

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 GRANTEES

FROM: PORTIA WU /s/
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 TEG, 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/apply/forms/sample/SF424_2_1-V2.1.pdf
- b. SF 424: <http://www.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- c. SF 424A: <http://www.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
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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 TEGL.

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