

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> SCSEP
	<b>CORRESPONDENCE SYMBOL</b> OWI
	<b>DATE</b> December 30, 2016

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-15,  
Change 3

**TO:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
(SCSEP) NATIONAL GRANTEES

**FROM:** PORTIA WU   
Assistant Secretary

**SUBJECT:** Revised Program Year 2016 Planning Instructions and Allotments for  
SCSEP National Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) Change 3 provides the newly awarded national and set-aside SCSEP grantees with the allocations and the process and procedures for requesting Optional Special Requests (OSR) for the third and fourth quarters of Program Year (PY) 2016.

2. **References.**

- Funding Opportunity Announcement, FOA-ETA-16-04, March 15, 2016; Amendment One to FOA-ETA-16-04, March 21, 2016; Reopening of Funding Opportunity Announcement, FOA-ETA-16-04-A, June 23, 2016;
- TEGL 18-15, *Program Year 2016 Grant Plan Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State and Territorial Grant Applicants*, April 6, 2016;
- TEGL 18-15 Change 1 (June 20, 2016) and Change 2 (August 25, 2016), *Revised Program Year 2016 Planning Instructions and Allotments for SCSEP National Grantees*;
- TEGL 12-15, *2016 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants*, February 16, 2016;
- Consolidated Appropriations Act, 2016 (Pub. L. 114-113), December 18, 2015;
- 2006 Older Americans Act Amendments (OAA), P.L. 109-365, 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 75 FR 53785 (September 1, 2010);
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* December 28, 2006;
- Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, 2 CFR 200; also 2 CFR 2900;

<b>RESCISSIONS</b> TEGL 25-14	<b>EXPIRATION DATE</b> June 30, 2017
----------------------------------	---

- TEGL 10-09, *Implementing Priority of Service for Veterans and Eligible Spouses in All Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor*, November 10, 2009;
- Training and Employment Notice (TEN) 15-10, *Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)*, November 10, 2010;
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040);
- Priority of Service for Covered Persons: Final Rule, 20 CFR Part 1010, (December 19, 2008).

3. **Background.** TEGL 18-15, Changes 1 and 2 provided the allocations and necessary planning instructions for the current national grantees for the first and second quarters of PY 2016. This Change 3 contains the funding allocations, necessary planning instructions, and procedures for requesting Optional Special Requests (OSR) for the third and fourth quarters of PY 2016.

SCSEP funds are competitively awarded to national non-profit agencies and renewed annually for four years (subject to annual appropriations), with an optional one-year extension. On March 15, 2016, DOL announced the opening of a Funding Opportunity Announcement (FOA) for the national portion of SCSEP. ETA reopened the SCSEP FOA period through the closing date of July 25, 2016, to help ensure adequate coverage of the necessary geographic areas and associated participant slots, with an anticipated implementation date of January 1, 2017. ETA announced the results of the 2016 competition on October 20, 2016.

To ensure sufficient time for grantees to effectively transition participants from one grantee to another, particularly in light of the holiday season, ETA extended the implementation date to February 1, 2017. Throughout this transition period, it is essential for grantees to continue to provide vital program services for participants in order to minimize disruption. National grantees who had an award during PY 2015 will continue SCSEP services through January 31, 2017. Successful awardees under the PY 2016 competition will begin providing services to participants in newly awarded authorized positions on February 1, 2017, which is the effective date for all participant transfers.

4. **Overall Approach.** ETA issued new grants to current national and set-aside grantees for the first and second quarters of PY 2016 to continue services to their currently authorized positions in their current areas. Current grantees have received prorated funding for January 1-31, 2017 through a modification (Attachment A). Funding for the remainder of PY 2016 (February 1- June 30, 2017) was allocated based on the results of the grant competition as announced on October 20, 2016 and according to the allotment table in Attachment B. All current national grantees received awards under the PY 2016 competition, along with four new national grant awardees. The current grantees had their PY 2016 grants further modified to reflect the funding and authorized positions awarded under the competition, covering the time period from February 1-June 30, 2017. The modification documents provided by the Grant Officer included additional details and instructions for submitting revised grant documents to reflect the actual awarded funding amounts. The four newly awarded national grantees received new grants covering the date of award through June 30, 2017. As noted above, these

grantees will begin services to participants in their awarded authorized positions on February 1, 2017.

