

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI
	DATE June 20, 2016

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-15, Change 1

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

FROM: PORTIA WU 
Assistant Secretary

SUBJECT: Revised Program Year 2016 Planning Instructions and Allotments for SCSEP National Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL), Change 1 provides current SCSEP national grantees with the application instructions, allocations, and the process and procedures for the first quarter of Program Year (PY) 2016. It also provides information on the transition to grants that will be awarded under the SCSEP Funding Announcement (FOA) to provide SCSEP services.

2. **References.**

- Funding Opportunity Announcement, FOA-ETA-16-04, March 15, 2016 and Amendment One to FOA-ETA-16-04, March 21, 2016;
- TEGL 18-15, Program Year 2016 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State and Territorial Grant Applicants, April 6, 2016;
- TEGL 12-15, PY 2016 Federal Poverty Guidelines (February 6, 2016);
- Consolidated Appropriations Act, 2016 (Pub. L. 114-113), December 18, 2015;
- 2006 Older Americans Act Amendments (OAA), P.L. 109-365, 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 75 FR 53785 (September 1, 2010);
- TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility (December 28, 2006);
- Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, 2 CFR 200, (December 26, 2013); also 2 CFR 2900 (December 19, 2014 and December 30, 2015);
- Priority of Service for Covered Persons: Final Rule, 20 CFR Part 1010, (December 19, 2008) and TEGL 10-09 (November 10, 2009);
- TEGL 10-09, Implementing Priority of Service for Veterans and Eligible Spouses in All Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (November 10, 2009);

RESCISSIONS TEGL 26-11 AND TEGL 25-14	EXPIRATION DATE September 30, 2016
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- Training and Employment Notice (TEN) 15-10, Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040).

3. **Background.** SCSEP funds are allocated by a formula set forth in Section 506 of the OAA, and operate on a Program Year (PY) basis, from July 1 through the following June 30. In general, the formula allocates funds to every state, the District of Columbia, and Puerto Rico based on U.S. Census data on the number of individuals in that jurisdiction who are 55 and older with a low per-capita income. 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 competitive awards are renewed annually for four years (subject to annual appropriations), with an optional one-year extension. On March 15, 2016, DOL announced the opening of a Funding Opportunity Announcement (FOA) for the national portion of SCSEP. Since this is a competition year and the obligation period coincides with the beginning of the grantees' period of performance, ETA wants to ensure that service delivery is seamless for the grantees and program participants by providing a transition period to prevent any unnecessary breaks in service and to minimize disruption. ETA's planned transition of participants following the national grantee competition is scheduled to be implemented on October 1, 2016. Therefore, current national grantees will continue service through the first quarter of PY 2016. The original TEGL 18-15 issued on April 6, 2016 provided funding and allocation information for only the states and territories, and did not include the national grantee allocations. This Change 1 includes the allocations and necessary planning instructions for current national grantees for PY 2016, first quarter.

4. **Overall Approach.** The Department of Labor (the Department) plans to issue new grants to current grantees for the first quarter of PY 2016 to continue services to their current authorized positions in their current areas. These new grants will be one quarter's proportional share, i.e. 25 percent, of the PY 2016 funding, to serve clients during the first quarter (July 1, 2016 through September 30, 2016). Current grantees must submit the required documents by **June 24, 2016**. We will allocate the remaining PY 2016 funds after the announcing the FOA results.

After ETA announces the results of the FOA, any current national grantees that successfully applied under the competition will receive a modification of the new grant for the remainder of the program year, October 1, 2016 through June 30, 2017. In accordance with 20 CFR 641.420, current grantees that are not successful will be required to assist in transition activities during the remainder of the first quarter to minimize disruption for participants.

5. **Notice of Obligation (NOO).** The Department plans to issue NOOs with new grant numbers and allocation amounts for the SCSEP program to current national grantees for the first quarter of PY 2016.

