123
District of Col	52	500,281	55,587
Florida	525	5,094,417	566,046
Georgia	198	1,916,572	212,952
Hawaii	190	1,846,110	205,123
Idaho	47	459,622	51,069
Illinois	347	3,361,047	373,450
Indiana	233	2,261,836	251,315
Iowa	114	1,106,257	122,917
Kansas	91	880,777	97,864
Kentucky	169	1,641,769	182,419
Louisiana	150	1,458,567	162,063
Maine	55	535,513	59,501
Maryland	123	1,190,811	132,312
Massachusetts	194	1,881,340	209,038
Michigan	297	2,881,903	320,211
Minnesota	211	2,050,450	227,828
Mississippi	110	1,071,025	119,003
Missouri	220	2,135,004	237,223
Montana	56	542,558	60,284
Nebraska	68	662,345	73,594
Nevada	47	459,622	51,069
New Hampshire	47	459,622	51,069
New Jersey	251	2,437,991	270,888
New Mexico	50	486,189	54,021
New York	589	5,707,438	634,160
North Carolina	233	2,261,836	251,315
North Dakota	54	521,420	57,936
Ohio	389	3,769,727	418,859
Oklahoma	143	1,388,105	154,234
Oregon	131	1,268,320	140,924
Pennsylvania	477	4,622,320	513,591
Puerto Rico	122	1,183,765	131,529
Rhode Island	48	465,051	51,672
South Carolina	121	1,176,718	130,746
South Dakota	62	598,929	66,548
Tennessee	182	1,761,555	195,728
Texas	494	4,791,429	532,381
Utah	60	577,790	64,199
Vermont	49	479,142	53,238
Virginia	193	1,874,294	208,255
Washington	132	1,275,366	141,707
West Virginia	100	972,379	108,042
Wisconsin	228	2,212,513	245,835
Wyoming	47	459,622	51,069
State Agencies Total	9,475	\$91,924,401	
Territories			
American Samoa	101	974,891	108,321
Guam	101	974,891	108,321
Northern Marianas	34	324,965	36,107
Virgin Islands	101	974,891	108,321
Territories Total	337	\$3,249,638	

* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

**PROGRAM NARRATIVE INSTRUCTIONS
FOR PROGRAM YEAR 2016 FUNDS**

Content: State and territory grantees must provide a narrative that covers the following areas:

1. Services to Minorities (Older Americans Act, 2006 as amended, Section 515). State and Territory* Grantees must describe efforts to serve individuals from minority populations. Using the PY 2014 SCSEP Minority Report and SPARQ and InfoSPACE data for PY 2015, describe:

1. Changes in enrollment levels or outcomes for minority individuals during PYs 2014 and 2015 year-to-date;
2. The factors that may have caused these changes in enrollment and outcomes; and
3. The steps you will take to address under-service or disparities in outcomes for minorities.

*The Minority Report does not have participation and enrollment data for three overseas territories and USVI; these four grantees will answer the questions about their outcomes only.

2. Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance 2 CFR 200) as an attachment to SF-424, Item f. Applicants must:

- (a) Identify the grant's key staff; briefly identify their primary responsibilities and the amount of time assigned to the grant. Include an organizational chart, as an attachment, depicting key staff.
- (b) Indicate whether the applicant has sub-recipients or local affiliates implementing the grant.
- (c) Describe how the grantee ensures that policy and other important information is communicated and implemented throughout the program area.

PROGRAMMATIC ASSURANCES FOR PY 2016 FUNDS

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

You agree to:

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL No. 12-06, to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area.
- Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA).
Individuals with priority include those who:
 - Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before non-covered persons);
 - Are 65 years or older;
 - Have a disability;
 - Have limited English proficiency;
 - Have low literacy skills;
 - Reside in a rural area;
 - Have low employment prospects;
 - Have failed to find employment after utilizing services provided through the One-Stop Delivery System;
 - Are homeless or are at risk for homelessness.