ETA issued instructions to grantees for requesting additional funding to support transition activities during the period prior to February 1, 2017. This funding is limited and may only be used for essential administrative cost items related to transition activities. The Grant Officer will issue any modifications adding additional transition funding if approved.

**5. Notice of Award (NOA).** The Grant Officer has issued NOAs modifying the current national grantees' PY 2016 grants with allocation amounts for the third and fourth quarters of PY 2016. The Grant Officer has also issued NOAs to the four new grantees with allocation amounts for February 1- June 30, 2017.

**6. PY 2016 Program Allotments.** There are two program allotment attachments for funding amounts and authorized positions. Attachment A is for the funding amounts and authorized positions for January 1- 31, 2017. Attachment B is for the funding amounts and authorized positions for the remaining five months covering February 1 – June 30, 2017, including all approved position swaps. Grantees must submit modification requests for any such changes in slot allocations.

**7. Action Requested.** The NOA from the Grant Officer specified conditions for grantees to submit specific documentation, including submitting Optional Special Requests (OSR). See Attachment C for specific instructions on submitting OSRs. Current and new national grantees must submit the documentation and any additional documentation for OSRs 30 days from the receipt of the NOA. However, any prior approved OSRs that were in effect during the first and second quarters can remain in effect through January 31, 2017. If a grantee wishes to add or change any OSRs for the month of January 2017, they will need to submit this documentation two weeks after the publication of this TEGl to be reviewed and approved.

Please note, all grantees (current and new) must request any OSR needed for February 1-June 30, 2017 as specified in the NOAs, along with all applicable documentation.

**8. Inquiries.** Please direct questions regarding these allotments to the appropriate Federal Project Officer. Information on the allotments and planning requirements may also be found in the FOA, available at <http://www.grants.gov/web/grants/view-opportunity.html?oppId=285373>.

