EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL DNPTTA
	DATE April 17, 2014

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 21-13

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: Eric M. Seleznow
                 Acting Assistant Secretary

SUBJECT: Program Year (PY) 2014 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) Grantees

1. **Purpose.** To provide SCSEP grantees with application instructions, procedures, and allotments for PY 2014 funds with a period of performance beginning July 1, 2014.

2. **References.**

   - Full Year Continuing Appropriations Act, Division H of the Consolidated and Further Continuing Appropriations Act, 2014 (Pub. L. 113-76)
   - 2006 Older Americans Act Amendments (OAA) (Pub. L. 109-365, 42 U.S.C. 3056 *et. seq.* 20 CFR Part 641)
   - SCSEP Final Rule (75 FR 53786; Sept. 1, 2010)
   - SCSEP Final Rule, Additional Indicator for Volunteering (77 FR. 4654, Jan. 31, 2012)
   - "Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility," Training and Employment Guidance Letter (TEGL) No. 12-06
   - "2014 Federal Poverty Guidelines for the Senior Community Service Employment Program Grants," TEGL No. 11-13
   - Priority of Service for Covered Persons (Final Rule 20 CFR Part 1010, 73 FR 78132, Dec. 19, 2008)
   - Americans with Disabilities Act (ADA), as amended (Pub. L. 110-325)
   - SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040)
   - Jobs for Veterans Act (JVA) (Pub. L. 107-288)

| RESCISSIONS | EXPIRATION DATE |
| TEGL No. 28-12 | Continuing |

3. **Background.** Under OAA Title V, the Employment and Training Administration (ETA) provides annual grants to 56 state and territorial grantees and 15 competitively-selected national grantees. Each year ETA releases guidance to provide funding and authorized position amounts, and to assist grantees with preparing their applications for the annual allotments.

4. **Overall Approach.** This guidance builds on the work of the SCSEP state planning process by emphasizing ways to help SCSEP participants find unsubsidized employment. In the narrative (Attachment B), grantees must discuss their methodologies to prepare participants for unsubsidized employment and to engage employers to hire older workers. They also must describe how they as grantees inform, train and monitor all levels of the organization, including local staff, on policies, procedures, and programmatic changes. As in previous years, grantees must analyze and explain their work with minority populations and describe their basic organizational structure.

   This TEGL continues the practice of using written assurances to cover all the basic programmatic activities (Attachment C) and provides the opportunity for grantees to submit requests for optional activities (Attachment D).

5. **Grant Application Requirements.** All SCSEP grantees must submit a complete grant application package in order to receive PY 2014 funding. The Grant Officer will not approve a grant application that fails to provide all of the required information outlined in this guidance, including:

   Program Narrative (Attachment B). Grantees must provide a narrative that addresses the required topics described in Attachment B.

   Programmatic Assurances (Attachment C). Grantees must submit signed programmatic assurances that reflect standard program requirements based on SCSEP and its regulations at 20 CFR Part 641.

   Optional Requests (Attachment D). Grantees may submit optional requests as described in Attachment D. Grantees must attach requests and required supporting materials in documents separate from the program narrative. Each grantee's current 48-month Individual Durational Limit (IDL) policy remains in effect until the grantee requests a change. All other optional special requests expire at the end of the PY 2013. ETA will provide written approval for all optional requests.

   Budget Forms. Grantees must submit current versions of the SF-424 Application for Federal Assistance and SF-424A Budget Information Form, including the non-Federal share of at least 10 percent of the total cost (OAA Sec.502(c)(1). These interactive documents and instructions are available at:
   http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf,
   http://www.grants.gov/documents/19/55739/SF424-Instructions.pdf and
   http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf. Do not include manuals and operating procedures; Federal Project Officers (FPOs) may request

these separately as needed. Grantees choosing to use in-kind contributions, such as the supervisor's time at a host agency, must submit the forms they use for documentation and a description of the process.

Geographic Areas to Be Served. In Item 14 on the SF-424, we require a list of the "Areas Affected by Project." Each grantee must list the states and counties the grant will serve, and must use www.scseped.org to obtain that information. Grantees can export the data for their service area(s) to an Excel spreadsheet and attach the list as a separate document.

6. **PY 2014 Program Allotments.** See Attachment A for funding levels and authorized positions.

