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
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

RESCISSIONS TEGL 17-17	EXPIRATION DATE Continuing

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 link[1]: 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

USDOL/ETA

Senior Community Service Employment Program
PY 2019 Authorized Positions and Funding*
for State Agencies and Territories, by State

States	Positions	Dollars
State Agencies		
Alabama	152	$1,469,982
Alaska	175	1,696,631
Arizona	109	1,055,538
Arkansas	149	1,444,079
California	702	6,805,953
Colorado	83	802,986
Connecticut	89	867,743
Delaware	175	1,696,631
District of Col	47	459,774
Florida	483	4,681,926
Georgia	182	1,761,389
Hawaii	175	1,696,631
Idaho	44	422,407
Illinois	319	3,088,906
Indiana	214	2,078,697
Iowa	105	1,016,684
Kansas	83	809,462
Kentucky	156	1,508,836
Louisiana	138	1,340,468
Maine	51	492,153
Maryland	113	1,094,392
Massachusetts	178	1,729,010
Michigan	273	2,648,558
Minnesota	194	1,884,427
Mississippi	101	984,305
Missouri	202	1,962,135
Montana	51	498,629
Nebraska	63	608,716
Nevada	44	422,407
New Hampshire	44	422,407
New Jersey	231	2,240,590
New Mexico	46	446,823
New York	541	5,245,311
North Carolina	214	2,078,697
North Dakota	49	479,201
Ohio	357	3,464,495
Oklahoma	132	1,275,711
Oregon	120	1,165,624
Pennsylvania	438	4,248,055
Puerto Rico	112	1,087,917
Rhode Island	44	427,395
South Carolina	112	1,081,441
South Dakota	57	550,434
Tennessee	167	1,618,923
Texas	454	4,403,471
Utah	55	531,007
Vermont	45	440,347
Virginia	178	1,722,534
Washington	121	1,172,100
West Virginia	92	893,645
Wisconsin	210	2,033,367
Wyoming	44	422,407
State Agencies Total	**8,713**	**$84,481,357**
Territories		
American Samoa	93	897,385
Guam	93	897,385
Northern Marianas	31	299,130
Virgin Islands	93	897,385
Territories Total	**310**	**$2,991,285**