**9. Attachments.**

Attachment A: Allocation Table for January 2017

Attachment B: Allocation Table for February 1- June 30, 2017

Attachment C: Optional Special Requests

State	AARP	ABLE	ANPPM	ES	EW	GH	Mature	NAPCA	NCBA	NCOA	NUJL	SER	SSAI	A-4TD	Total
Alabama	0	0	0	189	0	0	0	0	0	0	0	0	456	0	645
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	109	0	113	0	0	118	0	0	0	0	0	0	0	0	340
Arkansas	188	0	0	0	354	0	0	0	92	0	0	0	0	0	634
California	531	0	416	0	287	0	0	90	0	263	0	924	342	0	2,655
Colorado	163	0	0	0	0	0	0	0	0	0	0	189	0	0	352
Connecticut	0	0	0	190	0	0	0	0	0	0	0	0	0	192	383
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	60	0	0	0	0	0	140	0	0	0	0	0	200
Florida	1,323	0	0	0	489	0	0	0	122	0	0	120	0	0	2,054
Georgia	209	0	0	0	437	0	0	0	0	126	0	0	0	0	772
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	168	0	0	0	0	0	0	0	0	0	168
Illinois	67	0	0	158	335	0	0	59	157	0	0	168	364	0	1,288
Indiana	219	0	0	0	251	235	0	0	0	0	0	0	206	0	911
Iowa	159	0	0	0	206	0	0	0	0	0	0	0	81	0	446
Kansas	0	0	0	0	0	0	0	0	0	0	0	343	0	0	343
Kentucky	0	0	0	0	314	0	0	0	0	224	122	0	0	0	660
Louisiana	155	0	140	0	173	0	0	0	0	64	0	0	0	0	532
Maine	0	215	0	0	0	0	0	0	0	0	0	0	0	0	215
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	479	0	479
Massachusetts	0	204	0	0	0	0	0	50	0	0	128	0	331	0	713
Michigan	364	0	0	0	355	0	0	0	151	0	238	0	0	0	1,108
Minnesota	0	0	0	0	471	0	0	0	0	0	0	0	338	0	809
Mississippi	0	0	0	0	105	0	0	0	78	0	0	0	246	0	429
Missouri	261	0	0	0	576	0	0	0	0	0	0	0	0	0	837
Montana	0	0	0	0	217	0	0	0	0	0	0	0	0	0	217
Nebraska	0	0	0	0	257	0	0	0	0	0	0	0	0	0	257
Nevada	171	0	0	0	0	0	0	0	0	0	0	0	0	0	171
New Hampshire	0	168	0	0	0	0	0	0	0	0	0	0	0	0	168
New Jersey	0	0	0	319	159	0	0	0	0	597	109	0	0	0	984
New Mexico	0	0	0	0	0	168	0	0	0	0	0	0	0	0	168
New York	496	0	0	355	381	0	0	98	0	219	179	0	510	0	2,238
North Carolina	0	0	0	0	0	0	0	0	274	148	0	0	489	0	911
North Dakota	0	0	0	0	209	0	0	0	0	0	0	0	0	0	209
Ohio	268	0	0	135	345	0	509	0	161	0	0	0	100	0	1,518
Oklahoma	148	0	0	0	270	0	0	0	0	0	0	0	0	0	418
Oregon	0	0	0	176	336	0	0	0	0	0	0	0	0	0	512
Pennsylvania	362	0	131	0	194	198	0	0	216	460	101	0	163	0	1,825
Puerto Rico	172	0	0	0	307	0	0	0	0	0	0	0	0	0	479
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	185	0	0	185
South Carolina	201	0	0	0	273	0	0	0	0	0	0	0	0	0	474
South Dakota	0	0	0	0	216	0	0	0	0	0	0	0	0	0	216
Tennessee	0	0	0	0	0	0	0	0	0	165	0	0	548	0	711
Texas	1,099	0	0	0	324	0	0	0	0	0	0	318	131	0	1,872
Utah	0	0	0	232	0	0	0	0	0	0	0	0	0	0	232
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	191	191
Virginia	221	0	0	0	67	231	0	0	0	216	0	0	0	0	735
Washington	268	0	0	0	0	184	0	0	0	0	0	0	0	0	452
West Virginia	0	0	0	0	114	0	0	0	0	277	0	0	0	0	391
Wisconsin	0	0	0	0	329	0	0	0	0	0	0	279	256	0	864
Wyoming	0	0	0	0	168	0	0	0	0	0	0	0	0	0	168
<b>Total</b>	<b>6,954</b>	<b>587</b>	<b>860</b>	<b>1,754</b>	<b>8,687</b>	<b>1,134</b>	<b>509</b>	<b>277</b>	<b>1,391</b>	<b>2,557</b>	<b>877</b>	<b>2,526</b>	<b>5,040</b>	<b>384</b>	<b>33,537</b>

\* Based on cost per position of \$9,098, with enacted minimum wage increase effective 7/24/09