6. **PY 2016 Program Allotments.** See Attachment A for funding amounts and authorized positions for the first quarter of PY 2016. Guidance for allocations for the remaining program year will be provided after the national competition is completed.
7. **Action Requested.** Current national grantees must submit the following documentation:
 - a. SF-424 http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf;
 - b. SF-424A <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>;
 - c. Budget Narrative for the first quarter allocations; and
 - d. Optional Special Requests (as applicable).

No other narrative information will be required for the period covering the first quarter. ETA will incorporate a generic Statement of Work (see Attachment B) addressing the programmatic activities for quarter one into the grant agreement. For current national grantees that choose to submit optional special requests for quarter one, the Department strongly encourages submissions that are consistent with these grantees' currently approved special requests from PY 2015. This will enable current grantees to continue providing essentially the same services for an additional quarter during transition, and will allow an expedited review of such requests by the Department. Note that such optional special requests must be based on funding for one quarter. Instructions are included in Attachment C. Please submit all documents related to this first quarter award to grants.scsepdocs@dol.gov on or before **June 24, 2016**.

A more specific narrative supporting optional special requests for quarters two through four will be required for all successful grantees awarded in the competition. After grant awards are made, successful grantees that choose to submit optional special requests for the remaining three quarters of PY 2016 (October 1, 2016 through June 30, 2017) will be required to submit appropriate documentation for optional special requests at a later date. The Department will issue subsequent guidance describing this documentation and specifying the due date.

8. **Inquiries.** Please direct questions regarding these allotments to the appropriate Federal Project Officer. Information on the allotments and planning requirements may also be found in the FOA, available at <https://www.doleta.gov/grants/pdf/FOA-ETA-16-04.pdf>.
9. **Attachment(s).**
 - Attachment A: Funding Allocations and Authorized Positions
 - Attachment B: Generic Statement of Work
 - Attachment C: Optional Special Requests