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

   a. Submit the PY 2014 grant application to ETA no later than May 12, 2014. ETA encourages grantees to submit their applications earlier if possible.

   b. Submit the following documents to the State Office on Aging (unless the grantee is the State Office on Aging): program narrative, SF-424, SF-424A with budget narrative, and list of the states and counties the grantee will serve based on www.scseped.org. Provide the information no later than May 12, 2014. National grantees must also send this information to the State Office on Aging in each state in which they serve.

8. **Method of Submission.** Grantees must submit the items listed in section 5 of this TEGL via email to grants.scsepdocs@dol.gov, with an electronic copy to the grantee's FPO (see Attachment H). If a grantee is unable to submit electronically, the grantee must submit hard copy applications by fax to (202) 693-3817, or by overnight delivery to:

   > Kimberly Vitelli, Chief
   > Division of National Programs, Tools, and Technical Assistance
   > U.S. Department of Labor
   > 200 Constitution Avenue, NW
   > Room S-4209
   > Washington, D.C. 20210-0001

   All application packages must have an electronic or physical date stamp no later than **May 12, 2014**. Grantees requiring receipt verification from the grant email box should use the Return Receipt Request function when sending their email.

9. **Eligibility Review/Responsibility Review/Grant Application Review.** ETA will review grant applications as provided in the SCSEP regulations at 20 CFR 641.430-440. ETA will not issue final approval for PY 2014 funding if the grantee:
   a. Fails to meet the eligibility tests found in 20 CFR 641.430.
   b. Fails to meet the responsibility tests as provided in 20 CFR 641.440.

c. Fails to submit the materials listed in this TEGL.

10. **Inquiries.** Please direct questions to your FPO. See Attachment E for contact information.

11. **Attachments.**

Attachment A:	Funding Allocations and Authorized Positions
Attachment B:	Program Narrative Instructions
Attachment C:	Programmatic Assurances
Attachment D:	Optional Special Requests
Attachment E:	List of FPOs

USDOL/ETA
Senior Community Service Employment Program
PY 2014 Authorized Positions and Funding*
for State Agencies and Territories, by State

States	Positions	Dollars
State Agencies		
Alabama	165	$1,599,492
Alaska	190	1,846,110
Arizona	118	1,148,534
Arkansas	162	1,571,307
California	764	7,405,577
Colorado	90	873,731
Connecticut	97	944,193
Delaware	190	1,846,110
District of Col	52	500,281
Florida	525	5,094,417
Georgia	198	1,916,572
Hawaii	190	1,846,110
Idaho	47	459,622
Illinois	347	3,361,047
Indiana	233	2,261,836
Iowa	114	1,106,257
Kansas	91	880,777
Kentucky	169	1,641,769
Louisiana	150	1,458,567
Maine	55	535,513
Maryland	123	1,190,811
Massachusetts	194	1,881,340
Michigan	297	2,881,903
Minnesota	211	2,050,450
Mississippi	110	1,071,025
Missouri	220	2,135,004
Montana	56	542,558
Nebraska	68	662,345
Nevada	47	459,622
New Hampshire	47	459,622
New Jersey	251	2,437,991
New Mexico	50	486,189
New York	589	5,707,438
North Carolina	233	2,261,836
North Dakota	54	521,420
Ohio	389	3,769,727
Oklahoma	143	1,388,105
Oregon	131	1,268,320
Pennsylvania	477	4,622,320
Puerto Rico	122	1,183,765
Rhode Island	48	465,051
South Carolina	121	1,176,718
South Dakota	62	598,929
Tennessee	182	1,761,555
Texas	494	4,791,429
Utah	60	577,790
Vermont	49	479,142
Virginia	193	1,874,294
Washington	132	1,275,366
West Virginia	100	972,379
Wisconsin	228	2,212,513
Wyoming	47	459,622
State Agencies Total	**9,475**	**$91,924,401**
Territories		
American Samoa	101	974,891
Guam	101	974,891
Northern Marianas	34	324,965
Virgin Islands	101	974,891
Territories Total	**337**	**$3,249,638**