State	AARP	ABLE	ANPPM	ES	EW	GH	Mature	NAPCA	NCBA	NCOA	NULJ	SER	SSAI	A4TD	Total
Alabama	\$0	\$0	\$0	\$152,695	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$368,411	\$0	\$521,106
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	88,067	0	91,304	0	0	95,306	0	0	0	0	0	0	0	0	274,677
Arkansas	151,895	0	0	0	286,000	0	0	0	74,327	0	0	0	0	0	512,222
California	267,432	0	336,126	0	231,870	0	0	72,716	0	212,514	0	746,620	276,309	0	2,143,587
Colorado	131,696	0	0	0	0	0	0	0	0	0	0	152,718	0	0	284,414
Connecticut	0	0	0	153,503	0	0	0	0	0	0	0	0	0	155,671	309,174
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	48,480	0	0	0	0	0	113,107	0	0	0	0	0	161,587
Florida	1,068,919	0	0	0	395,067	0	0	0	98,564	0	0	96,964	0	0	1,659,514
Georgia	168,862	0	0	0	353,056	0	0	0	0	101,813	0	0	0	0	623,731
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	135,729	0	0	0	0	0	0	0	0	0	135,729
Illinois	54,133	0	0	127,650	270,650	0	0	31,510	126,841	0	0	135,749	294,083	0	1,040,616
Indiana	176,941	0	0	0	202,785	189,803	0	0	0	0	0	0	166,431	0	735,960
Iowa	128,464	0	0	0	166,429	0	0	0	0	0	0	277,154	65,441	0	360,334
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	277,154
Kentucky	0	0	0	0	253,683	0	0	0	0	181,001	98,554	0	0	0	533,238
Louisiana	125,232	0	113,119	0	139,768	0	0	0	0	51,714	0	0	0	0	429,833
Maine	0	173,467	0	0	0	0	0	0	0	0	0	0	0	0	173,467
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	386,993	0	386,993
Massachusetts	0	164,591	0	0	0	0	0	40,398	0	0	103,401	0	267,421	0	575,811
Michigan	294,094	0	0	0	286,808	0	0	121,993	0	0	192,260	0	0	0	895,155
Minnesota	0	0	0	0	380,525	0	0	0	0	0	0	0	273,077	0	653,602
Mississippi	0	0	0	0	84,830	0	0	63,017	0	0	0	0	198,748	0	346,595
Missouri	210,875	0	0	0	465,356	0	0	0	0	0	0	0	0	0	676,231
Montana	0	0	0	0	175,316	0	0	0	0	0	0	0	0	0	175,316
Nebraska	0	0	0	0	207,633	0	0	0	0	0	0	0	0	0	207,633
Nevada	138,160	0	0	0	0	0	0	0	0	0	0	0	0	0	138,160
New Hampshire	0	135,546	0	0	0	0	0	0	0	0	0	0	0	0	135,546
New Jersey	0	0	0	257,724	128,458	0	0	0	0	320,791	88,052	0	0	0	795,025
New Mexico	0	0	0	0	0	135,689	0	0	0	0	0	0	0	0	135,689
New York	400,743	0	0	286,809	307,813	0	0	79,179	0	176,960	144,599	0	412,039	0	1,808,142
North Carolina	0	0	0	0	168,853	0	0	0	221,366	119,590	0	0	395,073	0	736,029
North Dakota	0	0	0	109,068	278,729	0	0	0	130,073	0	0	0	80,792	0	168,853
Ohio	216,531	0	0	0	218,135	0	411,235	0	0	0	0	0	0	0	1,226,428
Oklahoma	119,577	0	0	0	0	0	0	0	0	0	0	0	0	0	337,712
Oregon	0	0	0	142,192	271,457	0	0	0	0	0	0	0	0	0	413,649
Pennsylvania	292,478	0	105,847	0	156,734	159,920	0	0	174,507	371,697	81,589	0	131,691	0	1,474,463
Puerto Rico	138,968	0	0	0	248,028	0	0	0	0	0	0	0	0	0	386,996
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	149,486	0	0	149,486
South Carolina	162,398	0	0	0	220,559	0	0	0	0	0	0	0	0	0	382,957
South Dakota	0	0	0	0	174,508	0	0	0	0	0	0	0	0	0	174,508
Tennessee	0	0	0	0	0	0	0	0	0	131,710	0	0	442,740	0	574,450
Texas	887,938	0	0	0	261,763	0	0	0	0	0	0	256,955	105,837	0	1,512,491
Utah	0	0	0	187,435	0	0	0	0	0	0	0	0	0	0	187,435
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	154,058	154,058
Virginia	178,557	0	0	0	54,130	186,573	0	0	174,536	0	0	0	0	0	593,796
Washington	216,531	0	0	0	0	148,612	0	0	0	0	0	0	0	0	365,143
West Virginia	0	0	0	0	92,102	0	0	0	223,827	0	0	0	0	0	315,929
Wisconsin	0	0	0	0	265,802	0	0	0	0	0	0	225,440	206,827	0	698,069
Wyoming	0	0	0	0	135,729	0	0	0	0	0	0	0	0	0	135,729
Total	5,618,491	473,604	694,876	1,417,076	7,018,305	915,903	411,235	223,803	1,123,795	2,066,153	708,455	2,041,084	4,071,913	309,729	27,094,422

