EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI DNPTTA
	DATE June 3, 2022

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-21

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: BRENT PARTON
Acting Assistant Secretary

SUBJECT: Program Year (PY) 2022 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 2022 SCSEP allotments and the application instructions for PY 2022 grant submissions. This TEGL will also provide guidance regarding Minority Report submissions in the Program Narrative for this year.

2. **Action Requested**. To apply for PY 2022 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents to https://www.grants.gov with a copy to their respective Federal Project Officer (FPO), as well as the SCSEP Program Office at grants.scsepdocs@dol.gov. Submissions are due 14 days following the 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 Training and Employment Guidance Letter (TEGL) provides SCSEP state, territorial, and national grantees with the PY 2022 SCSEP allotments and instructions for PY 2022 grant submissions.

   b. Background – SCSEP funds are allocated by a formula provided in Section 506 of the Older Americans Act of 1965 (OAA), as amended, 42 USC §3056d, and operate on a PY basis, from July 1 through the following June 30. The Consolidated Appropriations Act of 2022, Pub. L. 117-103, (from this point forward, referred to as "the Act") Division H, Title I, secs. 106(b) and 107, allows the Secretary of Labor (Secretary) 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. In PY 2022, after reducing the appropriation by $1,719,000 for set-asides authorized by the Act and transferring $2,000,000 to the Office of the Solicitor (SOL) per Section 102 of the Act, $401,281,000

is available for SCSEP program activities. Any funds not used for these reserve activities will be distributed by formula to state, territorial, and national grantees.

SCSEP funds are allocated to and administered through grants to all state governors, Puerto Rico, the District of Columbia, and four territories, as well as competitively awarded to national non-profit agencies for services across the country. The national non-profit organizations generally compete for the awards every four years (subject to annual appropriations). ETA renews SCSEP state and territorial grant awards on an annual basis and SCSEP national grants on an annual basis during non-competitive years. Each year, ETA requires grantees to submit a grant application that includes an SF-424, an SF-424A, the geographic areas to be served, a detailed budget narrative, a program narrative, signed programmatic assurances, and any optional special requests.

4. **Program Details – Annual Grant Guidance.** This section provides detailed submission instructions for state and territory formula grantees and current national grantees.

   a. **Program Allotments (Attachment I).** Attachment I details the funding amounts and authorized positions for each grantee in PY 2022.
   b. **Grant Application Requirements.** Grantees must submit a complete grant package to receive PY 2022 funds. ETA will generally not obligate funds to any grantee until it has provided all 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), 42 USC §3056(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 may also 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 of this TEGL, 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.
         - Infrastructure contributions to the workforce system in accordance with WIOA Sec. 121(h), 29 USC §3151(h).

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

iv. **Program Narrative (Attachment III).** All grantees must submit a narrative that includes the information outlined in detail in Attachment III of this TEGL, including:

- Services to minorities (Due to delays in data release from the Census Bureau, there may be delays in obtaining necessary data for this report for PY 2022. Please note additional guidance for the Minority Report in Attachment III for instructions.)
- Organizational structure, monitoring, and audits.

Additionally, national grantees may also choose to provide any relevant updates to the statement of work that was included in the grant award documents following the PY 2020 National Competition. State grantees are not required to provide updates as they provided this information in relevant sections of the SCSEP portion of the WIOA Combined State Plan Modification submitted in March or their stand-alone SCSEP State Plan. States may modify their plans at any time, as well.

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. Adobe digital signatures are acceptable. 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. Note that this TEGL provides updated instructions for requesting to use additional grant funds for training and supportive services activities ("ATSS" requests), and ETA encourages grantees to consider how incorporating such activities into their overall service strategy may help improve participant outcomes.

c. **Notices of Award.** ETA will issue Notices of Award with new grant numbers and allocation amounts to SCSEP grantees for PY 2022.

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, 2024). 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.

e. **Poverty Guidelines.** The Department of Health and Human Services (HHS) published updated Federal poverty guidelines that were effective on January 12, 2022. These guidelines provide the basis for determining the income eligibility of SCSEP applicants and enrollees. Grantees must multiply the appropriate base poverty guideline by 125 percent (or 1.25) to convert the poverty guidelines to "low income" as defined at Section 518(a)(3)(A) OAA, 42 USC § 3056p(a)(3)(A). The Poverty Guidelines are published on the HHS website and in the Federal Register. The HHS website that provides federal poverty guidelines (https://aspe.hhs.gov/poverty-guidelines) also provides a chart with percentages of the guidelines, including 125 percent levels.