* 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

Attachment IB

Senior Community Service Employment Program

PY 2019 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	182	0	0	0	0	0	0	0	0	0	0	411	0	0	593
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	146	166	0	0	0	0	0	0	0	0	0	0	0	0	0	312
Arkansas	189	0	0	0	0	0	0	0	394	0	0	0	0	0	0	0	0	583
California	0	0	595	0	0	0	0	443	0	372	206	0	0	823	0	0	0	2,439
Colorado	145	0	0	0	0	0	0	0	0	0	0	0	0	179	0	0	0	324
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	352	0	352
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	129	0	0	0	0	0	0	0	0	184
Florida	1,124	0	0	0	0	0	0	0	359	0	0	405	0	0	0	0	0	1,888
Georgia	215	0	0	0	0	0	0	0	0	494	0	0	0	0	0	0	0	709
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	0	154
Illinois	0	119	0	173	0	81	0	358	91	0	0	0	0	0	362	0	0	1,184
Indiana	201	63	0	0	0	385	0	0	0	0	0	0	0	0	189	0	0	838
Iowa	147	187	0	0	0	0	0	0	0	0	0	0	0	0	76	0	0	410
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	316	0	0	0	316
Kentucky	0	0	0	0	0	269	0	0	0	218	0	119	0	0	0	0	0	606
Louisiana	0	0	489	0	0	0	0	0	0	0	0	0	0	0	0	0	0	489
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	197	197
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	440	0	0	440
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	346	0	309	0	0	655
Michigan	0	0	0	0	0	0	0	0	796	0	0	222	0	0	0	0	0	1,018
Minnesota	0	0	0	0	189	0	0	0	0	0	0	0	0	0	554	0	0	743
Mississippi	0	0	0	0	0	0	0	0	165	0	0	0	0	0	229	0	0	394
Missouri	261	0	0	0	0	169	0	0	224	0	0	0	0	115	0	0	0	769
Montana	0	0	0	0	199	0	0	0	0	0	0	0	0	0	0	0	0	199
Nebraska	0	237	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	237
Nevada	157	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	157
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	154	0	0	0	0	154
New Jersey	0	0	0	297	0	0	0	0	0	382	0	225	0	0	0	0	0	904
New Mexico	0	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	154
New York	0	0	0	220	0	0	0	91	0	212	0	293	0	0	516	295	430	2,057
North Carolina	0	0	0	0	0	0	0	0	178	211	0	0	0	0	448	0	0	837
North Dakota	0	0	0	0	192	0	0	0	0	0	0	0	0	0	0	0	0	192
Ohio	256	0	0	132	0	250	469	0	141	147	0	0	0	0	0	0	0	1,395
Oklahoma	0	0	0	384	0	0	0	0	0	0	0	0	0	0	0	0	0	384
Oregon	0	0	0	471	0	0	0	0	0	0	0	0	0	0	0	0	0	471
Pennsylvania	337	0	120	0	0	0	0	0	0	548	0	156	0	0	0	349	167	1,677
Puerto Rico	166	0	0	0	0	0	0	0	0	274	0	0	0	0	0	0	0	440
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	170	0	170
South Carolina	0	0	0	0	0	436	0	0	0	0	0	0	0	0	0	0	0	436
South Dakota	0	0	0	0	199	0	0	0	0	0	0	0	0	0	0	0	0	199
Tennessee	0	0	0	0	0	0	0	0	0	149	0	0	0	0	505	0	0	654
Texas	1,009	0	0	0	0	0	0	0	0	0	0	0	0	311	401	0	0	1,721
Utah	0	0	0	213	0	0	0	0	0	0	0	0	0	0	0	0	0	213
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	175	175
Virginia	218	0	0	0	0	257	0	0	0	201	0	0	0	0	0	0	0	676
Washington	250	0	0	0	0	165	0	0	0	0	0	0	0	0	0	0	0	415
West Virginia	0	0	0	0	0	0	0	0	0	360	0	0	0	0	0	0	0	360
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wyoming	0	0	0	0	154	0	0	0	0	0	0	0	0	563	231	0	0	794
																		154
Total	4,675	606	1,405	2,238	1,087	2,166	469	892	2,477	3,568	206	1,420	500	2,307	4,671	1,166	969	30,822

* 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 2019 Authorized Funding* for Non-Minority National Sponsors, by State