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

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2016 Authorized Positions\* for Minority National Sponsors, by State**  
 (January 2017)

State	NAPCA	NICOA	Total
Alabama	0	16	16
Alaska	0	0	0
Arizona	0	144	144
Arkansas	0	0	0
California	259	56	315
Colorado	0	13	13
Connecticut	0	0	0
Delaware	0	0	0
District of Col	0	0	0
Florida	0	9	9
Georgia	0	0	0
Hawaii	0	0	0
Idaho	0	0	0
Illinois	67	0	67
Indiana	0	0	0
Iowa	0	0	0
Kansas	0	0	0
Kentucky	0	0	0
Louisiana	0	0	0
Maine	0	0	0
Maryland	0	0	0
Massachusetts	46	0	46
Michigan	0	0	0
Minnesota	0	34	34
Mississippi	0	0	0
Missouri	0	0	0
Montana	0	0	0
Nebraska	0	0	0
Nevada	0	0	0
New Hampshire	0	0	0
New Jersey	0	0	0
New Mexico	0	53	53
New York	62	0	62
North Carolina	0	22	22
North Dakota	0	17	17
Ohio	0	0	0
Oklahoma	0	138	138
Oregon	0	0	0
Pennsylvania	58	0	58
Puerto Rico	0	0	0
Rhode Island	0	0	0
South Carolina	0	0	0
South Dakota	0	46	46
Tennessee	0	0	0
Texas	60	0	60
Utah	0	7	7
Vermont	0	0	0
Virginia	0	0	0
Washington	61	25	86
West Virginia	0	0	0
Wisconsin	0	33	33
Wyoming	0	0	0
<b>Total</b>	<b>613</b>	<b>613</b>	<b>1,226</b>

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

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2016 Authorized Funding\* for Minority National Sponsors, by State**  
**(January 2017)**

State	NAPCA	NICOA	Total
Alabama	50	\$11,121	\$11,121
Alaska	0	0	0
Arizona	0	100,093	100,093
Arkansas	0	0	0
California	180,028	38,925	218,953
Colorado	0	9,036	9,036
Connecticut	0	0	0
Delaware	0	0	0
District of Col	0	0	0
Florida	0	6,256	6,256
Georgia	0	0	0
Hawaii	0	0	0
Idaho	0	0	0
Illinois	46,571	0	46,571
Indiana	0	0	0
Iowa	0	0	0
Kansas	0	0	0
Kentucky	0	0	0
Louisiana	0	0	0
Maine	0	0	0
Maryland	0	0	0
Massachusetts	31,974	0	31,974
Michigan	0	0	0
Minnesota	0	23,633	23,633
Mississippi	0	0	0
Missouri	0	0	0
Montana	0	0	0
Nebraska	0	0	0
Nevada	0	0	0
New Hampshire	0	0	0
New Jersey	0	0	0
New Mexico	0	36,840	36,840
New York	43,096	0	43,096
North Carolina	0	15,292	15,292
North Dakota	0	11,816	11,816
Ohio	0	0	0
Oklahoma	0	95,922	95,922
Oregon	0	0	0
Pennsylvania	40,315	0	40,315
Puerto Rico	0	0	0
Rhode Island	0	0	0
South Carolina	0	0	0
South Dakota	0	31,974	31,974
Tennessee	0	0	0
Texas	41,705	0	41,705
Utah	0	4,866	4,866
Vermont	0	0	0
Virginia	0	0	0
Washington	42,400	17,377	59,777
West Virginia	0	0	0
Wisconsin	0	22,938	22,938
Wyoming	0	0	0
<b>Total</b>	<b>426,089</b>	<b>426,089</b>	<b>852,178</b>

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

U. S. Department of Labor / Employment & Training Administration  
 Senior Community Service Employment Program

Attachment B-1

PY 2016 Authorized Positions\* for Non-Minority National Sponsors, by State (February - June 2017)

