

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI DNPTTA
	DATE May 10, 2019

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

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
GRANTEES

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Program Year (PY) 2019 Planning Instructions and Allotments for Senior
Community Service Employment Program (SCSEP) State, Territorial, and
National Grantees

1. **Purpose.** To provide SCSEP state, territorial, and national grantees with the PY 2019 SCSEP allotments and the application instructions for PY 2019 grant submissions.
2. **Action Requested.** To apply for PY 2019 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents to grants.gov within 30 days of publication of this TEGL.
3. **Summary and Background.**
 - a. **Summary.** The Employment and Training Administration (ETA) releases grant planning guidance each program year to advise SCSEP grantees of the number of authorized positions and associated allotments for the program year and ETA's requirements for obligating funding to grantees. This TEGL provides SCSEP state, territorial, and national grantees with the PY 2019 SCSEP allotments and instructions for PY 2019 grant submissions.
 - b. **Background.** SCSEP funds are allocated by a formula set forth in Sec. 506 of the Older Americans Act (OAA), and SCSEP operates on a program year basis from July 1 through June 30 of the following year. The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245, (from this point forward, referred to as "the Act"), Division B, Title I, Secs. 106(b) and 107, allows the Secretary of Labor to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity and 0.75 percent of most operating funds for evaluations. Any funds not utilized for these reserve activities will be distributed by formula to state, territorial and national grantees. In PY 2019, after reducing the appropriation by \$2,712,000 for set asides, \$397,288,000 is available for SCSEP program activities. ETA renews SCSEP state and territorial grant awards on an annual basis and SCSEP national grants on an annual

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basis during non-competitive years, including PY 2019. Each year ETA requires grantees to submit a grant application that includes an SF-424, an SF-424A, the geographic areas served, a detailed budget narrative, a program narrative, signed programmatic assurances, and any optional requests.

4. Annual Grant Guidance.

- a. Program Allotments (Attachment I).** Attachment I details the funding amounts and authorized positions for each grantee in PY 2019. The allotments reflect set asides authorized by the Act.
- b. Grant Application Requirements.** Grantees must submit a complete grant package in order to receive PY 2019 funds. ETA will not obligate funds to any grantee that fails to provide all of the information outlined in this guidance. Additionally, grantees must ensure that the components of the grant application package are consistent with each other.
 - i. Application and Budget Information Form.** Grantees must submit current versions of the SF-424 Application for Federal Assistance and the SF-424A Budget Information Form. Budgets must include the non-Federal share of at least 10 percent of the total cost (OAA Sec. 502(c)(1)). These interactive documents and accompanying instructions are available at the following link¹: <https://www.grants.gov/forms/sf-424-family.html>.
 - ii. Geographic Areas.** Item 14 of the SF-424 requires a list of the “Areas Affected by Project.” Grantees 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 the service area(s) to an Excel spreadsheet and attach the list as a separate document.
 - iii. Budget Narrative (Attachment II).** Grantees must submit a budget narrative that provides the information outlined in Attachment II, including:
 - A detailed description of costs associated with each line item on the SF-424A Budget Information Form;
 - Both the percentage and total dollar amount allocated to participant wages and fringe benefits as described at 20 CFR 641.565;
 - Both the percentage and total dollar amount allocated to administrative costs as described at 20 CFR 641.856; and
 - Infrastructure contributions to the workforce system in accordance with WIOA Sec. 121(h).
 - iv. Program Narrative (Attachment III).** National grantees must provide any updates to the statement of work that was included in the grant award documents following the 2016 National Competition. All grantees must submit a narrative that includes the information outlined in detail in Attachment III, including:
 - SCSEP operation, service delivery, and coordination;
 - Services to minorities; and
 - Organizational structure, monitoring, and audits.

1 Choose the SF-424 and SF-424A that note “Agency Owner” as “Grants.gov”.

v. Programmatic Assurances (Attachment IV). Grantees must review, sign, and submit the programmatic assurances in Attachment IV that outline program requirements based on the OAA and the SCSEP regulations at 20 CFR Part 641. The signatory must be the same individual as the Authorized Representative listed in item 21 of the SF-424.

vi. Optional Requests (Attachment V). Grantees may submit one or more of the optional requests described in Attachment V.

c. Notices of Award. ETA will issue Notices of Award with new grant numbers and allocation amounts to SCSEP grantees for PY 2019.

d. Office of Management and Budget (OMB) Approval. As required by the Paperwork Reduction Act, OMB has reviewed and approved this information collection (OMB Control Number 1205-0040, which expires on November 30, 2021). Under 5 CFR 1320.5(b), an agency cannot conduct, sponsor, or require a response to a collection of information unless the collection displays a valid OMB Control Number.

5. Inquiries. Please direct inquiries to the appropriate Regional Office.

6. References.

- OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245 (September 28, 2018);
- SCSEP Final Rule, 75 Federal Register (FR) 537864 (September 1, 2010), published at 20 CFR Part 641;
- TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- WIOA, Pub. L. 113-128, Sec. 121, Funding of One-Stop Infrastructure;
- Paperwork Reduction Act of 1995, Pub. L. 104-13 (May 22, 1995);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2021).
- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013), published at 2 CFR Part 200;
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
- VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, Pub. L. 112-56 (November 21, 2011);
- The Fair Labor Standards Act of 1938, as amended through Pub. L. 115-141 (March 23, 2018); and
- TEGL 11-18-, *2019 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (February 27, 2019).
- The Social Security Act of 1935, as amended through Pub. L. 89-97 (July 30, 1965).

7. Attachments.

Attachment IA-IE: Funding Allocations and Authorized Positions

Attachment II: Budget Narrative Instructions

Attachment III: Program Narrative Instructions

Attachment IV: Programmatic Assurances

Attachment V: Optional Requests