ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO.** 21-13

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: Gerri Fiala /s/ for Eric M. Seleznow
               Acting Assistant Secretary

SUBJECT: Program Year (PY) 2014 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) Grantees

1. **Purpose.** To provide SCSEP grantees with application instructions, procedures, and allotments for PY 2014 funds with a period of performance beginning July 1, 2014.

2. **References.**
   - Full Year Continuing Appropriations Act, Division H of the Consolidated and Further Continuing Appropriations Act, 2014 (Pub. L. 113-76)
   - 2006 Older Americans Act Amendments (OAA) (Pub. L. 109-365, 42 U.S.C. 3056 *et. seq.* 20 CFR Part 641)
   - SCSEP Final Rule (75 FR 53786; Sept. 1, 2010)
   - SCSEP Final Rule, Additional Indicator for Volunteering (77 FR. 4654, Jan. 31, 2012)
   - "Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility," Training and Employment Guidance Letter (TEGL) No. 12-06
   - "2014 Federal Poverty Guidelines for the Senior Community Service Employment Program Grants," TEGL No. 11-13
   - Priority of Service for Covered Persons (Final Rule 20 CFR Part 1010, 73 FR 78132, Dec. 19, 2008)
   - Americans with Disabilities Act (ADA), as amended (Pub. L. 110-325)
   - SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040)
   - Jobs for Veterans Act (JVA) (Pub. L. 107-288)

RESCISSIONS	EXPIRATION DATE
TEGL No. 28-12	Continuing

3. **Background.** Under OAA Title V, the Employment and Training Administration (ETA) provides annual grants to 56 state and territorial grantees and 15 competitively-selected national grantees. Each year ETA releases guidance to provide funding and authorized position amounts, and to assist grantees with preparing their applications for the annual allotments.

4. **Overall Approach.** This guidance builds on the work of the SCSEP state planning process by emphasizing ways to help SCSEP participants find unsubsidized employment. In the narrative (Attachment B), grantees must discuss their methodologies to prepare participants for unsubsidized employment and to engage employers to hire older workers. They also must describe how they as grantees inform, train and monitor all levels of the organization, including local staff, on policies, procedures, and programmatic changes. As in previous years, grantees must analyze and explain their work with minority populations and describe their basic organizational structure.

   This TEGL continues the practice of using written assurances to cover all the basic programmatic activities (Attachment C) and provides the opportunity for grantees to submit requests for optional activities (Attachment D).

5. **Grant Application Requirements.** All SCSEP grantees must submit a complete grant application package in order to receive PY 2014 funding. The Grant Officer will not approve a grant application that fails to provide all of the required information outlined in this guidance, including:

   Program Narrative (Attachment B). Grantees must provide a narrative that addresses the required topics described in Attachment B.

   Programmatic Assurances (Attachment C). Grantees must submit signed programmatic assurances that reflect standard program requirements based on SCSEP and its regulations at 20 CFR Part 641.

   Optional Requests (Attachment D). Grantees may submit optional requests as described in Attachment D. Grantees must attach requests and required supporting materials in documents separate from the program narrative. Each grantee's current 48-month 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 2013. ETA will provide written approval for all optional requests.

   Budget Forms. Grantees must submit current versions of the SF-424 Application for Federal Assistance and 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:
   http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf,
   http://www.grants.gov/documents/19/55739/SF424-Instructions.pdf and
   http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf. Do not include manuals and operating procedures; Federal Project Officers (FPOs) may request

theseseparately as needed. Grantees choosing to use in-kind contributions, such as the supervisor's time at a host agency, must submit the forms they use for documentation and a description of the process.

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 as a separate document.

6. **PY 2014 Program Allotments.** See Attachment A for funding levels and authorized positions.

7. **Schedule and Action Requested.** Grantees must comply with the following:

   a. Submit the PY 2014 grant application to ETA no later than May 12, 2014. 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, 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 12, 2014. National grantees must also send this information to the State Office on Aging in each state in which they serve.

8. **Method of Submission**. Grantees must submit the items listed in section 5 of this TEGL via email to grants.scsepdocs@dol.gov, with an electronic copy to the grantee's FPO (see Attachment H). If a grantee is unable to submit electronically, the grantee must submit hard copy applications by fax to (202) 693-3817, or by overnight delivery to:

   > Kimberly Vitelli, Chief
   > Division of National Programs, Tools, and Technical Assistance
   > U.S. Department of Labor
   > 200 Constitution Avenue, NW
   > Room S-4209
   > Washington, D.C. 20210-0001

All application packages must have an electronic or physical date stamp no later than **May 12, 2014**. Grantees requiring receipt verification from the grant email box should use the Return Receipt Request function when sending their email.

9. **Eligibility Review/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 2014 funding if the grantee:
   a. Fails to meet the eligibility tests found in 20 CFR 641.430.
   b. Fails to meet the responsibility tests as provided in 20 CFR 641.440.

c. Fails to submit the materials listed in this TEGL.

10. **<u>Inquiries</u>.** Please direct questions to your FPO. See Attachment E for contact information.

11. **<u>Attachments</u>.**

   Attachment A: Funding Allocations and Authorized Positions
   Attachment B: Program Narrative Instructions
   Attachment C: Programmatic Assurances
   Attachment D: Optional Special Requests
   Attachment E: List of FPOs