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama				198			0								447			645
Alaska							0											0
Arizona			160	180			0											340
Arkansas	205						0	429										634
California			647				0	482		404	224			396				2,653
Colorado	159						0							193				352
Connecticut							0									383		383
Delaware							0											0
District of Col			60				0		140									200
Florida	1,222						0		441			391						2,054
Georgia	234						0			538								772
Hawaii							0											0
Idaho					168		0											168
Illinois		130		188			89		100									1,288
Indiana	217	69				418	0								392			911
Iowa	161	202					0							83				446
Kansas							0							343				343
Kentucky							292			238		130						660
Louisiana			532				0											532
Maine							0										215	479
Maryland							0								479			479
Massachusetts							0						376		337			713
Michigan					206		0		812			296						1,108
Minnesota							0								603			809
Mississippi							0		180						249			429
Missouri	283					185	0		243					126				837
Montana					217		0											217
Nebraska		257					0											257
Nevada	171						0											171
New Hampshire							0											168
New Jersey				324			0			415		245						984
New Mexico					168		0											168
New York				239			0	100		231		319			561	320	468	2,238
North Carolina							0		193	230					488			911
North Dakota					209		0											209
Ohio	278			144			509		154	161								1,518
Oklahoma				418			0											418
Oregon				512			0											512
Pennsylvania	367		131				0			596		170				360	181	1,825
Puerto Rico	181						0			298								479
Rhode Island							0									185		185
South Carolina							0											474
South Dakota					216		0											216
Tennessee							0											711
Texas	1,097						0		163						548			1,872
Utah				232			0							339	436			711
Vermont							0										191	191
Virginia	237						0											237
Washington						279	0			219								735
West Virginia	272					180	0											452
Wisconsin							0		391									391
Wyoming					168		0								251			864
Total	5,084	658	1,530	2,435	1,184	2,357	509	971	2,692	3,884	224	1,551	544	2,510	5,081	1,268	1,055	33,537

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

U. S. Department of Labor / Employment & Training Administration  
 Senior Community Service Employment Program  
 PY 2016 Authorized Funding\* for Non-Minority National Sponsors, by State (February - June 2017)

