

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> SCSEP
	<b>CORRESPONDENCE SYMBOL</b> OWI DNPTTA
	<b>DATE</b> May 28, 2020

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 22-19**

**TO:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
GRANTEES

**FROM:** JOHN PALLASCH  
Assistant Secretary



**SUBJECT:** Program Year (PY) 2020 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territory, and National Grantees; and Implementation of SCSEP Provisions of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

- 1. Purpose.** This Training and Employment Guidance Letter (TEGL) provides SCSEP state, and territory grantees with PY 2020 SCSEP allotments and the application instructions for PY 2020 grant submissions.

This TEGL also provides current SCSEP national grantees with allotments and application instructions for the first four months of PY 2020; the TEGL provides only partial-year funding for national grantees because PY 2020 is a competition year, and these funds will cover the transition period leading up to the competition effective date. This TEGL also provides information on the transition to grants that will be awarded under the SCSEP Funding Opportunity Announcement (FOA).

Finally, this TEGL provides implementation guidance for SCSEP provisions of the CARES Act.

- 2. Action Requested.** To apply for PY 2020 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents through [grants.gov](https://grants.gov) as soon as possible, and no later than June 19, 2020.

- 3. Summary and Background.**

- a. Summary.** This TEGL provides grant planning guidance to SCSEP grantees for PY 2020, including the number of authorized positions and associated allotments for the program year and ETA's requirements for obligating funding to grantees. This TEGL also provides implementation guidance for SCSEP provisions of the CARES Act.

<b>RESCISSIONS</b> TEGL 17-17	<b>EXPIRATION DATE</b> Continuing
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**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 Further Consolidated Appropriations Act of 2020, Pub. L. 116-94, (from this point forward, referred to as “the Act”) Division A, Section 107 allows the Secretary to reserve 0.75 percent of the appropriated funds for evaluations. Any funds not utilized for these reserve activities will be distributed by formula to state, territorial, and national grantees. In PY 2020, after reducing the appropriation by \$4,599,000 for set asides, \$400,401,000 is available for SCSEP program activities. This TEGL covers the four-month national grantee transition period totaling \$104,075,209.

**4. Annual Grant Instructions** This section provides detailed submission instructions for state and territory formula grantees, as well as current national grantees. Note that in some sections, this TEGL provides current national grantees with different instructions, since the funds provided under this TEGL only cover the four-month transition period preceding the November 1, 2020 effective date for the PY 2020 national grant competition.

**a. Program Allotments (Attachment I) – All Grantees.** Attachment I details the funding amounts and authorized positions for each grantee in PY 2020. 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 2020 funds. ETA will not be able to timely 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 – All Grantees.** 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)). The budget must also reflect organizational information provided in the Program Narrative, “Organizational Structure.” These interactive documents and accompanying instructions are available at the following link<sup>1</sup>: <https://www.grants.gov/forms/sf-424-family.html>.

**ii. Geographic Areas – All Grantees.** 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](http://www.scseped.org) to validate 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) – All Grantees.** 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;

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

- 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, including an explanation in the budget narrative regarding whether the grantee is requesting to increase its administrative cost limitation as described below under “Increase of the Administrative Cost Limitation” and in Attachment V; and
- Infrastructure contributions to the workforce system in accordance with WIOA Sec. 121(h).

**iv. Program Narrative.**

- ***State and Territory Grantees (Attachment III.a):*** Attachment III.a requests information regarding services to minorities, as well as the grantee’s organizational structure and monitoring plans. If the grantee already provided all this information in the state plan, they may note that in their submission, which ETA will then validate; missing information from the State Plan will require further submissions. Grantees may also simply copy the language from the state plan for submission here.
- ***Current National Grantees (Attachment III.b):*** Other than the Budget Narrative, current national grantees are not required to submit a new program narrative for the four-month period covered by this TEGL. Rather, a generic statement of work (see Attachment III.b) addressing the programmatic activities for four months will be incorporated into the grant agreement.

**v. Programmatic Assurances (Attachment IV) – All Grantees.** Grantees must review the programmatic assurances in Attachment IV that outline program requirements based on the OAA and the SCSEP regulations at 20 CFR Part 641. The signature of the Authorized Representative on the SF-424 also certifies that the organization agrees to adhere to the programmatic assurances listed in Attachment IV (note that grantees are not required to separately sign and submit Attachment IV).

**vi. Optional Requests (Attachment V).**

- ***State and Territory Grantees:*** State and territory grantees may submit one or more optional requests according to the instructions in Attachment V. As instructed in Attachment V, please provide such requests in a separate, clearly-titled document.
- ***Current National Grantees:*** For current national grantees that choose to submit optional special requests for the first four months of PY 2020, the Department strongly encourages submissions that are consistent with these grantees’ currently approved special requests from PY 2019. This will enable current grantees to continue providing essentially the same services for an additional four months during the transition, and will allow an expedited review of such requests by the Department. Note that such optional special requests made at this time must be based on funding for four months. After grant awards are made, successful grantees may choose to submit optional special requests for the remainder of PY 2020

(November 1, 2020 through June 30, 2021) and will receive subsequent instructions for doing so.

**c. Notices of Award.** ETA will issue Notices of Award with new grant numbers and allocation amounts to SCSEP grantees for PY 2020.

**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.

**Transition Instructions for National Grantees.** ETA will issue new grants to current grantees for the first four months of PY 2020 to continue services to their current authorized positions in their current areas. As noted above, these new grants will be four months' proportional share, i.e. 33 percent, of the total PY 2020 national grantee funding, to serve clients during the first four months (July 1, 2020, through October 31, 2020). The remaining PY 2020 funds will be allocated after the announcement of the FOA results.

After ETA announces the results of the FOA, any current national grantees that applied under the competition and are successful will receive a modification of the new grant for the remainder of the program year, November 1, 2020 through June 30, 2021. Current grantees that are not successful will be required, as a condition of the grant award, to assist in transition activities during the remainder of the first four months to ensure the least disruption for participants.