Senior Community Service Employment Program

PY 2016 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

Senior Community Service Employment Program

PY 2016 Authorized Funding* for Non-Minority National Sponsors, by State X .25

State	AARP	ABLE	ANPPM	ES	EW	GHI	Mature	NAPCA	NCBA	NCOA	NULI	SER	SSAI	A4TD	Total
Alabama	\$0	\$0	\$0	\$458,342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,105,840	\$0	\$1,564,182
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	264,015	0	273,703	0	0	285,814	0	0	0	0	0	0	0	0	823,532
Arkansas	455,983	0	0	0	858,606	0	0	0	223,141	0	0	0	0	0	1,537,730
California	802,618	0	1,008,729	0	695,926	0	0	218,235	0	637,730	0	2,240,542	829,292	0	6,433,072
Colorado	395,234	0	0	0	0	0	0	0	0	0	0	458,277	0	0	853,511
Connecticut	0	0	0	460,155	0	0	0	0	0	0	0	0	0	467,421	927,576
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	145,485	0	0	0	0	0	339,465	0	0	0	0	0	484,950
Florida	3,207,656	0	0	0	1,185,596	0	0	0	295,793	0	0	290,944	0	0	4,979,989
Georgia	506,533	0	0	0	1,059,115	0	0	0	0	305,374	0	0	0	0	1,871,022
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	406,530	0	0	0	0	0	0	0	0	0	406,530
Illinois	162,458	0	0	383,110	812,290	0	0	94,565	380,685	0	0	407,357	882,607	0	3,123,072
Indiana	531,178	0	0	0	608,793	569,986	0	0	0	0	0	0	499,647	0	2,209,604
Iowa	385,378	0	0	0	499,294	0	0	0	0	0	0	0	196,325	0	1,080,997
Kansas	0	0	0	0	0	0	0	0	0	0	0	832,349	0	0	832,349
Kentucky	0	0	0	0	760,951	0	0	0	0	542,844	295,656	0	0	0	1,599,451
Louisiana	376,093	0	339,697	0	419,768	0	0	0	0	155,290	0	0	0	0	1,290,848
Maine	0	520,218	0	0	0	0	0	0	0	0	0	0	0	0	520,218
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	1,160,351	0	1,160,351
Massachusetts	0	494,459	0	0	0	0	0	121,191	0	0	310,249	0	802,284	0	1,728,183
Michigan	882,318	0	0	0	860,502	0	0	0	366,017	0	576,900	0	0	0	2,685,737
Minnesota	0	0	0	0	1,141,671	0	0	0	0	0	0	0	819,288	0	1,960,959
Mississippi	0	0	0	0	254,652	0	0	0	189,170	0	0	0	596,614	0	1,040,436
Missouri	632,927	0	0	0	1,396,806	0	0	0	0	0	0	0	0	0	2,029,733
Montana	0	0	0	0	525,508	0	0	0	0	0	0	0	0	0	525,508
Nebraska	0	0	0	0	624,262	0	0	0	0	0	0	0	0	0	624,262
Nevada	414,411	0	0	0	0	0	0	0	0	0	0	0	0	0	414,411
New Hampshire	0	406,530	0	0	0	0	0	0	0	0	0	0	0	0	406,530
New Jersey	0	0	0	773,494	385,535	0	0	0	0	962,624	264,297	0	0	0	2,385,950
New Mexico	0	0	0	0	0	406,530	0	0	0	0	0	0	0	0	406,530
New York	1,202,577	0	0	860,715	923,753	0	0	237,606	0	530,976	433,994	0	1,236,520	0	5,426,141
North Carolina	0	0	0	0	0	0	0	0	664,049	358,684	0	0	1,185,109	0	2,207,842
North Dakota	0	0	0	0	506,111	0	0	0	0	0	0	0	0	0	506,111
Ohio	649,754	0	0	327,302	836,437	0	1,234,048	0	390,337	0	0	0	242,446	0	3,680,324
Oklahoma	359,019	0	0	0	654,966	0	0	0	0	0	0	0	0	0	1,013,985
Oregon	0	0	0	426,755	814,715	0	0	0	0	0	0	0	0	0	1,241,470
Pennsylvania	877,627	0	317,594	0	470,330	480,028	0	0	523,667	1,115,217	244,863	0	395,175	0	4,424,501
Puerto Rico	416,660	0	0	0	743,691	0	0	0	0	0	0	0	0	0	1,160,351
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	447,917	0	0	447,917
South Carolina	487,561	0	0	0	662,210	0	0	0	0	0	0	0	0	0	1,149,771
South Dakota	0	0	0	0	523,745	0	0	0	0	0	0	0	0	0	523,745
Tennessee	0	0	0	0	0	0	0	0	0	395,385	0	0	1,329,271	0	1,724,656
Texas	2,664,796	0	0	0	785,618	0	0	0	0	0	0	771,069	317,642	0	4,539,125
Utah	0	0	0	562,541	0	0	0	0	0	0	0	0	0	0	562,541
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	462,024	462,024
Virginia	536,068	0	0	0	162,518	560,324	0	0	0	523,939	0	0	0	0	1,782,849
Washington	649,309	0	0	0	0	445,794	0	0	0	0	0	0	0	0	1,095,103
West Virginia	0	0	0	0	276,614	0	0	0	0	672,123	0	0	0	0	948,737
Wisconsin	0	0	0	0	797,741	0	0	0	0	0	0	676,504	620,735	0	2,094,980
Wyoming	0	0	0	0	406,530	0	0	0	0	0	0	0	0	0	406,530
Total	16,860,173	1,421,207	2,085,208	4,252,414	21,060,784	2,748,476	1,234,048	671,597	3,372,324	6,200,186	2,125,959	6,124,959	12,219,146	929,445	81,305,926

* 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 2016 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 2016 Authorized Funding* for Minority National Sponsors, by State X .25