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A/MTD	Total
Alabama	\$0	\$0	\$0	\$800,085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,806,253	\$0	\$0	\$2,606,338
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	646,533	727,350	0	0	0	0	0	0	0	0	0	0	0	0	0	1,373,883
Arkansas	828,371	0	0	0	0	0	0	1,736,093	0	0	0	0	0	0	0	0	0	2,564,464
California	0	0	2,614,419	0	0	0	0	1,947,682	0	1,632,497	905,147	0	0	3,620,587	0	0	0	10,720,332
Colorado	642,493	0	0	0	0	0	0	0	0	0	0	0	0	779,881	0	0	0	1,422,374
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,547,639	0	0	1,547,639
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	242,450	0	0	0	0	0	566,557	0	0	0	0	0	0	0	0	809,007
Florida	4,937,898	0	0	0	0	0	0	1,784,655	0	0	0	1,575,891	0	0	0	0	0	8,298,444
Georgia	945,555	0	0	0	0	0	0	0	2,173,968	0	0	0	0	0	0	0	0	3,119,523
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	678,860	0	0	0	0	0	0	0	0	0	0	0	0	678,860
Illinois	0	525,311	0	759,677	0	359,634	0	1,571,884	404,684	0	0	0	0	0	1,584,007	0	0	5,205,197
Indiana	876,861	278,819	0	0	0	1,689,067	0	0	0	0	0	0	0	0	336,452	0	0	3,681,199
Iowa	650,574	816,252	0	0	0	0	0	0	0	0	0	0	0	0	355,389	0	0	1,802,215
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	1,386,006	0	0	0	1,386,006
Kentucky	0	0	0	0	0	1,179,922	0	0	0	961,718	0	525,954	0	0	0	0	0	2,665,594
Louisiana	0	0	2,149,724	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,149,724
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	868,779	868,779
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	1,519,353	0	1,935,559	0	0	1,935,559
Michigan	0	0	0	0	0	0	0	3,286,032	0	0	0	1,193,002	0	0	1,361,761	0	0	2,881,114
Minnesota	0	0	0	0	832,412	0	0	0	0	0	0	0	0	0	2,436,622	0	0	4,479,034
Mississippi	0	0	0	0	0	728,431	0	0	0	0	0	0	0	0	0	0	0	3,269,034
Missouri	1,143,556	0	0	0	0	747,553	0	0	983,382	0	0	0	0	0	1,006,168	0	0	1,734,599
Montana	0	0	0	0	876,861	0	0	0	0	0	0	0	0	509,145	0	0	0	3,383,636
Nebraska	0	1,038,498	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	876,861
Nevada	690,982	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,038,498
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Jersey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	690,982
New Mexico	0	0	1,309,230	0	0	0	0	0	0	1,676,946	0	987,451	0	0	0	0	0	678,860
New York	0	0	0	965,759	0	678,859	0	0	0	0	0	0	0	0	0	0	0	3,973,627
North Carolina	0	0	0	0	0	0	0	404,083	0	933,433	0	1,285,701	0	0	2,266,907	1,293,067	1,891,110	9,040,060
North Dakota	0	0	0	0	844,534	0	0	0	781,040	929,392	0	0	0	0	1,971,927	0	0	3,682,359
Ohio	1,123,352	0	0	581,880	0	1,099,105	2,056,784	0	623,213	650,574	0	0	0	0	0	0	0	844,534
Oklahoma	0	0	1,689,068	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,134,903
Oregon	0	0	2,068,907	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,689,063
Pennsylvania	1,482,986	0	529,349	0	0	0	0	0	0	2,408,356	0	685,170	0	0	0	0	0	2,068,907
Puerto Rico	751,391	0	0	0	0	0	0	0	0	1,204,168	0	0	0	0	0	0	0	7,372,749
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,935,559
South Carolina	0	0	0	0	0	1,915,353	0	0	0	0	0	0	0	0	0	0	0	747,554
South Dakota	0	0	0	0	872,820	0	0	0	0	0	0	0	0	0	0	0	0	1,915,353
Tennessee	0	0	0	0	0	0	0	0	0	658,656	0	0	0	0	0	0	0	872,820
Texas	4,432,794	0	0	0	0	0	0	0	0	0	0	0	0	2,211,377	0	0	0	2,873,033
Utah	0	0	0	937,473	0	0	0	0	0	0	0	0	0	1,369,842	1,761,803	0	0	7,564,439
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Virginia	957,677	0	0	0	0	1,127,391	0	0	0	0	0	0	0	0	0	0	771,799	937,473
Washington	1,099,107	0	0	0	0	727,349	0	0	884,943	0	0	0	0	0	0	0	0	771,799
West Virginia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,970,011
Wisconsin	0	0	0	0	0	0	0	0	0	1,579,966	0	0	0	0	0	0	0	1,826,456
Wyoming	0	0	0	0	678,860	0	0	0	0	0	0	0	0	2,477,031	1,014,249	0	0	1,579,966
<b>Total</b>	<b>20,543,597</b>	<b>2,658,880</b>	<b>6,182,475</b>	<b>9,839,429</b>	<b>4,784,347</b>	<b>9,524,233</b>	<b>2,056,784</b>	<b>3,923,649</b>	<b>10,894,087</b>	<b>15,694,597</b>	<b>905,147</b>	<b>6,251,169</b>	<b>2,198,213</b>	<b>10,142,492</b>	<b>20,531,474</b>	<b>5,123,777</b>	<b>4,263,079</b>	<b>135,517,429</b>

\* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09  
 \*\* Funding levels for ABLE, GII, NCOA, and SER changed from Press Release due to some shifts in Authorized Positions for California and Indiana between agencies.