**Implementation of SCSEP Provisions of the CARES Act – All Grantees.** The CARES Act (Public Law 116-136) was signed into law on March 27, 2020 and responds to the COVID-19 (i.e., coronavirus disease 2019) outbreak. The new law, under Sec. 3223, “Continuity of Service and Opportunities for Participants in Community Service Activities under Title V of the Older Americans Act of 1965,” provides the Secretary of Labor (the Secretary) authority to allow certain administrative flexibilities to help SCSEP grantees respond to the effects of the COVID-19 public health emergency. ETA is implementing the SCSEP-related provisions of the CARES Act as follows:

**a. Extension of Individual Durational Limits:** The CARES Act Sec. 3223(1)(A) provides the Secretary authority to allow individuals participating in SCSEP projects as of March 1, 2020 to extend their participation for a period that exceeds the 48-month durational limit described in OAA Sec 518(a)(3)(B)(i) if such an extension is appropriate due to the effects of the COVID-19 public health emergency.

Given the widespread and ongoing impact of the emergency on SCSEP grantees and participants, ETA finds that such extensions of individual durational limits are appropriate for all SCSEP grantees in all areas of the country. Accordingly, this TEGL extends the individual durational limit by 12 months for all SCSEP participants who were enrolled in SCSEP as of March 1, 2020, and for all SCSEP participants who enroll during the six-month enrollment period from March 1, 2020 through August 31, 2020. Note that this extension of individual durational limits is in addition to any other

extensions provided to individuals under 20 CFR 641.570(b). Grantees are not required to submit any documentation to implement this provision; the change is automatically effective retroactive to March 1, 2020 as described above. The change will be operationalized in the SCSEP performance and reporting system as soon as practicable, and ETA will provide grantees with additional information through technical assistance.

Prior to August 31, 2020, ETA will reassess the status of the impact of COVID-19; if ETA determines that lengthening the six-month enrollment period described above is appropriate, it will provide additional guidance to SCSEP grantees in a change to this TEGL.

- b. Increase of the Average Participation Cap:** The CARES Act Sec. 3223(1)(B) provides the Secretary authority to increase the average participation cap for eligible individuals applicable to grantees as described in OAA Sec. 502(b)(1)(C) of the OAA to a cap that is appropriate due to the effects of the COVID-19 public health emergency.

For the same reasons described above in “Extensions of Individual Durational Limits,” ETA finds that such an increase on the average participation cap is appropriate for all SCSEP grantees in all areas of the country. Accordingly, this TEGL increases the average participation cap for all grantees by an amount that accounts for the individual durational limit extensions described above. Grantees are not required to submit any documentation to implement this provision; the change is automatically effective beginning in PY 2019 and will remain in effect as long as necessary to account for the extensions of individual durational limits described above.

- c. Increase of the Administrative Cost Limitation:** The CARES Act Sec. 3223(2) provides the Secretary authority to increase the administrative costs for a project as described in OAA Sec. 502(c)(3) to an amount not to exceed 20 percent of the grant amount if such an increase is appropriate due to the effects of the COVID-19 public health emergency.

Accordingly, this TEGL provides SCSEP grantees the opportunity to request an increase to their administrative cost limitation to up to 20 percent of the grant amount if the grantee can demonstrate that such an increase will help it mitigate the impact of the COVID-19 public health emergency on its operations, employees, and/or participants. As noted above in the instructions for the Budget Narrative and in Attachment II, grantees should note in their Budget Narrative whether they plan to request the increased 20 percent cost limitation. To use this flexibility, grantees must request and obtain ETA’s approval according to the instructions in Attachment V, Optional Special Requests, addressing the justification requirements in 20 CFR 641.870.

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

**6. References.**

- OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Further Consolidated Appropriations Act of 2020, Pub. L. 116-94 (December 20, 2019);
- Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), Pub. L. 116-136 (March 27, 2020)
- 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
- *2020 Federal Poverty Guidelines 85 FR 3026* (January 15, 2020).
- 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.a:	Program Narrative Instructions for State and Territory Grantees
Attachment III.b:	Generic Program Narrative for Current National Grantees
Attachment IV:	Programmatic Assurances
Attachment V:	Optional Requests

USDOL/ETA

**Senior Community Service Employment Program  
PY 2020 Authorized Positions and Funding (12 months)\*  
for State Agencies and Territories, by State**

States	Positions	Dollars
<b>State Agencies</b>		
Alabama	153	\$1,481,418
Alaska	176	1,709,831
Arizona	110	1,063,750
Arkansas	150	1,455,314
California	707	6,858,901
Colorado	83	809,233
Connecticut	90	874,494
Delaware	176	1,709,831
District of Col	48	463,351
Florida	487	4,718,350
Georgia	183	1,775,091
Hawaii	176	1,709,831
Idaho	44	425,693
Illinois	321	3,112,936
Indiana	216	2,094,869
Iowa	106	1,024,594
Kansas	84	815,759
Kentucky	157	1,520,575
Louisiana	139	1,350,897
Maine	51	495,981
Maryland	114	1,102,906
Massachusetts	180	1,742,461
Michigan	275	2,669,164
Minnesota	196	1,899,087
Mississippi	102	991,963
Missouri	204	1,977,400
Montana	52	502,507
Nebraska	63	613,450
Nevada	44	425,693
New Hampshire	44	425,693
New Jersey	233	2,258,021
New Mexico	46	450,299
New York	545	5,286,118
North Carolina	216	2,094,869
North Dakota	50	482,929
Ohio	360	3,491,448
Oklahoma	133	1,285,636
Oregon	121	1,174,693
Pennsylvania	441	4,281,104
Puerto Rico	113	1,096,380
Rhode Island	44	430,720
South Carolina	112	1,089,854
South Dakota	57	554,716
Tennessee	168	1,631,518
Texas	458	4,437,729
Utah	55	535,138
Vermont	46	443,773
Virginia	179	1,735,935
Washington	122	1,181,219
West Virginia	93	900,598
Wisconsin	211	2,049,186
Wyoming	44	425,693
<b>State Agencies Total</b>	<b>8,778</b>	<b>\$85,138,599</b>
<b>Territories</b>		
American Samoa	94	911,027
Guam	94	911,027
Northern Marianas	31	303,677
Virgin Islands	94	911,027
<b>Territories Total</b>	<b>313</b>	<b>\$3,036,758</b>