Last year, ETA opted to discontinue issuing the Poverty Guidelines annual TEGL to convey the SCSEP poverty guidelines, given the availability of the poverty guidelines

information via the Federal Register and the HHS website. Grantees should review the poverty guidelines on one of these sites which are effective as of the publication date. ETA will continue to notify grantees informally once the poverty guidelines are published, and to post links to the guidelines at https://www.dol.gov/agencies/eta/seniors and https://olderworkers.workforcegps.org/.

Continued SCSEP Provisions of the CARES Act. The CARES Act, (Pub.L 116-136, March 27, 2020) Sec. 3223(2) provided the Secretary authority to increase the administrative costs for a project as described in OAA Sec. 502(c)(3) (42 USC §3056(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. This TEGL provides SCSEP grantees the opportunity once again, 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 your FPO.

6. **References.**
   - Older Americans Act (42 USC 3056, et seq.), as amended through Public Law 116-131 (March 25, 2020);
   - Consolidated Appropriations Act, 2022, Pub.L. 117-103 (March 15, 2022);
   - TEGL 17-20, Updated Guidance on Priority of Service, Durational Limits, and State Plan Submissions (April 15, 2021)
   - Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), Pub. L. 116-136 (March 27, 2020)
   - TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
   - Workforce Innovation and Opportunity Act (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, 2024);
   - 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);

- *Federal Poverty Guidelines*, Federal Register 87 FR 3315 (January 21, 2022); or HHS website at https://aspe.hhs.gov/poverty-guidelines.

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

PY 2022 ALLOTMENTS

Attachment IA

USDOL/ETA

Senior Community Service Employment Program
PY 2022 Authorized Positions and Funding*
for State Agencies and Territories, by State

States	Positions	Dollars
State Agencies		
Alabama	152	$1,477,251
Alaska	176	1,705,020
Arizona	109	1,060,757
Arkansas	150	1,451,220
California	705	6,839,606
Colorado	83	806,956
Connecticut	90	872,034
Delaware	176	1,705,020
District of Col	48	462,048
Florida	485	4,705,077
Georgia	183	1,770,098
Hawaii	176	1,705,020
Idaho	44	424,495
Illinois	320	3,104,179
Indiana	215	2,088,976
Iowa	105	1,021,711
Kansas	84	813,464
Kentucky	156	1,516,297
Louisiana	139	1,347,097
Maine	51	494,586
Maryland	113	1,099,803
Massachusetts	179	1,737,560
Michigan	274	2,661,655
Minnesota	195	1,893,745
Mississippi	102	989,173
Missouri	203	1,971,837
Montana	52	501,094
Nebraska	63	611,725
Nevada	44	424,495
New Hampshire	44	424,495
New Jersey	232	2,251,669
New Mexico	46	449,032
New York	544	5,271,247
North Carolina	215	2,088,976
North Dakota	50	481,571
Ohio	359	3,481,626
Oklahoma	132	1,282,020
Oregon	121	1,171,388
Pennsylvania	440	4,269,060
Puerto Rico	113	1,093,295
Rhode Island	44	429,509
South Carolina	112	1,086,788
South Dakota	57	553,156
Tennessee	168	1,626,928
Texas	456	4,425,245
Utah	55	533,633
Vermont	46	442,525
Virginia	178	1,731,052
Washington	121	1,177,896
West Virginia	93	898,064
Wisconsin	211	2,043,422
Wyoming	44	424,495
State Agencies Total	**8,753**	**$84,899,091**
Territories		
American Samoa	93	902,882
Guam	93	902,882
Northern Marianas	31	300,962
Virgin Islands	93	902,882
Territories Total	**310**	**$3,009,608**