Assessment

- Assess participants at least twice per 12-month period.
- Use assessment information to determine the most appropriate community service assignments (CSAs) for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to transition to other services.
- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by DOL in the grant agreement and only

when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment (CSA)

- Base the initial CSA on the assessment done at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at CSA through annual monitoring.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Maintenance of Effort:* Ensure that CSAs do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that CSAs do not:
 - Displace currently-employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
 - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
 - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

- Provide orientations for its participants and host agencies, including information on:
 - Project goals and objectives
 - Participant rights and responsibilities
 - CSAs
 - Training opportunities
 - Available supportive services
 - Availability of free physical examinations
 - Host agencies

- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
- SCSEP goals and objectives
 - Grantee and local project roles, policies, and procedures
 - Documentation requirements
 - Holiday and sick leave
 - Assessment process
 - Development and implementation of IEPs
 - Evaluation of participant progress
 - Health and safety issues related to each participant’s assignment
 - Role of supervisors and host agencies
 - Maximum individual duration policy, including the possibility of a waiver, if applicable
 - Termination policy
 - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers’ compensation and other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Establish written policies relating to compensation for scheduled work hours during which the participant’s host agency is closed for Federal holidays.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers’ Compensation

- Make all required payments for participant payroll and pay workers’ compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers’ compensation costs for participants.

Durational Limits

Maximum Average Project Duration – 27 Months

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

Maximum Individual Participant Duration – 48 Months

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets extension criteria.

- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant’s maximum enrollment duration has expired.

Termination Policies

- Provide a 30-day written notice for all terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment for:
 - Provision of false eligibility information by the participant
 - Incorrect initial eligibility determination at enrollment
 - Income ineligibility determined at recertification
 - Participant has reached individual durational limit
 - Participant has become employed while enrolled
 - IEP-related termination
 - Cause (must be approved by the ETA prior to implementation)

Equitable Distribution

- Comply with the equitable distribution (ED) plan for each state in which grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.
- Comply with the authorized position allocations /ED listed in www.scseped.org.
- Collaborate with all grantees authorized to serve in your state to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits, and provides this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the FPO approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients’ and local project operators’ skills, knowledge, and abilities.

- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipients and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that SCSEP may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce investment boards, American Job Centers (One-Stop Centers), vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees should give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored separately by grantee or sub-recipient from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media, *e.g.*, personal identification numbers (PINs) and SPARQ logins.
- Ensure that the ETA/SCSEP national office is immediately notified by grantee in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under its grant comply with all SPARQ access and security rules.

Documentation

- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and recertifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances, *e.g.*, TEGs, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice.
- Ensure data are entered directly into the WDACS/SPARQ.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

ATTACHMENT C

If any box is not checked, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to those standard grant requirement(s).

By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.

Signature of Authorized Representative

Date

PY 2016 OPTIONAL SPECIAL REQUESTS

Grantees with special requests in one or more of the following areas must submit each request in a separate, clearly-titled document. Requests must adhere to the statute and regulations, and provide a substantive rationale, such as improved program management, better service to participants, or least disruption possible to participants.

1. **Change 48-Month Individual Durational Limit (IDL) Waiver Options.** *(Submit only if you are requesting a change.)* To change your current IDL policy, you must request and receive Departmental approval for one of the following IDL policies. If you are changing your policy to make it more restrictive, it must have an effective date of at least 120 days after written approval.

If you propose to change your existing IDL policy, you must describe:

- a) Your currently-approved IDL policy.
- b) Which of the options below you propose to adopt:
 - i. *Option 1:* No extensions to any participants; all participants exit at 48 months.
 - ii. *Option 2:* Extensions to every participant who meets at least one of the seven waiver factors.
 - iii. *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors, and/or extensions are limited to one-time only.
- c) A reasonable transition plan that addresses when and how you will notify participants of the change, and the planned activities to prepare participants for exit from the program.