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

Senior Community Service Employment Program

PY 2020 Authorized Positions\* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama	0	0	0	184	0	0	0	0	0	0	0	0	0	0	414	0	0	598
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	147	168	0	0	0	0	0	0	0	0	0	0	0	0	0	315
Arkansas	190	0	0	0	0	0	0	0	397	0	0	0	0	0	0	0	0	587
California	0	0	599	0	0	0	0	446	0	375	208	0	0	829	0	0	0	2,457
Colorado	146	0	0	0	0	0	0	0	0	0	0	0	0	180	0	0	0	326
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	354	0	354
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	55	0	0	0	0	0	130	0	0	0	0	0	0	0	0	185
Florida	1,132	0	0	0	0	0	0	0	362	0	0	408	0	0	0	0	0	1,902
Georgia	217	0	0	0	0	0	0	0	0	498	0	0	0	0	0	0	0	715
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	0	155
Illinois	0	120	0	174	0	82	0	360	92	0	0	0	0	0	365	0	0	1,193
Indiana	203	63	0	0	0	388	0	0	0	0	0	0	0	0	190	0	0	844
Iowa	148	188	0	0	0	0	0	0	0	0	0	0	0	0	77	0	0	413
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	318	0	0	0	318
Kentucky	0	0	0	0	0	271	0	0	0	220	0	120	0	0	0	0	0	611
Louisiana	0	0	493	0	0	0	0	0	0	0	0	0	0	0	0	0	0	493
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	199	199
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	443	0	0	443
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	349	0	311	0	0	660
Michigan	0	0	0	0	0	0	0	802	0	0	0	224	0	0	0	0	0	1,026
Minnesota	0	0	0	0	191	0	0	0	0	0	0	0	0	0	558	0	0	749
Mississippi	0	0	0	0	0	0	0	0	166	0	0	0	0	0	231	0	0	397
Missouri	263	0	0	0	0	170	0	0	226	0	0	0	0	116	0	0	0	775
Montana	0	0	0	0	201	0	0	0	0	0	0	0	0	0	0	0	0	201
Nebraska	0	238	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	238
Nevada	158	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	158
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	155	0	0	0	0	155
New Jersey	0	0	0	299	0	0	0	0	0	385	0	227	0	0	0	0	0	911
New Mexico	0	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	155
New York	0	0	0	222	0	0	0	92	0	214	0	295	0	0	520	297	433	2,073
North Carolina	0	0	0	0	0	0	0	0	179	213	0	0	0	0	451	0	0	843
North Dakota	0	0	0	0	193	0	0	0	0	0	0	0	0	0	0	0	0	193
Ohio	258	0	0	133	0	252	473	0	142	148	0	0	0	0	0	0	0	1,406
Oklahoma	0	0	0	387	0	0	0	0	0	0	0	0	0	0	0	0	0	387
Oregon	0	0	0	474	0	0	0	0	0	0	0	0	0	0	0	0	0	474
Pennsylvania	340	0	121	0	0	0	0	0	0	552	0	157	0	0	0	352	168	1,690
Puerto Rico	167	0	0	0	0	0	0	0	0	276	0	0	0	0	0	0	0	443
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	171	0	171
South Carolina	0	0	0	0	0	439	0	0	0	0	0	0	0	0	0	0	0	439
South Dakota	0	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	200
Tennessee	0	0	0	0	0	0	0	0	0	150	0	0	0	0	509	0	0	659
Texas	1,017	0	0	0	0	0	0	0	0	0	0	0	0	313	404	0	0	1,734
Utah	0	0	0	215	0	0	0	0	0	0	0	0	0	0	0	0	0	215
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	176	176
Virginia	220	0	0	0	0	259	0	0	0	202	0	0	0	0	0	0	0	681
Washington	252	0	0	0	0	166	0	0	0	0	0	0	0	0	0	0	0	418
West Virginia	0	0	0	0	0	0	0	0	0	362	0	0	0	0	0	0	0	362
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	567	233	0	0	800
Wyoming	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	0	155
<b>Total</b>	<b>4,711</b>	<b>609</b>	<b>1,415</b>	<b>2,256</b>	<b>1,095</b>	<b>2,182</b>	<b>473</b>	<b>898</b>	<b>2,496</b>	<b>3,595</b>	<b>208</b>	<b>1,431</b>	<b>504</b>	<b>2,323</b>	<b>4,706</b>	<b>1,174</b>	<b>976</b>	<b>31,052</b>

