

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 /s/
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