2. **Additional Funds for Participant Training and Supportive Services (ATSS) – Older Americans Act (OAA), Section 502(c)(6)(C).** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like exercise this option.)* The 2006 Amendments to the OAA permit an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use not less than 65 percent of program funds for participant's wages and fringe benefits, so that up to an additional 10 percent of funds are available for training and supportive services that directly benefit participants.

If you wish to request the use of additional funds for training and supportive services for PY 2016, you must provide:

- a) A description of the activities for which the grantee will spend the grant funds described in paragraphs (a)(3) and (a)(4) of Federal Regulations - 641.874;
- b) Description of how the provision of such activities will improve the effectiveness of the project, including:
 - o An explanation of whether any displacement of eligible individuals or limitation of positions for such individuals will occur.
 - o Information on the number of individuals to be displaced and of positions to be eliminated.
 - o Clarification of how the activities described will improve employment outcomes for the individuals served.

- c) A proposed budget and work plan for the activities, including a detailed description of how the funds will be spent on the activities described in paragraphs (a)(3) and (a)(4) of Federal Regulations -- 641-874. The budget and work plan should detail both the additional training and support services that will be provided to SCSEP participants and the associated cost for each activity. Please ensure that items discussed in the work plan are included clearly in the budget or budget narrative.
- d) Grantees with approved requests for ten percent additional funds may choose to apply the provision unilaterally for all sub recipients, or to individual sub-recipients but need not provide this opportunity to all their sub recipients. If the grantee applies this provision to their sub recipients, the grantee should provide a detailed description on how the funds will be allocated, include a detailed budget, and work plan for each sub recipient, if they are not applying the provision unilaterally.

Please also note grantees must pay participant wages and fringe benefits for participants who are engaged in this training out of the "10% ATSS" funds, per OAA 502(c)(6)(C) and 20 CFR 671.874(a)(3). Also please note that under those same statutory and regulatory provisions, grantees may not use these "10% ATSS" funds to pay for any administrative costs. The SF-424A and budget narrative must reflect the cost of the specific training and supportive services activities that you will provide if your request is approved. If this optional special request is not approved, you will need to submit a revised SF424A and budget narrative to reflect costs without this waiver.

3. Increase in Administrative Cost Limitations – 20 CFR 641.870. *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* The Department may authorize an increase in the amount available for administrative costs to not more than 15 percent if it determines that it is necessary to carry out the project, and if you demonstrate *one* of the following:

- a) You are incurring major administrative cost increases in necessary program components.
- b) The number of community service assignment positions or eligible minority individuals participating in the project will decline if administrative costs are not increased.
- c) The project size is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of project funding.

4. Extension of Average Project Duration – OAA Section 502(b)(1)(C)(ii). *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* The maximum average project duration based on overall participation is 27 months, but you may request permission from the Department to increase your maximum average project duration to 36 months. Your request must include:

- a) A statement of your current average duration and an estimate of your average duration for the coming program year.
- b) A description of your efforts to achieve an average duration of 27 months.
- c) The exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations:
 - i. High rates of unemployment, poverty, or participation in the program of block grants to states for temporary assistance for needy families established under part A of title

- IV of the Social Security Act, in the areas served by you, relative to other areas of the state or nation;
- ii. Significant downturns in the economy of an area served by you or in the national economy;
- iii. Significant numbers or proportions of participants with one or more barriers to employment (including “most-in-need” individuals as described in 20 CFR 641.710(a)(6)) served by you, relative to such numbers or proportions for grantees serving other areas of the state or nation;
- iv. Changes in Federal, state, or local minimum wage requirements; or
- v. Limited economies of scale for the provision of community service employment and other authorized activities in the areas served by you.

5. **On-the-Job Experience (OJE) Training Option.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* If you wish to utilize OJE, you must meet the requirements stipulated in Older Worker Bulletin 04-04. You must provide a copy of your OJE policy and sample contracts to the Department for approval before you can exercise this option.
6. **Cross-Border Agreements 20 CFR 641.515(c).** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee slots, and must be submitted for Departmental approval.
7. **Rotation Policy 20 CFR 641.575.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. You must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that it will further the acquisition of skills listed in the individual employment plan (IEP).