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

Senior Community Service Employment Program

PY 2020 Authorized Funding (4 Months)\* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama	\$0	\$0	\$0	\$594,345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,337,275	\$0	\$0	\$1,931,620
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	474,593	542,393	0	0	0	0	0	0	0	0	0	0	0	0	0	1,016,986
Arkansas	614,653	0	0	0	0	0	0	0	1,284,301	0	0	0	0	0	0	0	0	1,898,954
California	0	0	1,936,754	0	0	0	0	1,442,057	0	1,212,492	672,529	0	0	2,680,416	0	0	0	7,944,248
Colorado	472,040	0	0	0	0	0	0	0	0	0	0	0	0	581,967	0	0	0	1,054,007
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,145,470	0	1,145,470
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	178,042	0	0	0	0	0	420,826	0	0	0	0	0	0	0	0	598,868
Florida	3,660,148	0	0	0	0	0	0	0	1,170,471	0	0	1,319,205	0	0	0	0	0	6,149,824
Georgia	701,241	0	0	0	0	0	0	0	0	1,609,299	0	0	0	0	0	0	0	2,310,540
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	502,026	0	0	0	0	0	0	0	0	0	0	0	0	502,026
Illinois	0	387,934	0	562,504	0	265,088	0	1,163,801	297,416	0	0	0	0	0	1,179,965	0	0	3,856,708
Indiana	656,300	203,679	0	0	0	1,254,407	0	0	0	0	0	0	0	0	614,271	0	0	2,728,657
Iowa	478,377	607,668	0	0	0	0	0	0	0	0	0	0	0	0	248,885	0	0	1,334,930
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	1,027,874	0	0	0	1,027,874
Kentucky	0	0	0	0	0	876,059	0	0	0	711,192	0	387,923	0	0	0	0	0	1,975,174
Louisiana	0	0	1,594,076	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,594,076
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	642,421	642,421
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,432,926	0	0	1,432,926
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	1,128,510	0	1,005,635	0	0	2,134,145
Michigan	0	0	0	0	0	0	0	0	2,592,537	0	0	724,100	0	0	0	0	0	3,316,637
Minnesota	0	0	0	0	617,525	0	0	0	0	0	0	0	0	0	1,804,078	0	0	2,421,603
Mississippi	0	0	0	0	0	0	0	0	537,239	0	0	0	0	0	747,604	0	0	1,284,843
Missouri	850,604	0	0	0	0	549,820	0	0	730,937	0	0	0	0	375,171	0	0	0	2,506,532
Montana	0	0	0	0	648,955	0	0	0	0	0	0	0	0	0	0	0	0	648,955
Nebraska	0	770,906	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	770,906
Nevada	511,760	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	511,760
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	502,026	0	0	0	0	502,026
New Jersey	0	0	0	967,049	0	0	0	0	0	1,245,197	0	734,181	0	0	0	0	0	2,946,427
New Mexico	0	0	0	0	0	502,026	0	0	0	0	0	0	0	0	0	0	0	502,026
New York	0	0	0	717,595	0	0	0	297,382	0	691,735	0	953,560	0	0	1,680,852	960,025	1,399,633	6,700,782
North Carolina	0	0	0	0	0	0	0	0	578,932	688,897	0	0	0	0	1,458,651	0	0	2,726,480
North Dakota	0	0	0	0	625,000	0	0	0	0	0	0	0	0	0	0	0	0	625,000
Ohio	833,979	0	0	429,919	0	814,584	1,528,961	0	459,011	478,406	0	0	0	0	0	0	0	4,544,860
Oklahoma	0	0	0	1,252,177	0	0	0	0	0	0	0	0	0	0	0	0	0	1,252,177
Oregon	0	0	0	1,533,101	0	0	0	0	0	0	0	0	0	0	0	0	0	1,533,101
Pennsylvania	1,099,236	0	391,199	0	0	0	0	0	0	1,784,642	0	507,588	0	0	0	1,138,032	543,152	5,463,849
Puerto Rico	540,178	0	0	0	0	0	0	0	0	892,749	0	0	0	0	0	0	0	1,432,927
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	553,136	0	553,136
South Carolina	0	0	0	0	0	1,419,860	0	0	0	0	0	0	0	0	0	0	0	1,419,860
South Dakota	0	0	0	0	646,777	0	0	0	0	0	0	0	0	0	0	0	0	646,777
Tennessee	0	0	0	0	0	0	0	0	0	484,778	0	0	0	0	1,645,013	0	0	2,129,791
Texas	3,287,596	0	0	0	0	0	0	0	0	0	0	0	0	1,011,817	1,305,987	0	0	5,605,400
Utah	0	0	0	694,686	0	0	0	0	0	0	0	0	0	0	0	0	0	694,686
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	570,557	0	570,557
Virginia	711,254	0	0	0	0	837,340	0	0	0	653,060	0	0	0	0	0	0	0	2,201,654
Washington	815,293	0	0	0	0	537,058	0	0	0	0	0	0	0	0	0	0	0	1,352,351
West Virginia	0	0	0	0	0	0	0	0	0	1,171,602	0	0	0	0	0	0	0	1,171,602
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	1,833,612	753,495	0	0	2,587,107
Wyoming	0	0	0	0	502,026	0	0	0	0	0	0	0	0	0	0	0	0	502,026
<b>Total</b>	<b>15,232,659</b>	<b>1,970,187</b>	<b>4,574,664</b>	<b>7,293,769</b>	<b>3,542,309</b>	<b>7,056,242</b>	<b>1,528,961</b>	<b>2,903,240</b>	<b>8,071,670</b>	<b>11,624,049</b>	<b>672,529</b>	<b>4,626,557</b>	<b>1,630,536</b>	<b>7,510,857</b>	<b>15,214,637</b>	<b>3,796,663</b>	<b>3,155,763</b>	<b>100,405,292</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 2020 Authorized Positions\* for Minority National Sponsors, by State**

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	119	119
Arkansas	47	0	0	47
California	0	209	34	243
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	62	0	62
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	92	0	0	92
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	75	0	75
Michigan	0	0	0	0
Minnesota	0	0	19	19
Mississippi	37	0	0	37
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	37	37
New York	0	57	0	57
North Carolina	0	0	0	0
North Dakota	0	0	14	14
Ohio	0	0	0	0
Oklahoma	0	0	89	89
Oregon	0	0	0	0
Pennsylvania	0	53	0	53
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	31	31
Tennessee	0	0	0	0
Texas	32	55	0	87
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	56	0	56
West Virginia	0	0	0	0
Wisconsin	0	0	17	17
Wyoming	0	0	0	0
<b>Total</b>	<b>208</b>	<b>567</b>	<b>360</b>	<b>1,135</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 2020 Authorized Funding (4 Months)\* for Minority National Sponsors, by State**

