

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI
	DATE 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 /s/
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;

RESCISSIONS TEGL 25-14	EXPIRATION DATE June 30, 2017
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- 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