State	NAPCA	NICOA	Total
Alabama	\$0	\$38,784	\$38,784
Alaska	0	0	0
Arizona	0	349,056	349,056
Arkansas	0	0	0
California	627,815	135,743	763,558
Colorado	0	31,512	31,512
Connecticut	0	0	0
Delaware	0	0	0
District of Col	0	0	0
Florida	0	21,816	21,816
Georgia	0	0	0
Hawaii	0	0	0
Idaho	0	0	0
Illinois	162,407	0	162,407
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	111,504	0	111,504
Michigan	0	0	0
Minnesota	0	82,416	82,416
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	128,471	128,471
New York	150,287	0	150,287
North Carolina	0	53,328	53,328
North Dakota	0	41,208	41,208
Ohio	0	0	0
Oklahoma	0	334,511	334,511
Oregon	0	0	0
Pennsylvania	140,591	0	140,591
Puerto Rico	0	0	0
Rhode Island	0	0	0
South Carolina	0	0	0
South Dakota	0	111,504	111,504
Tennessee	0	0	0
Texas	145,439	0	145,439
Utah	0	16,968	16,968
Vermont	0	0	0
Virginia	0	0	0
Washington	147,863	60,600	208,463
West Virginia	0	0	0
Wisconsin	0	79,992	79,992
Wyoming	0	0	0
Total	1,485,906	1,485,909	2,971,815

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

**Senior Community Service Employment Program
Grantee Statement of Work for PY 2016 Funding**

Senior Community Service Employment Program (SCSEP) grantees awarded funds for Program Year (PY) 2016 will use these funds to provide eligible unemployed, low-income seniors with training to acquire the skills necessary to secure employment. The subsidized wages paid to participants provide needed income to seniors 55 and older with an added benefit to their communities from their service.

Authority for Funding, Activities, and Reporting:

The Department of Labor expects grantees to adhere to the current statutory and regulatory requirements for SCSEP, as contained in the following:

- Funding Opportunity Announcement, FOA-ETA-16-04, March 15, 2016;
- TEGL 18-15, Program Year 2016 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State and Territorial Grant Applicants, April 6, 2016;
- TEGL 12-15, PY 2016 Federal Poverty Guidelines (February 6, 2016);
- Consolidated Appropriations Act, 2016 (Pub. L. 114-113), December 18, 2015;
- 2006 Older Americans Act Amendments (OAA), P.L. 109-365, 42 U.S.C. 3056 et seq.;
- SCSEP Final Rule, 75 FR 53785 (September 1, 2010);
- TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility (December 28, 2006);
- Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, 2 CFR 200, (December 26, 2013); also 2 CFR 2900 (December 19, 2014 and December 30, 2015);
- Priority of Service for Covered Persons: Final Rule 20, CFR Part 1010, (December 19, 2008);
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- Training and Employment Notice (TEN) 15-10, Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040);

Grantee Activities:

Accountability and transparency for use of PY 2016 funds are ensured through the following grantee activities:

- Track participation and document program activities and directly enter data using the SCSEP Performance and Results QPR (SPARQ) data collection and performance reporting system;

- Provide SCSEP services within the counties/geographic areas, only as authorized in accordance with Program Year Equitable Distribution;
- Develop and maintain appropriate management strategies to deal with fluctuations in funding, including recruitment and enrollment policies, and manage grant funds so as to avoid fluctuations in the number of hours per week in community service provided to participants;
- Evaluate and adhere to termination policies as appropriate;
- Ensure grievance policies are clear and available to all applicants and participants;
- Recruit new host agencies and expand opportunities at existing host agencies;
- Maintain individual durational limit (IDL) policies that ensure equitable and uniform practices for all SCSEP participants reaching their individual participation durational limits in PY 2016, including transition strategies, with any revised IDL policy approved by DOL to take effect no sooner than 120 days after approval;
- Monitor and report efforts to serve minority individuals;
- Protect against maintenance of effort violations;
- Track all SCSEP grant funds and submit all required financial reports in a timely manner as determined by the Department of Labor (USDOL); and
- Follow Programmatic Assurances as prescribed.
- Ensure the least disruption for participants transitioning into and out of service areas.