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	384,775	384,775
Arkansas	151,970	0	0	151,970
California	0	675,782	109,936	785,718
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	200,471	0	200,471
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	297,473	0	0	297,473
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	242,506	0	242,506
Michigan	0	0	0	0
Minnesota	0	0	61,435	61,435
Mississippi	119,636	0	0	119,636
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	119,636	119,636
New York	0	184,304	0	184,304
North Carolina	0	0	0	0
North Dakota	0	0	45,268	45,268
Ohio	0	0	0	0
Oklahoma	0	0	287,773	287,773
Oregon	0	0	0	0
Pennsylvania	0	171,371	0	171,371
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	100,236	100,236
Tennessee	0	0	0	0
Texas	103,469	177,837	0	281,306
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	181,071	0	181,071
West Virginia	0	0	0	0
Wisconsin	0	0	54,968	54,968
Wyoming	0	0	0	0
<b>Total</b>	<b>672,548</b>	<b>1,833,342</b>	<b>1,164,027</b>	<b>3,669,917</b>

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

**Senior Community Service Employment Program (SCSEP) Budget Narrative  
Instructions Program Year 2020**

Grantees must provide a detailed budget narrative that includes the information outlined below.

1. **Detailed Description of Costs on SF-424A Budget Information Form** (Section 6, Object Class Categories). Provide a detailed description for each line item on the SF-424A and ensure that each line item in the Budget Narrative indicates the same dollar amount as on the SF-424A.
  - a. **Personnel.** Refers to wages/salaries paid to employees of the grantee who are directly involved in grant implementation. This line item does not include personnel hired by the sub-grantee; those costs are included in the "Contractual" line item. Provide the following information:
    - i. **Position:** Include titles for all SCSEP staff positions and they must match the information provided in the program narrative. If there is more than one employee in the same position, at the same salary level and employed for the same period of time, enter each employee on a separate line.
    - ii. **Percent of Time:** List the percent of time each staff person will devote to the project. For example, if a staff person were full-time but only spending 75 percent of their time on the project, indicate “.75 FTE” (full-time equivalent).
    - iii. **Monthly Salary:** Enter the average monthly salary, not the average full-time salary. Since pay periods vary from organization to organization, the average would be the annual total salary divided by 12 months. If you expect that an employee will receive a salary increase during the grant period, figure the average monthly salary for the entire year based on the sum of the two salary figures for the number of months the employee will receive each salary.
    - iv. **Number of Months:** Enter the projected number of months an employee will fill the position during the grant period.
    - v. **Cost:** The total cost equals (Percent of Time) times (Monthly Salary/Wage) times (Number of Months).
  - b. **Fringe Benefits.** Refers to the cost of benefits paid to the personnel on the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and leave. Provide a detailed list of the benefits provided to employees as well as the fringe benefit percentage:
    - i. **Positions that receive fringe benefits.**
    - ii. **Benefits:** The type of benefits that you will provide employees. If multiple benefits are included in the base amount, list each of them in a separate row.
    - iii. **Rate:** Include the fringe benefit rate used to calculate benefits for each source. If the list of fringe benefits is itemized, list the source for each item.
    - iv. **Base Amount:** Enter the Gross Salary used against the rate for the salary (or salaries) you are calculating.
    - v. **Cost:** The total cost is (Rate) times (Base Amount).
  - c. **Travel.** Refers to personnel travel costs that are reasonable and necessary to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness (such as mileage, plane fare, meals and incidentals, and lodging). When air

travel is necessary, obtain it at the lowest possible customary standard (coach or equivalent fare). You may charge travel costs on an actual basis or on a per-diem or mileage basis in lieu of actual costs. This line item does not include a sub-recipient's travel expenses; those costs are included in the "Contractual" line item. Provide a narrative describing the purpose of the travel and the assumptions used to generate the travel amounts. Enter each type of travel cost (mileage, per diem, etc.) on separate lines.

- i. **Item:** Briefly describe the travel item you will charge to the grant. Remember to enter travel for contracted employees under the "Contractual" category.
  - ii. **Number of Staff:** Provide the number of staff who will charge this type of travel.
  - iii. **Number of Units:** Provide the number of units you estimate you will charge to the grant per traveler (staff) for the year.
  - iv. **Cost per Unit:** Provide the cost of the travel item per traveler. If calculating based on mileage, enter the cost per mile.
  - v. **Cost:** The total cost is (Number of Staff) times (Number of Units) times (Cost per Unit).
- d. Equipment.** Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more. The only type of equipment that you may acquire with federal funds is equipment necessary for the operation of the grant. In the instance of a purchase, prorate the cost of the equipment over the projected life of the equipment to determine the cost to the grant. Use of grant funds to purchase equipment with a unit cost of \$5,000 or more requires special review and approval from the grant officer prior to purchase. Include necessary shipping, delivery, and installation in the budgeted amount.

If you wish to obtain approval for the purchase of equipment at the time of your grant proposal submission, state this in the Budget Narrative and provide the following information: an explanation of how this equipment will be used to further the grant's objectives, a justification for the need for the equipment, the basis for valuation of the equipment, and a description of the equipment to be purchased. If the grant officer approves the equipment, your grant approval letter will state this. Otherwise, you must make a subsequent written request to the grant officer for approval.

- e. Supplies.** Refers to all consumable materials costing less than \$5,000 per unit (such as copy paper, pens and pencils, computers, any training materials, agreements for evaluating the grant, or providing training). Include the total supply costs of all sub-grant contracts in this line item. Charge supply purchases to the grant at their actual prices after deducting all cash discounts, trade discounts, rebates, or allowances. Include any necessary shipping and delivery costs. Lump supplies under larger categorical headings and provide detailed information on computations justifying the respective amounts. Indicate the basis for all estimates.
- f. Contractual.** Refers to the cost of any contract or sub-grant agreement. Include the cost of any contract or sub-grant agreement between the grantee and another organization (i.e., vendor). Examples of contractual costs are sub-agreements for evaluating the grant, providing training, maintenance contracts, or other service contracts. Provide the name of the vendor if known, an explanation of the services that will be provided under the contract or sub-agreement, and the contracted amount. Include information about what

specific fringe benefits you will charge to the grant, including the fringe benefit percentage.