* 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 2014 Authorized Positions* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NULI	SER	SSAI	A4TD	Total
Alabama	0	0	0	189	0	0	0	0	0	0	0	0	456	0	645
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	109	0	113	0	0	118	0	0	0	0	0	0	0	0	340
Arkansas	188	0	0	0	354	0	0	0	92	0	0	0	0	0	634
California	331	0	416	0	287	0	0	90	0	263	0	924	342	0	2,653
Colorado	163	0	0	0	0	0	0	0	0	0	0	189	0	0	352
Connecticut	0	0	0	190	0	0	0	0	0	0	0	0	0	193	383
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	60	0	0	0	0	0	140	0	0	0	0	0	200
Florida	1,323	0	0	0	489	0	0	0	122	0	0	120	0	0	2,054
Georgia	209	0	0	0	437	0	0	0	0	126	0	0	0	0	772
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	168	0	0	0	0	0	0	0	0	0	168
Illinois	67	0	0	158	335	0	0	39	157	0	0	168	364	0	1,288
Indiana	219	0	0	0	251	235	0	0	0	0	0	0	206	0	911
Iowa	159	0	0	0	206	0	0	0	0	0	0	0	81	0	446
Kansas	0	0	0	0	0	0	0	0	0	0	0	343	0	0	343
Kentucky	0	0	0	0	314	0	0	0	0	224	122	0	0	0	660
Louisiana	155	0	140	0	173	0	0	0	0	64	0	0	0	0	532
Maine	0	215	0	0	0	0	0	0	0	0	0	0	0	0	215
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	479	0	479
Massachusetts	0	204	0	0	0	0	0	50	0	0	128	0	331	0	713
Michigan	364	0	0	0	355	0	0	0	151	0	238	0	0	0	1,108
Minnesota	0	0	0	0	471	0	0	0	0	0	0	0	338	0	809
Mississippi	0	0	0	0	105	0	0	0	78	0	0	0	246	0	429
Missouri	261	0	0	0	576	0	0	0	0	0	0	0	0	0	837
Montana	0	0	0	0	217	0	0	0	0	0	0	0	0	0	217
Nebraska	0	0	0	0	257	0	0	0	0	0	0	0	0	0	257
Nevada	171	0	0	0	0	0	0	0	0	0	0	0	0	0	171
New Hampshire	0	168	0	0	0	0	0	0	0	0	0	0	0	0	168
New Jersey	0	0	0	319	159	0	0	0	0	397	109	0	0	0	984
New Mexico	0	0	0	0	0	168	0	0	0	0	0	0	0	0	168
New York	496	0	0	355	381	0	0	98	0	219	179	0	510	0	2,238
North Carolina	0	0	0	0	0	0	0	0	274	148	0	0	489	0	911
North Dakota	0	0	0	0	209	0	0	0	0	0	0	0	0	0	209
Ohio	268	0	0	135	345	0	509	0	161	0	0	0	100	0	1,518
Oklahoma	148	0	0	0	270	0	0	0	0	0	0	0	0	0	418
Oregon	0	0	0	176	336	0	0	0	0	0	0	0	0	0	512
Pennsylvania	362	0	131	0	194	198	0	0	216	460	101	0	163	0	1,825
Puerto Rico	172	0	0	0	307	0	0	0	0	0	0	0	0	0	479
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	185	0	0	185
South Carolina	201	0	0	0	273	0	0	0	0	0	0	0	0	0	474
South Dakota	0	0	0	0	216	0	0	0	0	0	0	0	0	0	216
Tennessee	0	0	0	0	0	0	0	0	0	163	0	0	548	0	711
Texas	1,099	0	0	0	324	0	0	0	0	0	0	318	131	0	1,872
Utah	0	0	0	232	0	0	0	0	0	0	0	0	0	0	232
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	191	191
Virginia	221	0	0	0	67	231	0	0	0	216	0	0	0	0	735
Washington	268	0	0	0	0	184	0	0	0	0	0	0	0	0	452
West Virginia	0	0	0	0	114	0	0	0	0	277	0	0	0	0	391
Wisconsin	0	0	0	0	329	0	0	0	0	0	0	279	256	0	864
Wyoming	0	0	0	0	168	0	0	0	0	0	0	0	0	0	168
Total	6,954	587	860	1,754	8,687	1,134	509	277	1,391	2,557	877	2,526	5,040	384	33,537

