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| EMPLOYMENT AND TRAINING ADMINISTRATION<br>ADVISORY SYSTEM<br>U.S. DEPARTMENT OF LABOR<br>Washington, D.C. 20210 | <b>CLASSIFICATION</b><br>SCSEP           |
|   | <b>CORRESPONDENCE SYMBOL</b><br>OWI -DAS |
|   | <b>DATE</b><br>May 18, 2010              |

**ADVISORY:**            **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 28-09**

**TO:**                    SENIOR COMMUNITY SERVICE EMPLOYMENT  
PROGRAM (SCSEP) GRANTEES

**FROM:**                JANE OATES /s/  
Assistant Secretary

**SUBJECT:**            Program Year 2010 Planning Instructions and Allotments for  
Senior Community Service Employment Program (SCSEP) Grant  
Applicants

**1. Purpose.** This guidance provides SCSEP grant applicants with application instructions, procedures, and allotments for Program Year (PY) 2010 funds, with a period of performance beginning July 1, 2010.

**2. References.** For additional information:

- 2006 Older Americans Act Amendments (OAA), (P.L. 109-365; 42 USC 3056 et. seq. 20 CFR part 641)
- SCSEP Performance Accountability Interim Rule (72 Fed. Reg. 35831; June 29, 2007)
- "Revised Income Inclusions & Exclusions and Procedures for Determining SCSEP Eligibility," Training and Employment Guidance Letter (TEGL) 12-06
- "2009 Federal Poverty Guidelines" TEGL 12-08 [*Congress has extended the 2009 Poverty Guidelines until further notice*]
- Priority of Service for Covered Persons (Final Rule 20 CFR Part 1010, 73 Fed. Reg. 78132, Dec. 19, 2008)
- The Americans with Disabilities Act (ADA), as amended (P.L. 110-325)
- SCSEP Performance Data Collection Approval (OMB No. 1205-0040)
- Jobs for Veterans Act (JVA), (P.L. 107-288)

**3. Background.** The 2006 Amendments to the OAA were signed into law on October 17, 2006. A "planning guidance" TEGL is released each year to assist all SCSEP grant applicants in preparing their application for the annual OAA Title V appropriation (P.L. 109-365 USC 3056 et. seq.; 20 CFR part 641).

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| <b>REVISIONS</b><br>TEGL 28-08 | <b>EXPIRATION DATE</b><br>June 30, 2011 |
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**4. Overall Approach.** For PY 2010, the Department of Labor has chosen an approach to the narrative requirements that align with the vision and goals of the Department's focus on "Good Jobs for Everyone." This vision emphasizes successful recruitment, training, and employment strategies that meet the current economic challenges. Applicants must describe strategies for employer engagement and participant training that will lead to employment opportunities, including possible training and employment in green industries.

Individual participant durational limits will come into effect for the first time on July 1, 2011; therefore, applicants will be also asked to describe transition planning and service strategies during PY 2010 for the participants who will reach their individual durational limits at the end of this program year. It is especially important that applicants have developed a thoughtful overall strategy of participant training and transition out of the program, whether to employment or other services. This year's approach also addresses continual efforts toward increased minority enrollments.

**5. Grant Application Procedural Requirements.** All SCSEP grant applicants must submit a grant application package in order to receive PY 2010 funding. The Grant Officer will not approve a grant application that fails to provide any of the required information outlined in this guidance. The Department requires the following items in the grant application package:

*Program Narrative (Attachment B).* Applicants must provide a narrative in accordance with the description in Attachment B.

*Programmatic Assurances (Attachment C).* Applicants must submit signed programmatic assurances that reflect standard grant management requirements.

*Optional Special Requests (Attachment D).* Additional optional narratives, described in Attachment D, are required from applicants with special requests in one or more of the following areas:

- Waiver for additional funds for training and supportive services
- Administration cap increase
- Reduction of maximum participant duration
- Extension of maximum project duration
- On-the-job experience (OJE) training option
- Cross-border agreements

*Budget Forms (Attachments E-H).* A signed Application for Federal Assistance SF-424, SF-424A, and a detailed budget narrative must be submitted. These forms and instructions can be found in Attachments E through H.

Applicants should not include manuals and operating procedures in the application. Federal Project Officers (FPOs) may request these separately as needed. When the Grant Officer returns the PY 2010 grant agreement for the applicant's signature, it will incorporate the programmatic assurances, as well as the grant narrative as the Scope of Work.

***Geographic Areas to Be Served.*** List the cities and counties where you will operate the grant. Include the number of SCSEP authorized positions that you will establish in each jurisdiction with PY 2010 funds. Applicants serving a city as well as its surrounding counties or jurisdictions must list authorized positions in the surrounding counties and jurisdictions. This information can be submitted in an Excel spreadsheet as a separate attachment, and will also serve to provide information for item 14 on the SF-424.

**6. PY 2010 Program Allotments.** See Attachment A for funding levels and authorized positions.

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

- Provide the grant application forms SF-424 and SF-424A with narrative to the State Office on Aging (if not the grantee) and Area Agencies on Aging no later than the date of submission to the Department.
- Submit the PY 2010 grant application to the Department of Labor, Employment and Training Administration, Office of Workforce Investment, Division of Adult Services no later than May 28, 2010. Applicants are encouraged to submit their applications as soon as possible.

**8. Method of Submission.** Applicants must submit electronic copies of the items listed in Section 5 of this TEG. Materials should be sent via email to [grants.scsep2010@dol.gov](mailto:grants.scsep2010@dol.gov) and to the applicant's FPO (Attachment I). If an applicant is unable to submit electronically, the applicant must submit hard copy applications by fax to 202-693-3817, or by overnight delivery to the address below:

Ms. Alexandra Kielty  
Division of Adult Services  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room S-4209  
Washington, D.C. 20210-0001

Please note that all application packages must have an electronic or actual date stamp no later than May 28, 2010.

**9. Grant Application Intergovernmental Review.** In accordance with Section 502(d) of the 2006 Amendments to the OAA, applicants must share applications on an intrastate basis and provide appropriate Area Agencies on Aging (AAAs) with copies of the SF-424, Application for Federal Assistance, a summary of project locations, and an explanation of services that the applicant will provide in each state. In addition, state applicants should follow procedures established by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, unless the state SPOC has waived this requirement. Applicants should include documentation supporting these requirements with the grant application.

**10. Eligibility Review/Responsibility Review/Grant Application Review.** The Department will conduct a grant application review as provided at Section 514 of the 2006 OAA Amendments and 20 CFR 641.430-440 of the current regulations. The Department will not issue final approval for PY 2010 funding if grantees:

- Fail to meet the eligibility tests of Section 514(c) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.430 of the current regulations.
- Fail to meet the responsibility tests of Section 514(d) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.440 of the current regulations.
- Fail to submit the materials listed in this TEG.

**11. Inquiries.** Questions may be directed to the appropriate FPO.

**12. Attachments.**

- Attachment A: Funding Allocations and Authorized Positions
- Attachment B: Program Narrative Instructions
- Attachment C: Programmatic Assurances
- Attachment D: Optional Special Requests (Waivers)
- Attachment E: SF-424 Instructions
- Attachment F: SF-424
- Attachment G: SF-424A Instructions – Developing a Budget
- Attachment H: SF-424A with Budget Tool
- Attachment I: List of Federal Project Officers (FPOs)