- g. Construction.** SCSEP regulations typically **do not allow** expenditures for construction (20 CFR 641.850(e)).
- h. Other.** Refers to items that do not fit under any of the other cost categories, such as rent, utilities, supportive services, and training/tuition costs. If you have items under this category itemize them along with an explanation and justification for the items.
- i. Total Direct Cost.** The sum of lines a through h.
- j. Indirect Cost.** Refers to costs incurred for common or joint objectives that benefit more than one project. They may originate in your unit or in other parts of your organization that supply goods, services, or facilities to the SCSEP grant. Most often, the term "indirect costs" indicates costs incurred to support the overall operation of the organization. Indirect costs may be both administrative and programmatic.

If you have a single funding source then you do not need an indirect cost rate. If you have multiple funding sources, especially federal funding sources, that support the operations and activities of the organization, you need an indirect cost rate.

An indirect cost rate equitably distributes costs to all benefiting activities. It provides for the systematic allocation of indirect cost-to-cost objectives in reasonable proportion with the benefits received. These costs are not readily assignable to specific awards and activities because a direct relationship to cost objectives (such as grants, contracts, fundraising, or services to members) cannot be shown or would be arbitrary in nature.

If you have an approved indirect cost rate, include a copy of the indirect cost agreement or cost allocation plan, signed by the issuing Federal agency, as an attachment to the grant proposal. Organizations with no prior approved indirect cost rate that intend to charge indirect costs to the grant must develop an indirect cost rate proposal and submit it to a cognizant agency no later than 90 days after the effective date of the agreement.

- k. Totals.** The sum of lines i and j.
- 2. Participant Wages and Fringe Benefits.** You must clearly list both the percentage and total funding dollar amount allocated to participant wages and fringe benefits as defined at 20 CFR 641.565 in the appropriate section of the SF-424A. The SF-424A does not have a line item exclusively for participant wages and fringe benefits. In most cases, list participant wages and fringe benefits on the "Contractual" or "Other" line.
  - 3. Administrative Costs.** You must clearly list both the percentage and total funding dollar amount allocated to administrative costs as described at 20 CFR 641.856. In general, SCSEP has a maximum allowed administrative costs total of 13.5 percent of the federal grant funds (or up to 20 percent if you have requested and received approval from ETA per the instructions in Attachment V). The SF-424A does not have a line item for Administrative

costs. Because your administrative costs may come from multiple line items, you must clearly itemize and summarize your administrative costs separately.

- 4. Infrastructure Contributions to the Workforce System.** You must clearly identify your infrastructure contributions to the workforce system. WIOA, Sec. 121(h) describes the responsibilities of required partners, including SCSEP. Training and Employment Guidance Letter (TEGL) 17-16, “Infrastructure Funding of the One-Stop Delivery System,” outlines how one-stop partners must determine and pay for infrastructure and additional costs in the local one-stop delivery systems. The SF-424A does not have a line item exclusively for infrastructure contributions. List your infrastructure contributions on the “Administrative,” “Contractual,” or “Other” line as appropriate. If you are not paying any infrastructure contributions into the workforce system, explain why you are not doing so in the Budget and Program Narrative. This explanation alone does not relieve any SCSEP grantee from the requirements of WIOA Sec. 121(h), but ETA will review an explanation before further discussions with a grantee.

**Senior Community Service Employment Program (SCSEP) Program Narrative  
Instructions Program Year 2020 – SCSEP State and Territory Grantees**

All SCSEP state and territory grantees must provide a program narrative that concisely covers the areas below. State and territory grantees may use PY 2020 State Plan submissions to provide the following if it meets the criteria below. State and territory grantees that submitted WIOA Combined State Plans and SCSEP stand-alone plans may copy and paste that portion of their State Plan and attach it as applicable.

1. **Services to Minorities (OAA Title V, Section 515)**. The minority report does not have participation and enrollment data for the three Pacific territories and the U.S. Virgin Islands; these four grantees will answer the questions in terms of outcomes only. All other grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. Using the PY 2018 SCSEP Minority Report (an interim report was distributed to grantees via email on March 12, 2020 for PY 2020 grant planning purposes), as well as SPARQ and InfoSPACE data for PY 2019, grantees must describe:

Any significant disparities in enrollment levels or performance outcomes for minority individuals identified in the PY 2018 report, the extent to which those disparities existed in prior years, and the extent to which they continue to exist. Include:

- a. The factors that may have caused these disparities in enrollment and outcomes; and
- b. The steps you have already taken and/or plan to take to address any under-service or disparities in outcomes for minorities.

2. **Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance (2 CFR part 200))**. Describe the structure of your SCSEP project and explain how you will effectively manage any subprojects. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:
  - a. A description of your SCSEP key staff, including experience implementing SCSEP, primary responsibilities, and the amount of time each individual is assigned to the grant. If you have sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their years of experience implementing SCSEP;
  - b. A legible SCSEP organizational chart (may be an attachment) that depicts key SCSEP staff and includes sub-recipients or local affiliates involved in implementing the grant (including host agencies);
  - c. A description of how you ensure that policies, procedures, and other important information are communicated and implemented throughout the program, and a description of how training will be provided to local staff, sub-recipients, or affiliates; and
  - d. A description of how you will monitor projects for program and financial compliance.

**Senior Community Service Employment Program Grantee Statement of Work for PY 2020  
Funding – Current SCSEP National Grantees**

Senior Community Service Employment Program (SCSEP) grantees awarded funds for Program Year (PY) 2020 will use these funds to provide eligible unemployed, low-income seniors with training to acquire the skills necessary to secure employment. The subsidized wages paid to participants provide needed income to seniors 55 and older with an added benefit to their communities from their service.