* 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 2014 Authorized Funding* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NULI	SER	SSAI	A4TD	Total
Alabama	$0	$0	$0	$1,833,367	$0	$0	$0	$0	$0	$0	$0	$0	$4,423,360	$0	$6,256,727
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	1,056,059	0	1,094,813	0	0	1,143,256	0	0	0	0	0	0	0	0	3,294,128
Arkansas	1,823,932	0	0	0	3,434,425	0	0	0	892,563	0	0	0	0	0	6,150,920
California	3,210,474	0	4,034,916	0	2,783,704	0	0	872,939	0	2,550,920	0	8,962,169	3,317,167	0	25,732,289
Colorado	1,580,935	0	0	0	0	0	0	0	0	0	0	1,833,108	0	0	3,414,043
Connecticut	0	0	0	1,840,620	0	0	0	0	0	0	0	0	0	1,869,683	3,710,303
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	581,939	0	0	0	0	0	1,357,858	0	0	0	0	0	1,939,797
Florida	12,830,621	0	0	0	4,742,384	0	0	0	1,183,171	0	0	1,163,775	0	0	19,919,951
Georgia	2,026,133	0	0	0	4,236,460	0	0	0	0	1,221,497	0	0	0	0	7,484,090
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	1,626,119	0	0	0	0	0	0	0	0	0	1,626,119
Illinois	649,832	0	0	1,532,440	3,249,160	0	0	378,260	1,522,741	0	0	1,629,429	3,530,430	0	12,492,292
Indiana	2,124,713	0	0	0	2,435,174	2,279,944	0	0	0	0	0	0	1,998,589	0	8,838,420
Iowa	1,541,510	0	0	0	1,997,176	0	0	0	0	0	0	0	785,298	0	4,323,984
Kansas	0	0	0	0	0	0	0	0	0	0	0	3,329,397	0	0	3,329,397
Kentucky	0	0	0	0	3,043,803	0	0	0	0	2,171,376	1,182,624	0	0	0	6,397,803
Louisiana	1,504,370	0	1,358,786	0	1,679,072	0	0	0	0	621,159	0	0	0	0	5,163,387
Maine	0	2,080,874	0	0	0	0	0	0	0	0	0	0	0	0	2,080,874
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	4,641,405	0	4,641,405
Massachusetts	0	1,977,836	0	0	0	0	0	484,764	0	0	1,240,995	0	3,209,136	0	6,912,731
Michigan	3,529,272	0	0	0	3,442,009	0	0	0	1,464,066	0	2,307,601	0	0	0	10,742,948
Minnesota	0	0	0	0	4,566,682	0	0	0	0	0	0	0	3,277,152	0	7,843,834
Mississippi	0	0	0	0	1,018,609	0	0	0	756,681	0	0	0	2,386,456	0	4,161,746
Missouri	2,531,710	0	0	0	5,587,222	0	0	0	0	0	0	0	0	0	8,118,932
Montana	0	0	0	0	2,102,034	0	0	0	0	0	0	0	0	0	2,102,034
Nebraska	0	0	0	0	2,497,048	0	0	0	0	0	0	0	0	0	2,497,048
Nevada	1,657,645	0	0	0	0	0	0	0	0	0	0	0	0	0	1,657,645
New Hampshire	0	1,626,119	0	0	0	0	0	0	0	0	0	0	0	0	1,626,119
New Jersey	0	0	0	3,093,976	1,542,139	0	0	0	0	3,850,497	1,057,189	0	0	0	9,543,801
New Mexico	4,810,306	0	0	3,442,860	3,695,013	0	0	950,423	0	2,123,905	1,735,977	0	4,946,081	0	21,704,565
New York	0	0	0	0	0	0	0	0	2,656,196	1,434,734	0	0	4,740,437	0	8,831,367
North Carolina	0	0	0	0	0	1,626,119	0	0	0	0	0	0	0	0	1,626,119
North Dakota	0	0	0	0	2,024,443	0	0	0	0	0	0	0	0	0	2,024,443
Ohio	2,599,017	0	0	1,309,206	3,345,749	0	4,936,192	0	1,561,350	0	0	0	969,782	0	14,721,296
Oklahoma	1,436,074	0	0	0	2,619,865	0	0	0	0	0	0	0	0	0	4,055,939
Oregon	0	0	0	1,707,022	3,258,859	0	0	0	0	0	0	0	0	0	4,965,881
Pennsylvania	3,510,508	0	1,270,377	0	1,881,322	1,920,112	0	0	2,094,668	4,460,866	979,451	0	1,580,698	0	17,698,002
Puerto Rico	1,666,642	0	0	0	2,974,763	0	0	0	0	0	0	0	0	0	4,641,405
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	1,791,667	0	0	1,791,667
South Carolina	1,950,244	0	0	0	2,648,839	0	0	0	0	0	0	0	0	0	4,599,083
South Dakota	0	0	0	0	2,094,981	0	0	0	0	0	0	0	0	0	2,094,981
Tennessee	0	0	0	0	0	0	0	0	0	1,581,541	0	0	5,317,082	0	6,898,623
Texas	10,659,185	0	0	0	3,142,471	0	0	0	0	0	0	3,084,277	1,270,567	0	18,156,500
Utah	0	0	0	2,250,164	0	0	0	0	0	0	0	0	0	0	2,250,164
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	1,848,098	1,848,098
Virginia	2,144,271	0	0	0	650,073	2,241,297	0	0	0	2,095,758	0	0	0	0	7,131,399
Washington	2,597,237	0	0	0	0	1,783,177	0	0	0	0	0	0	0	0	4,380,414
West Virginia	0	0	0	0	1,106,455	0	0	0	0	2,688,493	0	0	0	0	3,794,948
Wisconsin	0	0	0	0	3,190,966	0	0	0	0	0	0	2,706,017	2,482,940	0	8,379,923
Wyoming	0	0	0	0	1,626,119	0	0	0	0	0	0	0	0	0	1,626,119
Total	67,440,690	5,684,829	8,340,831	17,009,655	84,243,138	10,993,905	4,936,192	2,686,386	13,489,294	24,800,746	8,503,837	24,499,839	48,876,580	3,717,781	325,223,703