Attachment IC

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama	$0	$0	$0	$1,764,794	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,985,331	$0	$0	$5,750,125
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	1,416,670	1,610,735	0	0	0	0	0	0	0	0	0	0	0	0	0	3,027,405
Arkansas	1,832,582	0	0	0	0	0	0	0	3,820,303	0	0	0	0	0	0	0	0	5,652,885
California	0	0	5,769,174	0	0	0	0	4,295,368	0	3,606,946	1,997,395	0	0	7,979,883	0	0	0	23,648,766
Colorado	1,404,178	0	0	0	0	0	0	0	0	0	0	0	0	1,733,433	0	0	0	3,137,611
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,409,882	0	3,409,882
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	532,882	0	0	0	0	0	1,249,852	0	0	0	0	0	0	0	0	1,782,734
Florida	10,808,900	0	0	0	0	0	0	0	3,481,054	0	0	3,927,095	0	0	0	0	0	18,307,049
Georgia	2,085,745	0	0	0	0	0	0	0	0	4,792,364	0	0	0	0	0	0	0	6,878,109
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	1,494,453	0	0	0	0	0	0	0	0	0	0	0	0	1,494,453
Illinois	0	1,153,898	0	1,677,516	0	785,426	0	3,471,391	882,393	0	0	0	0	0	3,510,178	0	0	11,480,802
Indiana	1,948,304	610,663	0	0	0	3,731,826	0	0	0	0	0	0	0	0	1,831,988	0	0	8,122,781
Iowa	1,424,779	1,812,475	0	0	0	0	0	0	0	0	0	0	0	0	736,621	0	0	3,973,875
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	3,059,819	0	0	0	3,059,819
Kentucky	0	0	0	0	0	2,610,000	0	0	0	2,115,168	0	1,154,610	0	0	0	0	0	5,879,778
Louisiana	0	0	4,745,312	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,745,312
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,912,386	1,912,386
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,265,595	0	0	4,265,595
Michigan	0	0	0	0	0	0	0	0	0	0	0	0	3,355,943	0	2,997,070	0	0	6,353,013
Minnesota	0	0	0	0	1,833,713	0	0	0	7,720,028	0	0	2,153,073	0	0	0	0	0	9,873,101
Mississippi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,375,011	0	0	7,208,724
Missouri	2,532,464	0	0	0	0	1,639,794	0	0	1,601,745	0	0	0	0	0	2,223,028	0	0	3,824,773
Montana	0	0	0	0	1,931,835	0	0	0	2,173,455	0	0	0	0	1,115,836	0	0	0	7,461,549
Nebraska	0	2,294,863	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,931,835
Nevada	1,523,426	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,294,863
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,523,426
New Jersey	0	0	0	2,881,638	0	0	0	0	0	0	0	0	1,494,453	0	0	0	0	1,494,453
New Mexico	0	0	0	0	0	1,494,453	0	0	0	0	0	0	0	0	0	0	0	1,494,453
New York	0	0	0	2,133,386	0	0	0	882,446	0	2,055,809	0	2,841,283	0	0	5,003,761	2,860,877	4,169,801	8,771,047
North Carolina	0	0	0	0	0	0	0	0	1,726,047	2,046,044	0	0	0	0	4,344,208	0	0	1,494,453
North Dakota	0	0	0	0	1,860,526	0	0	0	0	0	0	0	0	0	0	0	0	19,947,163
Ohio	2,482,801	0	0	1,280,194	0	2,424,610	4,548,568	0	1,367,480	1,425,671	0	0	0	0	0	0	0	8,116,299
Oklahoma	0	0	0	3,727,533	0	0	0	0	0	0	0	0	0	0	0	0	0	1,860,526
Oregon	0	0	0	4,563,797	0	0	0	0	0	0	0	0	0	0	0	0	0	13,529,324
Pennsylvania	3,268,520	0	1,163,865	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,727,533
Puerto Rico	1,609,293	0	0	0	0	0	0	0	0	5,314,982	0	1,513,024	0	0	0	3,384,906	1,619,712	4,563,797
Rhode Island	0	0	0	0	0	0	0	0	0	2,656,302	0	0	0	0	0	0	0	16,265,009
South Carolina	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,265,595
South Dakota	0	0	0	0	1,925,352	0	0	0	0	0	0	0	0	0	0	1,646,597	0	1,646,597
Tennessee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,226,698
Texas	9,783,010	0	0	0	0	0	0	0	0	1,444,445	0	0	0	0	0	0	0	1,925,352
Utah	0	0	0	2,067,970	0	0	0	0	0	0	0	0	0	0	4,895,603	0	0	6,340,048
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	3,015,378	3,887,995	0	0	16,686,383
Virginia	2,113,560	0	0	0	0	2,491,674	0	0	0	1,948,742	0	0	0	0	0	0	0	2,067,970
Washington	2,425,142	0	0	0	0	1,600,593	0	0	0	0	0	0	0	0	0	0	1,698,458	1,698,458
West Virginia	0	0	0	0	0	0	0	0	0	3,487,674	0	0	0	0	0	0	0	6,553,976
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	5,460,821	2,240,586	0	0	4,925,735
Wyoming	0	0	0	0	1,494,453	0	0	0	0	0	0	0	0	0	0	0	0	3,487,674
Total	45,332,704	5,871,899	13,627,903	21,707,563	10,540,332	21,005,074	4,548,568	8,649,205	24,022,357	34,600,497	1,997,395	13,772,144	4,850,396	22,365,170	45,296,975	11,302,062	9,400,357	298,890,601