***Authority for Funding, Activities, and Reporting:***

The Department of Labor expects grantees to adhere to the current statutory and regulatory requirements for SCSEP, as contained in the following:

- Funding Opportunity Announcement, FOA-ETA-20-09 (April 30, 2020);
- TEGL 22-19, *Program Year (PY) 2020 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territory, and National Grantees; and Implementation of SCSEP Provisions of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)* (May 28, 2020);
- OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Further Consolidated Appropriations Act of 2020, Pub. L. 116-94 (December 20, 2019);
- 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);
- *2020 Federal Poverty Guidelines 85 FR 3026* (January 15, 2020); and
- The Social Security Act of 1935, as amended through Pub. L. 89-97 (July 30, 1965).

***Grantee Activities:***

Accountability and transparency for use of PY 2020 funds are ensured through the following grantee activities:

- Track participation and document program activities and directly enter data using the SCSEP Performance and Results QPR (SPARQ) data collection and performance reporting system;
- Provide SCSEP services within the counties/geographic areas, only as authorized in accordance with Program Year Equitable Distribution;
- Develop and maintain appropriate management strategies to deal with fluctuations in funding, including recruitment and enrollment policies, and manage grant funds so as to avoid fluctuations in the number of hours per week in community service provided to participants;
- Evaluate and adhere to termination policies as appropriate;
- Ensure grievance policies are clear and available to all applicants and participants;
- Recruit new host agencies and expand opportunities at existing host agencies;
- Maintain individual durational limit (IDL) policies that ensure equitable and uniform practices for all SCSEP participants reaching their individual participation durational limits in PY 2020, including transition strategies, with any revised IDL policy approved by DOL to take effect no sooner than 120 days after approval;
- Monitor and report efforts to serve minority individuals;
- Protect against maintenance of effort violations;
- Track all SCSEP grant funds and submit all required financial reports in a timely manner as determined by the Department of Labor (USDOL); and
- Follow Programmatic Assurances as prescribed.
- Ensure the least disruption for participants transitioning into and out of service areas.

The submission of an SF-424 Application for Federal Assistance signed by the grantee's authorized representative, an SF-424A with a Budget Narrative, Program Narrative, and signed Programmatic Assurances, and any Optional Special Requests constitute acceptance of this Generic Statement of Work and the issuance of a PY 2020 grant agreement.

**Senior Community Service Employment Program (SCSEP) Programmatic Assurances  
Program Year 2020**

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

**You agree to:**

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility as described in TEGL No. 12-06 to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area as listed in the latest Minority Report.
- Develop and implement strategies to recruit applicants who have priority of service as defined in Older Americans Act section 518(b)(1)-(2) and by the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011.

Individuals with priority are those who:

- Are covered persons in accordance with the VOW (covered persons who are SCSEP-eligible must receive services instead of or before all non-covered persons);
- Are 65 years or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA); or
- Are homeless or are at risk for homelessness.

Assessment

- Assess participants at least twice per 12-month period, or more frequently if appropriate.
- Use assessment information to determine the most appropriate community service assignments for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (at least twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to reflect other approaches to self-sufficiency, transition to other services or programs.
- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by the Employment and Training Administration (ETA) in the grant agreement and only after making an individualized determination that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment

- Base the initial community service assignment on the assessment made at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at the community service assignment through annual monitoring of the host agency site and annual safety consultation with the participant at the host agency site.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Comply with maintenance of effort: Ensure that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that community service assignments do not:
  - Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
  - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
  - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

- Provide orientations for participants and host agencies, including information on:
  - Project goals and objectives
  - Participant rights and responsibilities
  - Community service assignments
  - Opportunities for paid training outside the community service assignment
  - Available supportive services
  - Availability of free physical examinations
- Local staff must address the topics listed above and provide additional orientation to participants on:
  - SCSEP goals and objectives
  - Grantee and local project roles, policies, and procedures
  - Holiday and sick leave
  - Assessment process
  - Development and implementation of IEPs
  - Evaluation of participant progress
  - Health and safety issues related to each participant's assignment
  - Role of supervisors and host agencies
  - Maximum individual duration policy, including the possibility of an extension, if applicable, and the documentation required to support an extension
  - Termination policy
  - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage for the most nearly comparable covered employment or minimum wage under the Fair Labor Standards Act of 1938, or the prevailing rate of pay for persons employed in similar public occupations by the same employer) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers' compensation, other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Provide compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays, which may be paid or in the form of rescheduled work time, and establish written policies related to this compensation.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

Durational Limits

*Maximum Average Project Duration - 27 Months*

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months, except as increased as allowed under the SCSEP provisions of the CARES Act.

*Maximum Individual Participant Duration - 48 Months*

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets the extension criteria, and except as extended as allowed under the SCSEP provisions of the CARES Act.

- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.
- Begin transition planning for participants who will exit for durational limit at least 3-6 months prior to their exit date.

Termination Policies

- Provide a 30-day written notice for all involuntary terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment:
  - Provision of false eligibility information by the participant
  - Incorrect initial eligibility determination at enrollment
  - Income ineligibility determined at recertification
  - Participant has reached individual durational limit
  - Participant has become employed while enrolled
  - IEP-related termination
  - Cause (must be approved by ETA prior to implementation)

Equitable Distribution

- Comply with the equitable distribution plan for each state in which the grantee operates and only make changes in the location of authorized positions within a state in accordance with the state equitable distribution plan and with prior ETA approval.
- Comply with the authorized position allocations/equitable distribution listed at [www.scseped.org](http://www.scseped.org).
- Collaborate with all grantees authorized to serve in a state in which you operate to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits, and provide this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the federal project officer approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients' and local project operators' skills, knowledge, and abilities.
- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipient and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that the project may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce development boards, American Job Centers, vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees will give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by the grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored by the grantee or sub-recipient separately from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media (e.g., personal identification numbers and SPARQ or other data system logins).
- Ensure that ETA/SCSEP national office is immediately notified in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under the grant comply with all SPARQ and other data system access and security rules.