* Based on cost per position of $9,692, with enacted minimum wage increase effective 7/24/09

U. S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program
PY 2014 Authorized Positions* for Minority National Sponsors, by State

State	NAPCA	NICOA	Total
Alabama	0	16	16
Alaska	0	0	0
Arizona	0	144	144
Arkansas	0	0	0
California	259	56	315
Colorado	0	13	13
Connecticut	0	0	0
Delaware	0	0	0
District of Col	0	0	0
Florida	0	9	9
Georgia	0	0	0
Hawaii	0	0	0
Idaho	0	0	0
Illinois	67	0	67
Indiana	0	0	0
Iowa	0	0	0
Kansas	0	0	0
Kentucky	0	0	0
Louisiana	0	0	0
Maine	0	0	0
Maryland	0	0	0
Massachusetts	46	0	46
Michigan	0	0	0
Minnesota	0	34	34
Mississippi	0	0	0
Missouri	0	0	0
Montana	0	0	0
Nebraska	0	0	0
Nevada	0	0	0
New Hampshire	0	0	0
New Jersey	0	0	0
New Mexico	0	53	53
New York	62	0	62
North Carolina	0	22	22
North Dakota	0	17	17
Ohio	0	0	0
Oklahoma	0	138	138
Oregon	0	0	0
Pennsylvania	58	0	58
Puerto Rico	0	0	0
Rhode Island	0	0	0
South Carolina	0	0	0
South Dakota	0	46	46
Tennessee	0	0	0
Texas	60	0	60
Utah	0	7	7
Vermont	0	0	0
Virginia	0	0	0
Washington	61	25	86
West Virginia	0	0	0
Wisconsin	0	33	33
Wyoming	0	0	0
Total	613	613	1,226

* 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 2014 Authorized Funding* for Minority National Sponsors, by State

State	NAPCA	NICOA	Total
Alabama	$0	$155,136	$155,136
Alaska	0	0	0
Arizona	0	1,396,219	1,396,219
Arkansas	0	0	0
California	2,511,256	542,974	3,054,230
Colorado	0	126,048	126,048
Connecticut	0	0	0
Delaware	0	0	0
District of Col	0	0	0
Florida	0	87,264	87,264
Georgia	0	0	0
Hawaii	0	0	0
Idaho	0	0	0
Illinois	649,630	0	649,630
Indiana	0	0	0
Iowa	0	0	0
Kansas	0	0	0
Kentucky	0	0	0
Louisiana	0	0	0
Maine	0	0	0
Maryland	0	0	0
Massachusetts	446,015	0	446,015
Michigan	0	0	0
Minnesota	0	329,663	329,663
Mississippi	0	0	0
Missouri	0	0	0
Montana	0	0	0
Nebraska	0	0	0
Nevada	0	0	0
New Hampshire	0	0	0
New Jersey	0	0	0
New Mexico	0	513,886	513,886
New York	601,150	0	601,150
North Carolina	0	213,311	213,311
North Dakota	0	164,831	164,831
Ohio	0	0	0
Oklahoma	0	1,338,044	1,338,044
Oregon	0	0	0
Pennsylvania	562,366	0	562,366
Puerto Rico	0	0	0
Rhode Island	0	0	0
South Carolina	0	0	0
South Dakota	0	446,015	446,015
Tennessee	0	0	0
Texas	581,758	0	581,758
Utah	0	67,872	67,872
Vermont	0	0	0
Virginia	0	0	0
Washington	591,454	242,399	833,853
West Virginia	0	0	0
Wisconsin	0	319,967	319,967
Wyoming	0	0	0
Total	5,943,629	5,943,629	11,887,258