* 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 2022 Authorized Positions* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA[G]	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	Total
Alabama	0	0	0	0	188	0	0	0	0	0	0	0	0	0	0	0	408	0	**596**
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Arizona	0	0	146	0	168	0	0	0	0	0	0	0	0	0	0	0	0	0	**314**
Arkansas	204	0	0	0	0	0	0	0	0	382	0	0	0	0	0	0	0	0	**586**
California	0	0	547	0	0	0	165	0	397	0	364	0	171	0	0	807	0	0	**2,451**
Colorado	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	185	0	0	**325**
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	353	**353**
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
District of Col	0	0	56	0	0	0	0	0	0	129	0	0	0	0	0	0	0	0	**185**
Florida	1,135	0	0	0	0	0	0	0	0	365	0	0	0	397	0	0	0	0	**1,897**
Georgia	222	0	0	0	0	0	0	0	0	0	491	0	0	0	0	0	0	0	**713**
Hawaii	0	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	0	**155**
Illinois	0	102	0	0	171	81	0	0	383	89	0	0	0	0	0	0	364	0	**1,190**
Indiana	198	69	0	0	0	379	0	0	0	0	0	0	0	0	0	0	196	0	**842**
Iowa	237	175	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**412**
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	317	0	0	**317**
Kentucky	0	0	0	0	0	268	0	0	0	0	218	0	0	123	0	0	0	0	**609**
Louisiana	0	0	492	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**492**
Maine	0	0	0	198	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**198**
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	442	0	**442**
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	353	0	305	0	**658**
Michigan	0	0	0	0	0	0	0	0	0	799	0	0	0	224	0	0	0	0	**1,023**
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	747	0	**747**
Mississippi	0	0	0	0	0	0	0	0	0	155	0	0	0	0	0	0	241	0	**396**
Missouri	270	0	0	0	0	174	0	0	0	220	0	0	0	0	0	109	0	0	**773**
Montana	0	0	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	**200**
Nebraska	0	238	0	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	0	**158**
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	155	0	0	0	**155**
New Jersey	0	0	0	0	290	0	0	0	0	0	388	0	0	231	0	0	0	0	**909**
New Mexico	0	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	0	**155**
New York	0	0	0	439	136	0	0	0	85	0	214	0	0	301	0	0	552	340	**2,067**
North Carolina	0	0	0	0	0	0	0	0	0	178	214	0	0	0	0	0	449	0	**841**
North Dakota	0	0	0	0	0	0	0	0	0	0	0	193	0	0	0	0	0	0	**193**
Ohio	268	0	0	0	127	251	0	471	0	139	146	0	0	0	0	0	0	0	**1,402**
Oklahoma	0	0	0	0	386	0	0	0	0	0	0	0	0	0	0	0	0	0	**386**
Oregon	0	0	0	0	473	0	0	0	0	0	0	0	0	0	0	0	0	0	**473**
Pennsylvania	340	0	129	164	0	0	0	0	0	0	551	0	0	152	0	0	0	349	**1,685**
Puerto Rico	168	0	0	0	0	0	0	0	0	0	274	0	0	0	0	0	0	0	**442**
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	171	**171**
South Carolina	0	0	0	0	0	438	0	0	0	0	0	0	0	0	0	0	0	0	**438**
South Dakota	0	0	0	0	0	0	0	0	0	0	0	200	0	0	0	0	0	0	**200**
Tennessee	0	0	0	0	0	0	0	0	0	0	156	0	0	0	0	0	501	0	**657**
Texas	1,010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	331	388	0	**1,729**
Utah	0	0	0	0	214	0	0	0	0	0	0	0	0	0	0	0	0	0	**214**
Vermont	0	0	0	176	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**176**
Virginia	231	0	0	0	0	241	0	0	0	0	207	0	0	0	0	0	0	0	**679**
Washington	254	0	0	0	0	163	0	0	0	0	0	0	0	0	0	0	0	0	**417**
West Virginia	0	0	0	0	0	0	0	0	0	0	361	0	0	0	0	0	0	0	**361**
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	238	0	**798**
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	155	0	0	0	0	0	**155**
Total	**4,835**	**584**	**1,370**	**977**	**2,308**	**2,350**	**165**	**471**	**865**	**2,456**	**3,584**	**393**	**326**	**1,428**	**508**	**2,309**	**4,831**	**1,213**	**30,973**