Documentation

- Maintain all documentation required for compliance with record retention rule set forth in the first bullet of the prior section, Maintenance of Files and Privacy Information.
- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and re-certifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the Office of Management and Budget-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ, or the successor data system as designated by ETA.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances (e.g., Training and Employment Guidance Letters, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice).
- Ensure data are entered directly into the WDACS/SPARQ, or the successor data system as designated by ETA.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to collect and enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

If the grantee is not in compliance with any of the assurances above, provide information on a separate attachment indicating what specific steps the grantee is taking to conform to these standard grant requirement(s).

## **Attachment IV**

The signature of the Authorized Representative on the SF-424 of this grant application also certifies that the organization agrees to adhere to the programmatic assurances listed above in this Attachment IV.

**Instructions for Senior Community Service Employment Program (SCSEP)  
Optional Requests Program Year 2020**

Grantees that wish to make optional requests must submit each request in a separate, clearly-titled document. To receive Employment and Training Administration (ETA) approval, 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.

**1. Change 48-Month Individual Durational Limit (IDL) (20 CFR 641.570(a)(3)).**

*(This section is relevant **only** if you are requesting a change.)* To change your current IDL policy, you **must** request and receive ETA approval for one of the IDL policies listed below. Note that the IDL request process reflected here is separate from, and in addition to, the IDL extensions allowed under the CARES Act. If a grantee changes the current IDL policy to a more restrictive policy, it must have an effective date of at least 120 days **after** written approval from ETA.

If you propose to change the existing IDL policy, you must describe:

- a. Your current, ETA-approved IDL policy and procedure.
- b. Which of the options below you propose to adopt:
  - i. *Option 1:* No extensions for 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. *Indicate the length of the extension (e.g. one-time twelve-month only, unlimited, three times only).*
  - iii. *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors. *Indicate the length of the extension (e.g. one-time twelve-month only, unlimited, three times only).*
- 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) (Older Americans Act (OAA), Section 502(c)(6)(C)).**

*(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option. Prepare your Budget Narrative so that it is consistent with your ATSS request. If ETA denies your request, you must resubmit a revised SF-424A and Budget Narrative.)* The OAA permits ETA to grant an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use no 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 Program Year 2020, you must provide:

- a. A description of the activities for which you will spend the grant funds described in paragraph 20 CFR 641.874 (a)(3), an identification of the percentage of federal funds and the dollar amount that will be dedicated to the training, and an assurance that any remaining grant funds will be used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake,

- orientation, and assessment (20 CFR 641.874 (a)(4)).
- b. A description of how the provision of such activities will improve the effectiveness of the project, including:
    - i. An assurance that no displacement of eligible individuals or limitation of positions for such individuals will occur; and
    - ii. A description of whether the number of individuals served will be reduced, a plan for meeting the service level goal, and an estimate of how the activities 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 must detail the additional training and supportive services that will be provided to SCSEP participants, the associated cost for each activity, and the number of participants who will benefit from the training. Please ensure that items described in the work plan are also in the Budget Narrative.
  - d. Grantees with approved requests may choose to apply the provision uniformly to all sub-recipients, but need not provide this opportunity to every sub-recipient. If you choose not to apply the provision uniformly to all sub-recipients, you must provide a detailed description of how you will allocate the funds among sub-recipients and must include a detailed budget and work plan for each sub-recipient.

**3. Increase in Administrative Cost Limitations (20 CFR 641.870).** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option. Prepare your Budget Narrative so that it is consistent with your Administrative Cost Increase request. If ETA denies your request, you must resubmit a revised SF-424A and Budget Narrative.)* As explained in the body of the TEGL, in accordance with the CARES Act, this TEGL provides grantees the opportunity to request to increase the administrative cost limitation to up to 20 percent of the grant amount if the grantee can demonstrate that such an increase will help it mitigate the impact of the COVID-19 public health emergency on its operations, employees, and/or participants.

Accordingly, ETA will consider requests to authorize an increase in the amount available for administrative costs from 13.5 percent to no more than 20 percent if: 1) we determine that it is necessary to carry out the project; and 2) you demonstrate *one* of the following conditions:

- a. Your project is incurring major administrative cost increases in necessary program components (e.g. liability insurance, payments for workers' compensation for staff, costs associated with achieving unsubsidized placement goals, or other operation requirements imposed by the Department of Labor), including any such increases due to COVID-19;
- b. The number of community service assignment positions or eligible minority individuals participating in your project that will decline if the amount available for paying the cost of administrative costs is not increased; or
- 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 the grant amount.

4. **Extension of Average Project Duration (20 CFR 641.570(5)(c)(2))**. Given the extension of Individual Durational Limits and the corresponding increase in the Average Project Duration in accordance with the CARES Act (as described in the body of this TEGL), grantees need not submit requests to further extend the Average Project Duration. As also noted in the body of this TEGL, Average Project Durations will be automatically adjusted as needed to account for Individual Durational Limit extensions.
5. **On-the-Job Experience (OJE) Training**. (*Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.*) If you wish to utilize OJE, you must address all of the requirements stipulated in Older Worker Bulletin 04-04 ([https://www.doleta.gov/seniors/Other\\_docs/04-04.pdf](https://www.doleta.gov/seniors/Other_docs/04-04.pdf)). You must also provide a copy of your OJE policy and sample contracts to ETA for approval before you can exercise this option.
6. **Cross-Border Agreements (20 CFR 641.515(c))**. (*Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.*) State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee authorized positions, and you must submit them to ETA for approval.
7. **Rotation Policy (20 CFR 641.575)**. (*Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.*) You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. Your policy must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that rotation will further the acquisition of skills listed in the participant's individual employment plan.