* Based on cost per position of $9,698, with enacted minimum wage increase effective 7/2019

U. S. Department of Labor / Employment & Training Administration

Senior Community Service Employment Program
PY 2019 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	117	117
Arkansas	46	0	0	46
California	0	207	34	241
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	61	0	61
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	91	0	0	91
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	74	0	74
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	88	88
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
Total	**206**	**563**	**357**	**1,126**

* 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 2019 Authorized Funding* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	$0	$0	$0	$0
Alaska	0	0	0	0
Arizona	0	0	1,135,166	1,135,166
Arkansas	446,304	0	0	446,304
California	0	2,008,370	329,877	2,338,247
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	591,839	0	591,839
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	882,907	0	0	882,907
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	717,968	0	717,968
Michigan	0	0	0	0
Minnesota	0	0	184,343	184,343
Mississippi	358,984	0	0	358,984
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	358,984	358,984
New York	0	553,029	0	553,029
North Carolina	0	0	0	0
North Dakota	0	0	135,832	135,832
Ohio	0	0	0	0
Oklahoma	0	0	853,800	853,800
Oregon	0	0	0	0
Pennsylvania	0	514,220	0	514,220
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	300,770	300,770
Tennessee	0	0	0	0
Texas	310,473	533,625	0	844,098
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	543,327	0	543,327
West Virginia	0	0	0	0
Wisconsin	0	0	164,939	164,939
Wyoming	0	0	0	0
Total	1,998,668	5,462,378	3,463,711	10,924,757

* 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 2019

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 each staff position that 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. SCSEP has a maximum allowed administrative costs total of 13.5 percent of the federal grant funds (or up to 15 percent if you have requested and received approval from ETA. See Attachment V, 3). 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 2019

All grantees must provide a program narrative that concisely covers the areas below. National grantees must also provide any updates to the statement of work that was included in your grant award documents following the 2016 National Competition.

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 2017 SCSEP Minority Report (an interim report was distributed to grantees via email on April 8, 2019 for PY 2019 grant planning purposes), as well as SPARQ and InfoSPACE data for PY 2018, grantees must describe:

   Any significant disparities in enrollment levels or performance outcomes for minority individuals identified in the PY 2017 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 level 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 implementing the grant.
   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, including audit plans and how you will transfer participants if new providers are selected to serve in the State.

Senior Community Service Employment Program (SCSEP) Programmatic Assurances
Program Year 2019

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 age 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.

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.

- ☐ 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.

- ☐ 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 WDCS/SPARQ, or the successor data system as designated by ETA.
- ☐ Legally obligate sub-recipients to tum 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).

By signing below, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.

_____ _____

Signature of Authorized Representative Date

Instructions for Senior Community Service Employment Program (SCSEP)
Optional Requests Program Year 2019

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. 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 2019, 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.)* ETA will consider requests to authorize an increase in the amount available for administrative costs from 13.5 percent to no more than 15 percent if we 1) 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);
   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)).** *(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.)* Grantees must manage SCSEP projects in such a way that the average participation length for participants does not exceed 27 months. However, grantees may request permission from ETA to increase the allowable maximum average project duration to 36 months. The request must:
   a. State your current average duration and estimate the average duration for the coming program year;
   b. Describe your past, current, and planned efforts to achieve an average duration of 27 months; and

c. Describe the exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations, including one or more of the following conditions:
   i. High rates of unemployment, poverty, or participation in the program of block grants to states for temporary assistance for needy families established under part A of title IV of the Social Security Act, in the areas served by the grantee, relative to other areas of the state or nation;
   ii. Significant downturns in the economy of an area served by the grantee or in the national economy;
   iii. Significant numbers or proportions of participants with one or more barrier to employment (including "most-in-need" individuals as described in 20 CFR 641.710(a)(6)) served by the grantee, relative to such numbers or proportions for grantees serving other areas of the state or nation;
   iv. Changes in federal, state, or local minimum wage requirements; or
   v. Limited economies of scale for the provision of community service employment and other authorized activities in the areas served by the grantee.

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). 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.