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

Senior Community Service Employment Program

PY 2022 Authorized Funding* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA[G]	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	Total
Alabama	$0	$0	$0	$0	$1,822,767	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,955,791	$0	$5,778,558
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	1,414,607	0	1,627,768	0	0	0	0	0	0	0	0	0	0	0	0	0	3,042,375
Arkansas	1,977,629	0	0	0	0	0	0	0	0	3,703,208	0	0	0	0	0	0	0	0	5,680,837
California	0	0	5,303,892	0	0	0	1,599,894	0	3,849,443	0	3,529,464	0	1,658,072	0	0	7,824,937	0	0	23,765,702
Colorado	1,358,269	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,794,856	0	0	3,153,125
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,426,743	3,426,743
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	542,306	0	0	0	0	0	0	1,249,242	0	0	0	0	0	0	0	0	1,791,548
Florida	11,007,509	0	0	0	0	0	0	0	0	3,539,860	0	0	0	3,850,203	0	0	0	0	18,397,572
Georgia	2,152,160	0	0	0	0	0	0	0	0	0	4,759,959	0	0	0	0	0	0	0	6,912,119
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	1,501,843	0	0	0	0	0	0	0	0	0	0	0	0	0	1,501,843
Illinois	0	988,935	0	0	1,657,920	785,330	0	0	3,713,352	862,894	0	0	0	0	0	0	3,529,139	0	11,537,570
Indiana	1,919,553	668,935	0	0	0	3,674,295	0	0	0	0	0	0	0	0	0	0	1,900,163	0	8,162,946
Iowa	2,297,246	1,696,278	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,993,524
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,074,948	0	0	3,074,948
Kentucky	0	0	0	0	0	2,600,283	0	0	0	0	2,115,156	0	0	1,193,413	0	0	0	0	5,908,852
Louisiana	0	0	4,768,776	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,768,776
Maine	0	0	0	1,921,842	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,921,842
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,286,686	0	4,286,686
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,425,080	0	2,959,347	0	6,384,427
Michigan	0	0	0	0	0	0	0	0	0	7,749,378	0	0	0	2,172,542	0	0	0	0	9,921,920
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,244,369	0	7,244,369
Mississippi	0	0	0	0	0	0	0	0	0	1,504,473	0	0	0	0	0	0	2,339,212	0	3,843,685
Missouri	2,619,120	0	0	0	0	1,687,877	0	0	0	2,134,098	0	0	0	0	0	1,057,348	0	0	7,498,443
Montana	0	0	0	0	0	1,941,386	0	0	0	0	0	0	0	0	0	0	0	0	1,941,386
Nebraska	0	2,306,211	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,306,211
Nevada	1,530,959	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,530,959
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,501,843	0	0	0	1,501,843
New Jersey	0	0	0	0	2,812,080	0	0	0	0	0	3,762,370	0	0	2,239,968	0	0	0	0	8,814,418
New Mexico	0	0	0	0	0	1,501,843	0	0	0	0	0	0	0	0	0	0	0	0	1,501,843
New York	0	0	0	4,257,429	1,318,930	0	0	0	824,331	0	2,075,375	0	0	2,919,103	0	0	5,353,304	3,297,325	20,045,797
North Carolina	0	0	0	0	0	0	0	0	0	1,726,331	2,075,477	0	0	0	0	0	4,354,623	0	8,156,431
North Dakota	0	0	0	0	0	0	0	0	0	0	0	1,869,725	0	0	0	0	0	0	1,869,725
Ohio	2,598,993	0	0	0	1,231,612	2,434,131	0	4,567,633	0	1,347,985	1,415,869	0	0	0	0	0	0	0	13,596,223
Oklahoma	0	0	0	0	3,745,965	0	0	0	0	0	0	0	0	0	0	0	0	0	3,745,965
Oregon	0	0	0	0	4,586,363	0	0	0	0	0	0	0	0	0	0	0	0	0	4,586,363
Pennsylvania	3,298,189	0	1,251,372	1,590,891	0	0	0	0	0	0	5,345,006	0	0	1,474,484	0	0	0	3,385,494	16,345,436
Puerto Rico	1,629,329	0	0	0	0	0	0	0	0	0	2,657,357	0	0	0	0	0	0	0	4,286,686
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,654,739	1,654,739
South Carolina	0	0	0	0	0	4,247,598	0	0	0	0	0	0	0	0	0	0	0	0	4,247,598
South Dakota	0	0	0	0	0	0	0	0	0	0	0	1,934,872	0	0	0	0	0	0	1,934,872
Tennessee	0	0	0	0	0	0	0	0	0	0	1,512,843	0	0	0	0	0	4,858,554	0	6,371,397
Texas	9,795,593	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,210,239	3,763,060	0	16,768,892
Utah	0	0	0	0	2,078,196	0	0	0	0	0	0	0	0	0	0	0	0	0	2,078,196
Vermont	0	0	0	1,706,857	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,706,857
Virginia	2,240,728	0	0	0	0	2,337,730	0	0	0	0	2,007,925	0	0	0	0	0	0	0	6,586,383
Washington	2,464,252	0	0	0	0	1,581,390	0	0	0	0	0	0	0	0	0	0	0	0	4,045,642
West Virginia	0	0	0	0	0	0	0	0	0	0	3,504,920	0	0	0	0	0	0	0	3,504,920
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,431,220	2,308,268	0	7,739,488
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	1,501,843	0	0	0	0	0	1,501,843
Total	46,889,529	5,660,359	13,280,953	9,477,019	22,383,444	22,791,863	1,599,894	4,567,633	8,387,126	23,817,469	34,761,721	3,804,597	3,159,915	13,849,713	4,926,923	22,393,548	46,852,516	11,764,301	300,368,523