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

PROGRAM NARRATIVE INSTRUCTIONS FOR PY 2014 FUNDS

Please number pages and include your organization's name. You are encouraged to use brief topic headings.

A. **Labor Market-Responsive Training Strategies.**
   Identify job-driven training strategies that you plan to use to prepare participants for in-demand industries and occupations, using current state and local labor market information. *(Note: You do not need to submit labor market data. If you need information on finding or using labor market data, visit the LMI Win-Win Community of Practice at winwin.workforce3one.org.)*

B. **Service to Minorities (OAA Title V, Section 515).**
   Include a detailed description of your efforts to serve individuals from minority populations. Using the PY 2012 SCSEP Minority Report and SPARQ data for PY 2013, describe: (a) changes in enrollment levels or outcomes for minority individuals during PYs 2012 and 2013; (b) the factors that may have caused these changes in enrollment and outcomes; and (c) the steps you will take to address any under-service or disparities in outcomes for minorities.

C. **Organizational Structure.**
   Describe your organizational structure, including:
   - Identification of the grant's key staff, including their primary responsibilities and the amount of time they are assigned to the grant.
   - An organizational chart depicting key staff (may be an attachment), and indicating whether you have sub-recipients or local affiliates implementing the grant. If you use either entity, include a table with their names, locations, the number of authorized positions for which they are responsible, and their experience (if any) in implementing SCSEP.

PROGRAMMATIC ASSURANCES FOR PY 2014 FUNDS

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.

☐ Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA). Individuals with priority include those who:

- Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before 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 through the One-Stop Delivery System;
- Are homeless or are at risk for homelessness.

Assessment

☐ Assess participants at least twice per 12-month period.

☐ Use assessment information to determine the most appropriate community service assignments (CSAs) 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 (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 transition to other services.

☐ Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by DOL in the grant agreement and only

when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

<u>Community Service Assignment (CSA)</u>
☐   Base the initial CSA on the assessment done 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 CSA through annual monitoring.

<u>Recertification of Participants</u>
☐   Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

<u>Physical Examinations</u>
☐   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.

<u>Host Agencies</u>
☐   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.
☐   *Maintenance of Effort:* Ensure that CSAs 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 CSAs 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.

<u>Orientation</u>
☐   Provide orientations for its participants and host agencies, including information on:
- Project goals and objectives
- Participant rights and responsibilities
- CSAs
- Training opportunities
- Available supportive services
- Availability of free physical examinations
- Host agencies

☐ Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
- SCSEP goals and objectives
- Grantee and local project roles, policies, and procedures
- Documentation requirements
- 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 a waiver, if applicable
- Termination policy
- Grievance procedure

<u>Wages</u>
☐ Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignments.

<u>Participant Benefits</u>
☐ Provide workers' compensation and other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
☐ Establish written policies relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays.
☐ 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.

<u>Procedures for Payroll and Workers' Compensation</u>
☐ 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.

<u>Durational Limits</u>
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 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.

Termination Policies

☐ Provide a 30-day written notice for all 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 for:
- 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 the ETA prior to implementation)

Equitable Distribution

☐ Comply with the equitable distribution (ED) plan for each state in which grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.

☐ Comply with the authorized position allocations /ED listed in www.scseped.org.

☐ Collaborate with all grantees authorized to serve in your state 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 provides this tool to sub-recipients and local project operators.

☐ Develop an annual monitoring schedule, unless the FPO 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-recipients 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 SCSEP 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 investment boards, American Job Centers (One-Stop Career 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 should 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 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 separately by grantee or sub-recipient 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 (PINs) and SPARQ logins.