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2016 Authorized Positions\* for Minority National Sponsors, by State**  
**(February - June 2017)**

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	127	127
Arkansas	50	0	0	50
California	0	225	37	262
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	67	0	67
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	99	0	0	99
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	80	0	80
Michigan	0	0	0	0
Minnesota	0	0	21	21
Mississippi	40	0	0	40
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	40	40
New York	0	62	0	62
North Carolina	0	0	0	0
North Dakota	0	0	15	15
Ohio	0	0	0	0
Oklahoma	0	0	96	96
Oregon	0	0	0	0
Pennsylvania	0	58	0	58
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	34	34
Tennessee	0	0	0	0
Texas	35	60	0	95
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	61	0	61
West Virginia	0	0	0	0
Wisconsin	0	0	19	19
Wyoming	0	0	0	0
<b>Total</b>	<b>224</b>	<b>613</b>	<b>389</b>	<b>1,226</b>

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

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2016 Authorized Funding\* for Minority National Sponsors, by State**  
 (February - June 2017)

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	527,698	527,698
Arkansas	207,454	0	0	207,454
California	0	934,401	153,739	1,088,140
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	278,244	0	278,244
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	410,758	0	0	410,758
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	332,232	0	332,232
Michigan	0	0	0	0
Minnesota	0	0	87,257	87,257
Mississippi	165,963	0	0	165,963
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	166,204	166,204
New York	0	257,479	0	257,479
North Carolina	0	0	0	0
North Dakota	0	0	62,326	62,326
Ohio	0	0	0	0
Oklahoma	0	0	398,889	398,889
Oregon	0	0	0	0
Pennsylvania	0	240,868	0	240,868
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	141,273	141,273
Tennessee	0	0	0	0
Texas	145,217	249,174	0	394,391
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	253,327	0	253,327
West Virginia	0	0	0	0
Wisconsin	0	0	78,947	78,947
Wyoming	0	0	0	0
<b>Total</b>	<b>929,392</b>	<b>2,545,725</b>	<b>1,616,333</b>	<b>5,091,450</b>

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

## PY 2016 OPTIONAL SPECIAL REQUESTS

**January 1-31, 2017 funding period:** Optional Special Requests (OSR) already approved for PY 16 grants remain in effect **only** through January 31, 2017. Additional OSR's can be requested for this time period.

**February 1-June 30, 2017 funding period:** There is no carry-over of OSR's from previous PY16 approvals. Therefore, any OSR's for the remainder of PY16 must be requested in accordance with the instructions in each grantee's November 2016 Notice of Award (NOA).

**Instructions:**

*Grantees 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. Any optional special request submitted at this time must provide an appropriate timeline and budget for the remainder of PY 2016.*

**1. Change 48-Month Individual Durational Limit (IDL) Waiver Options – 20 CFR 641.570(b).**

*(Submit only if you are requesting a change, this can be requested any time during the program year or at the beginning of the grant year) To change your current IDL policy, you must request and receive Departmental approval for one of the following IDL policies, as described in SCSEP regulations at 20 CFR 641.570 (b). 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; there can be a limit to the number of times any participant can receive a twelve-month extension.
  - iii. *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors; there can be a limit to the number of times any participant can receive a twelve-month extension.
- 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) – 20 CFR 641.874**

*(Note that this request must be submitted 90 days before the proposed date of implementation, with the Department acting on the request at least 30 days before the implementation date.) The 2006 Amendments to the OAA and 20 CFR 641.874 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 the third and fourth quarters of 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 20 CFR 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 20 CFR 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 and the budget narrative and that the funds requested will also be used to pay wages for those participants who are engaged in this training. If we do not approve this optional special request, you will need to submit a revised SF424A and budget narrative to reflect costs without this waiver.
- 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 its sub recipients, the grantee should provide a detailed description on how the funds will be allocated and include a detailed budget and work plan for each sub recipient, if it is not applying the provision unilaterally.

3. **Increase in Administrative Cost Limitations – 20 CFR 641.870.** The Department may authorize an increase in the amount available for administrative costs to not more than 15 percent, as described in 20 CFR 641.870, 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 – 20 641.570(c).** 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, as described in 641.570(c). 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 – 20 CFR 641.540(c)**. If you wish to use OJE described in 20 CFR 641.540(c), 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. **Rotation Policy - 20 CFR 641.575**. You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency, but must submit that policy to the Department for approval, as described in 20 CFR 641.575. 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).