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

Attachment ID

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

Senior Community Service Employment Program
PY 2022 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	48	0	0	**48**
California	0	161	0	**161**
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	105	0	0	**105**
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	48	**48**
New York	0	57	0	**57**
North Carolina	0	0	0	**0**
North Dakota	0	0	13	**13**
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	18	**18**
Tennessee	0	0	0	**0**
Texas	54	55	0	**109**
Utah	0	0	0	**0**
Vermont	0	0	0	**0**
Virginia	0	0	0	**0**
Washington	0	104	0	**104**
West Virginia	0	0	0	**0**
Wisconsin	0	0	17	**17**
Wyoming	0	0	0	**0**
Total	**244**	**566**	**322**	**1,132**

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

Attachment IE

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

Senior Community Service Employment Program
PY 2022 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	1,154,130	**1,154,130**
Arkansas	465,531	0	0	**465,531**
California	0	1,561,469	0	**1,561,469**
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	601,311	0	**601,311**
Indiana	0	0	0	**0**
Iowa	0	0	0	**0**
Kansas	0	0	0	**0**
Kentucky	0	0	0	**0**
Louisiana	1,018,350	0	0	**1,018,350**
Maine	0	0	0	**0**
Maryland	0	0	0	**0**
Massachusetts	0	717,694	0	**717,694**
Michigan	0	0	0	**0**
Minnesota	0	0	184,273	**184,273**
Mississippi	358,847	0	0	**358,847**
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	465,531	**465,531**
New York	0	552,818	0	**552,818**
North Carolina	0	0	0	**0**
North Dakota	0	0	126,081	**126,081**
Ohio	0	0	0	**0**
Oklahoma	0	0	853,474	**853,474**
Oregon	0	0	0	**0**
Pennsylvania	0	514,024	0	**514,024**
Puerto Rico	0	0	0	**0**
Rhode Island	0	0	0	**0**
South Carolina	0	0	0	**0**
South Dakota	0	0	174,574	**174,574**
Tennessee	0	0	0	**0**
Texas	523,723	533,421	0	**1,057,144**
Utah	0	0	0	**0**
Vermont	0	0	0	**0**
Virginia	0	0	0	**0**
Washington	0	1,008,651	0	**1,008,651**
West Virginia	0	0	0	**0**
Wisconsin	0	0	164,876	**164,876**
Wyoming	0	0	0	**0**
Total	**2,366,451**	**5,489,388**	**3,122,939**	**10,978,778**

* 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

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 Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

b) Alternatively, if you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

> **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
>
> The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

2 CFR 200.1 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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 15 percent if you have requested and received approval from ETA per 20 CFR 641.870). 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 2022

All grantees must provide a program narrative that concisely covers the areas below. As indicated in the Training and Employment Guidance Letter (TEGL), national grantees may also provide any updates to the statement of work that were included in the grant award documents following the PY 2020 National Competition. State grantees may also provide any updates to the SCSEP portion of the Combined State Plan or relevant sections of the standalone SCSEP State Plan.

1. **Services to Minorities (OAA Title V, Section 515; 42 USC 3056m).** Grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. 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. The PY 2020 SCSEP Minority Report (the Outcome section of Volume II of the report) was distributed to grantees via email on April 27, 2022, for PY 2022 grant planning purposes. Due to delays in receiving the Census data, grantees will not be able to complete the participation section of the report in the time frame required to respond to this guidance. The Participation section of Volume II will be sent to grantees later and complete instructions will be provided at that time.

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 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, 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

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. Please provide an explanation for any unchecked boxes.

You agree to the following:

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);
  - Are homeless or are at risk for homelessness; or
  - Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

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.

<u>Collaboration and Leveraged Resources</u>

- ☐ 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.

<u>Supportive Services</u>

- ☐ 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, the grantee certifies that their organization will comply with each of the listed requirements and will remain in compliance for the program year for which they are submitting this application.