The submission of an SF-424 Application for Federal Assistance signed by the grantee's authorized representative, an SF-424A with a Budget Narrative, Program Narrative, and signed Programmatic Assurances, and any Optional Special Requests constitute acceptance of this Generic Statement of Work and the issuance of a PY 2016 grant agreement.

PY 2016 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 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. Per the instructions in the body of the TEG, for current national grantees that choose to submit optional special requests for quarter one, the Department strongly encourages submissions that are consistent with these grantees' currently approved special requests from PY 2015. In general, the Department expects that these grantees can simply revise the documentation currently on file for PY 2015 to reflect an appropriate timeline and budget for the first quarter of PY 2016.

- 1. Change 48-Month Individual Durational Limit (IDL) Waiver Options – 20 CFR 641.570(b).**
(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, as described in SCSEP regulations at 20 CFR 641.570 (b). 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:
 - i. *Option 1:* No extensions to any participants; all participants exit at 48 months.
 - ii. *Option 2:* Extensions to every participant who meets at least one of the seven waiver factors.
 - iii. *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 (ATSS) – 20 CFR 641.874**
(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option. A revised version of your PY 2015 request based on one quarter of funding will be acceptable.) The 2006 Amendments to the OAA, and 20 CFR 641.874 permit an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use not less than 65 percent of program funds for participant's wages and fringe benefits, so that up to an additional 10 percent of funds are available for training and supportive services that directly benefit participants.

If you wish to request the use of additional funds for training and supportive services for the first quarter of PY 2016, you must provide:

- a) A description of the activities for which the grantee will spend the grant funds described in paragraphs (a)(3) and (a)(4) of 20 CFR 641.874;

- b) Description of how the provision of such activities will improve the effectiveness of the project, including:
 - o An explanation of whether any displacement of eligible individuals or limitation of positions for such individuals will occur.
 - o Information on the number of individuals to be displaced and of positions to be eliminated.
 - o Clarification of how the activities described will improve employment outcomes for the individuals served.
- c) A proposed budget and work plan for the activities, including a detailed description of how the funds will be spent on the activities described in paragraphs (a)(3) and (a)(4) of 20 CFR 641.874. The budget and work plan should detail both the additional training and support services that will be provided to SCSEP participants and the associated cost for each activity. Please ensure that items discussed in the work plan are included clearly in the budget or budget narrative.
- d) Grantees with approved requests for ten percent additional funds may choose to apply the provision unilaterally for all sub recipients, or to individual sub-recipients but need not provide this opportunity to all their sub recipients. If the grantee applies this provision to their sub recipients, the grantee should provide a detailed description on how the funds will be allocated and include a detailed budget and work plan for each sub recipient, if they are not applying the provision unilaterally.

Please also note grantees must pay participant wages and fringe benefits for participants who are in training out of the “10% Additional Training and Supportive Service” funds, per OAA 502(c)(6)(C) and 20 CFR 671.874(a)(3). Also please note that under those same statutory and regulatory provisions, grantees may not use these “10% ATSS” funds to pay for any administrative costs. The SF-424A and budget narrative must reflect the cost of the specific training and supportive services activities that you will provide if your request is approved. If we do not approve this optional special request, you will need to submit a revised SF424A and budget narrative to reflect costs without this waiver.

3. **Increase in Administrative Cost Limitations – 20 CFR 641.870.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option. A revised version of your PY 2015 request based on one quarter of funding will be acceptable.)* The Department may authorize an increase in the amount available for administrative costs to not more than 15 percent, as described in 20 CFR 641.870, 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 community service assignment 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.
4. **Extension of Average Project Duration – 641.570(c).** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* 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, as described in 641.570(c). 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. **On-the-Job Experience (OJE) Training Option.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* If you wish to use OJE described in 20 CFR 641.540(c), you must meet the requirements stipulated in Older Worker Bulletin 04-04. You must provide a copy of your OJE policy and sample contracts to the Department for approval before you can exercise this option.

6. **Rotation Policy - 20 CFR 641.575.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like 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, but must submit that policy to the Department for approval, as described in 20 CFR 641.575. 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).