☐ Ensure that the ETA/SCSEP national office is immediately notified by grantee 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 its grant comply with all SPARQ access and security rules.

Documentation

☐ 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 recertifications.
☐ 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 OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.

☐ 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., TEGLs, Data Collection and Data Validation Handbooks, and internet postings on the Ask the Experts and SCSEP-Help websites.

☐ Ensure data are entered directly into the WDCS/SPARQ.

☐ Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.

☐ Legally obligate new sub-recipients to 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 any box is not checked, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to those standard grant requirement(s).

By checking the boxes above, 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**

PY 2014 OPTIONAL SPECIAL REQUESTS

Grantees with special requests in one or more of the following areas must submit each request in a separate, clearly-titled document. Requests for approval must 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) Waiver Options.** *(Submit only if you are requesting a change.)* To change your current IDL policy, you must request and receive Departmental approval for one of the following IDL policies. If you are changing your policy to make it more restrictive, it must have an effective date of at least 120 days after written approval.

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

   a) Your currently-approved IDL policy.
   b) Which of the options below you propose to adopt:
      * *Option 1:* No extensions to any participants; all participants exit at 48 months.
      * *Option 2:* Extensions to every participant who meets at least one of the seven waiver factors.
      * *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors, and/or extensions are limited to one-time 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 – Older Americans Act (OAA), Section 502(c)(6)(C).** *(Approvals expire at the end of each program year unless you submit a new request.)* The 2006 Amendments to the OAA permit an exception to the 75% minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use not less than 65% of program funds for participant wages and fringe benefits, so that up to an additional 10% 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 PY 2014, you must provide:

   a) A detailed description of the additional training and supportive services.
   b) An explanation of how these activities will directly benefit participants, improve project effectiveness, and improve employment outcomes for individuals served.
   c) A sequence and timeline for these activities.

d) If applicable, an explanation of whether displacement of eligible individuals or elimination of positions will occur, and information on how many individuals will be displaced or positions will be eliminated.

e) An explanation of which performance measures you expect will improve from the expenditure of additional funds, and the amounts by which you expect each measure to improve.

If you request additional funds for participant training and supportive services, do *not* submit a separate budget narrative for these activities. Instead, the detailed budget narrative must identify the specific training and supportive service activities that you will provide if your request is approved. You must also include costs associated with this request in the SF-424 and SF-424A.

3. **Increase in Administrative Cost Limitations – 20 CFR 641.870.** *(Approvals expire at the end of each program year unless you submit a new request.)* The Department may authorize an increase in the amount available for administrative costs to not more than 15% if it determines that it is necessary to carry out the project, and if you demonstrate *one* of the following:

a) You are incurring major administrative cost increases in necessary program components.

b) The number of employment positions or eligible minority individuals participating in the project will decline if administrative costs are not increased.

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 project funding.

General statements that costs have increased are not adequate justification. You must identify which costs have increased and why, and how these costs relate to program operations.

4. **Extension of Average Project Duration – OAA Section 502(b)(1)(C)(ii).** *(Approvals expire at the end of each program year unless you submit a new request.)* The maximum average project duration based on overall participation is 27 months, but you may request permission from the Department to increase your maximum average project duration to 36 months. Your request must include:

a) A statement of your current average duration and an estimate of your average duration for the coming program year.

b) A description of your efforts to achieve an average duration of 27 months.

c) The exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations:
   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 you, relative to other areas of the state or nation;
   ii. Significant downturns in the economy of an area served by you or in the national economy;

    iii.   Significant numbers or proportions of participants with one or more barriers to employment (including "most-in-need" individuals as described in 20 CFR 641.710(a)(6)) served by you, 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 you.

5. **<u>On-the-Job Experience (OJE) Training Option</u>**. *(Approvals expire at the end of each program year unless you submit a new request.)* If you wish to utilize OJE, you must meet the requirements stipulated in Older Worker Bulletin 04-04. You must provide an OJE policy and sample contracts to the Department for approval before you can exercise this option.

6. **<u>Cross-Border Agreements 20 CFR 641.515(c)</u>**. *(Approvals expire at the end of each program year unless you submit a new request.)* State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee slots, and must be submitted for Departmental approval.

7. **<u>Rotation Policy 20 CFR 641.575</u>**. *(Approvals expire at the end of each program year unless you submit a new request.)* You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. You must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that it will further the acquisition of skills listed in the individual employment plan (IEP).