_____ _____

Signature of Authorized Representative Date

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

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 implement?
      (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 eight 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 eight waiver factors consistent with 20 CFR 641.570 and the most recent guidance on IDL policies in TEGL 22-19. *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/or Supportive Services *(ATSS)* (Older Americans Act (OAA), Section 502(c)(6)(C), 42 USC 3056(c)(6)(C)).** The OAA permits SCSEP grantees to request to use additional funds for training and supportive service costs. Such requests must be approved by ETA and allow you to use not less than 65 percent of program funds for participants' wages and fringe benefits (rather than the standard 75 percent minimum), so that up to an additional 10 percent of funds are available for training and supportive services. ETA encourages you to consider submitting such ATSS requests as part of your overall strategy for preparing participants for employment and/or supporting participants to enable their successful participation in SCSEP.

   ATSS requests can include participant training activities, supportive services, or a combination of both. In general, ETA expects that proposed training components will provide training that prepares participants with skills relevant for employment in in-demand jobs in their community. Further, ETA expects that proposed supportive services components will supplement and enhance the supportive services provided through primary grant funds, enabling more participants to mitigate, and overcome financial and logistical barriers to SCSEP participation.

Instructions

If you wish to request the use of additional funds for training and supportive services, you must provide a brief proposal according to the following instructions:

(a) **Identify the percentage of federal funds and the dollar amount** that will be dedicated to the training and/or supportive services (this is the "ATSS request" amount and must be less than or equal to 10% of your federal grant funds).

(b) **Describe the activities** for which you will spend the ATSS grant funds identified in item (a) above, and describe how the proposed activities will improve the effectiveness of your project, including, as applicable:

  (i) How the activities will better prepare participants for successful placement in unsubsidized employment in in-demand jobs, and how you estimate the activities will improve employment outcomes for individuals served; and/or

  (ii) How the activities will better support participants in overcoming barriers to participating in your SCSEP project.

(c) **Provide a proposed budget and work plan** for the activities identified in item (b) above, which must detail:

  (i) The additional training and/or supportive services that will be provided to SCSEP participants.

  (ii) The associated cost for each activity, and the number of participants who will benefit; and

  (iii) Note that, consistent with 20 CFR 641.874(a)(3), grantees must use ATSS funds to pay the wages for the hours that individual participants spend in training funded under the ATSS request.

  (iv) Grantees are allowed to place the expenses for benefits that are used in ATSS in either ATSS funding or in general participant Wages and Fringe Benefits (PWFB).

(d) **Describe how you will allocate ATSS funds among sub-recipients** (if applicable). 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, identify the amount of ATSS funding that you will allocate to each sub-recipient.

(e) **Describe the impact of the ATSS request on overall service levels**, specifically:

  (i) Please state if there will be displacement of eligible individuals or elimination of positions for such individuals will occur; and

  (ii) Provide information on the number of such individuals to be displaced and of such positions to be eliminated.

Important Considerations for ATSS Requests

Please note the following important considerations in submitting an ATSS request:

- *Include ATSS costs in your overall grant budget request*: In responding to the instructions in this TEGL for submitting your PY 2022 grant documents, prepare your SF-424A and Budget Narrative so that they are consistent with your ATSS request. Please ensure that items described in the work plan under item (c) above are also included in the Budget Narrative. In the event that ETA denies your ATSS request, you must resubmit a revised SF-424A and Budget Narrative.

- *Adhere to allowable training activities*: Participant training costs under an ATSS request may include, but are not limited to, the reasonable costs of instructors, classroom rental, training supplies, materials, equipment, tuition, grant staff salaries and wages that directly support the development, design, coordination, execution, and improvement of participant training, and other costs that are directly related to participant training. Such training may be provided on the job, in a classroom setting, in a virtual setting, or pursuant to other appropriate arrangements. Note that such costs do not include activities such as general staff development that relate to participant training only indirectly or tangentially.
- *Adhere to allowable supportive services*: Participant supportive services under an ATSS request may include, but are not limited to, the payment of reasonable costs of transportation, health and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, follow-up services, and grant staff salaries and wages that directly support the design, coordination, delivery, and improvement of supportive services.
- *Assurances regarding programmatic funds*: Through submission of an ATSS request, consistent with 20 CFR 641.874(a)(4), you agree that any remaining grant funds (i.e., funds *other than* those allocated for ATSS, participant wages and benefits, and administrative costs) will be used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake, orientation, and assessment. You also agree that no ATSS funds may be used to pay for any administrative costs, consistent with 20 CFR 641.874(a)(3).

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 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.) Grantees will again have 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);
    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(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.

(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 64l.710(g)) 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 provide OJE, you must address all of the requirements outlined 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 or 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.