

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL DNPTTA
	DATE May 10, 2013

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 28-12

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Program Year (PY) 2013 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 2013 funds with a period of performance beginning July 1, 2013.

2. **References.**

- Full Year Continuing Appropriations Act, Division F of the Consolidated and Further Continuing Appropriations Act, 2013 (Pub. L. 113-6)
- 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 53785; 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
- “2013 Federal Poverty Guidelines for the Senior Community Service Employment Program (SCSEP),” TEGL No.14-12
- 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 TEGL No. 26-11 TEGL No. 26-11, Change 1	EXPIRATION DATE June 30, 2013 June 30, 2013
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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 the Department releases a planning and guidance TEGl to provide funding and authorized position amounts and to assist grantees with preparing their applications for the annual appropriation.
4. **Overall Approach.** This TEGl builds on the work of the 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 must also describe how they 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 2013 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 provide optional requests as described in Attachment D. Grantees must attach such requests and the required supporting materials in a document 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 Program Year 2012. ETA will provide written approval for all optional requests. ETA added the Rotation policy item this year as a way to further streamline the process for grantees to request an optional Rotation policy.

1. *Current approved policies that remain in effect until a grantee submits a revision:*
 - 48-month IDL policy

2. *Current approved requests for any of the following expire at the end of PY 2012 unless a grantee submits a new request:*
 - Waiver for additional funds for training and supportive services
 - Administration cost cap increase
 - Extension of maximum project duration
 - On-the-job experience training
 - Cross-border agreements
 - Rotation policy

Budget Forms (Attachments E-G). Grantees must include in their application a signed Application for Federal Assistance SF-424; an SF-424A Budget Information Form, including the non-federal share of at least 10 percent of the total cost (OAA sec.502(c)(1)); and a detailed budget narrative. Grantees will find these forms and instructions in Attachments E-G. Do not include manuals and operating procedures in the application. Federal Project Officers (FPOs) may request these separately as needed.

Geographic Areas to Be Served. Item 14 on the SF-424 requires 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 the required information. Grantees can readily export the data for their service area(s) to an Excel spreadsheet and attach the list as a separate document.

6. **PY 2013 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 2013 grant application to ETA, Office of Workforce Investment, Division of National Programs, Tools, and Technical Assistance no later than June 10, 2013. ETA encourages grantees to submit their applications earlier if possible.
 - b. Submit to the State Office on Aging (if not the grantee), the following documents: the program narrative, the SF-424, SF-424A with budget narrative and a list of the states and counties the grantee will serve based on the list at www.scseped.org. Provide the information no later than the date of submission to ETA. National grantees must send information to each of the states in which they serve.
8. **Method of Submission.** Grantees must submit the items listed in section 5 of this TEGL via email to grants.scsep2013@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

Please note that all application packages must have an electronic or actual date stamp no later than **June 10, 2013**. Grantees requiring receipt verification for grant documents 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 2013 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. **Inquiries.** Please direct questions to your FPO. See Attachment H for contact information.

11. **Attachments.**

Attachment A:	Funding Allocations and Authorized Positions
Attachment B:	Program Narrative Instructions
Attachment C:	Programmatic Assurances
Attachment D:	Optional Special Requests
Attachment E:	SF-424 Instructions
Attachment F:	SF-424
Attachment G:	SF-424A
Attachment H:	List of FPOs