PY 2014 FEDERAL PROJECT OFFICER (FPO) LIST FOR SCSEP GRANTEES

Grantee	Region	FPO Name	Phone	E-Mail
Alabama	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Alaska	VI	Ingrid Nyberg	(415) 625-7947	nyberg.ingrid@dol.gov
Arizona	VI	Latha Seshadri	(415) 625-7937	seshadri.latha@dol.gov
Arkansas	IV	Marilyn Brandenburg	(972) 850-4617	brandenburg.marilyn@dol.gov
California	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
Colorado	IV	Amanda Denogean	(972) 850-4664	denogean.amanda@dol.gov
Connecticut	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
Delaware	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
District of Columbia	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Florida	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Georgia	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Hawaii	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
Idaho	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
Illinois	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Indiana	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Iowa	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Kansas	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Kentucky	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Louisiana	IV	Roseana Smith	(972) 850-4615	smith.roseana@dol.gov
Maine	I	Michael Hotard	(617) 788-0114	hotard.michael@dol.gov
Maryland	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Massachusetts	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
Michigan	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Minnesota	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Mississippi	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Missouri	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Montana	IV	Bernie Cutter	(972) 850-4618	cutter.bernarda@dol.gov
Nebraska	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Nevada	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
New Hampshire	I	Michael Hotard	(617) 788-0114	hotard.michael@dol.gov
New Jersey	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
New Mexico	IV	Bill Martin	(972) 850-4635	martin.bill@dol.gov
New York	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
North Carolina	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
North Dakota	IV	Cynthia Wilson Green	(972) 850-4619	green.cynthia@dol.gov
Ohio	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Oklahoma	IV	Felecia Blair	(972) 850-4643	blair.felecia@dol.gov
Oregon	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
Pennsylvania	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Puerto Rico	I	Michael Hotard	(617) 788-0114	hotard.michael@dol.gov
Rhode Island	I	Michael Hotard	(617) 788-0114	hotard.michael@dol.gov
South Carolina	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
South Dakota	IV	Bernie Cutter	(972) 850-4618	cutter.bernarda@dol.gov
Tennessee	III	Linda Lundy	(404) 302-5369	lundy.linda@dol.gov
Texas	IV	Kajuana Donahue	(972) 850-4613	donahue.kajuana@dol.gov
Utah	IV	Amanda Denogean	(972) 850-4664	denogean.amanda@dol.gov
Vermont	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
Virginia	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Washington	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov

4/14/2014

West Virginia	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Wisconsin	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
Wyoming	IV	Bill Martin	(972) 850-4635	martin.bill@dol.gov
American Samoa	VI	Janice Shordike	(415) 625-7943	shordike.janice@dol.gov
Guam	VI	Janice Shordike	(415) 625-7943	shordike.janice@dol.gov
Northern Mariana Islands	VI	Janice Shordike	(415) 625-7943	shordike.janice@dol.gov
Virgin Islands	I	Michael Hotard	(617) 788-0114	hotard.michael@dol.gov

Grantee	Region	FPO Name	Phone	E-Mail
AARP Foundation	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Asociación Nacional Pro Personas Mayores	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
Associates for Training and Development, Inc. (4ADT)	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
Easter Seals, Inc.	V	Christopher Mendoza	(312) 596-5513	mendoza.christopher@dol.gov
Experience Works, Inc.	III	Connie Taylor	(404) 302-5338	taylor.connie@doleta.gov
Goodwill Industries International, Inc.	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
Mature Services, Inc.	V	Alice Mitchell	(312) 596-5413	mitchell.alice@dol.gov
National Able Network	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
National Asian Pacific Center on Aging	VI	John Jacobs	(415) 625-7940	jacobs.john@dol.gov
National Caucus and Center on Black Aged, Inc.	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
National Council on the Aging, Inc.	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
National Indian Council on Aging	IV	Brie Burleson	(972) 850-4652	burleson.brie@dol.gov
National Urban League	I	Suzanne Pouliot	(617) 788-0180	pouliot.suzanne@dol.gov
Senior Service America, Inc.	II	Christopher Ransome	(215) 861-5222	ransome.christopher@dol.gov
SER - Jobs for Progress National, Inc.	IV	Patricia Evans	(972) 850-4644	evans.patricia@dol.gov