

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> SCSEP
	<b>CORRESPONDENCE SYMBOL</b> OWI
	<b>DATE</b> August 25, 2016

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-15, Change 2**

**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 2 provides current SCSEP national grantees with the application instructions, allocations, and the process and procedures for the second quarter of Program Year (PY) 2016. We will provide further information at a later date on the transition to grants that will be awarded under the SCSEP Funding Announcement (FOA) to provide SCSEP services for the PY 2016 third and fourth quarters.

2. **References.**

- Funding Opportunity Announcement, FOA-ETA-16-04, March 15, 2016; Amendment One to FOA-ETA-16-04, March 21, 2016; Reopening of Funding Opportunity Announcement, FOA-ETA-16-04-A, June 23, 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);

<b>RESCISSIONS</b> TEGL 26-1 AND TEGL 25-14	<b>EXPIRATION DATE</b> December 31, 2016
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- 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);
- 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);
- TEGL 18-15 Change 1, Revised Program Year 2016 Planning Instructions and Allotments for SCSEP National Grantees (SCSEP).

3. **Background.** TEGL 18-15, Change 1 provided the allocations and necessary planning instructions for current national grantees for the first quarter of PY 2016. This Change 2 contains the allocations and necessary planning instructions for the second quarter of PY 2016. SCSEP funds are competitively awarded to national non-profit agencies and 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. ETA then decided to reopen the SCSEP FOA period through the closing date of July 25, 2016, to help ensure adequate coverage of the necessary geographic areas and associated participant slots. Since this is a competition year, 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. Changes to participant slot assignments that will happen as a result of the 2016 competition will be implemented on January 1, 2017. Therefore, current national grantees will continue service through the first two quarters of PY 2016. As of January 1, 2017, new grantees and grantees with changing participant slots will be responsible for providing services to the participants for slots awarded to them as a result of the 2016 competition.<sup>1</sup>

4. **Overall Approach.** The Department of Labor (the Department) issued new grants to current national grantees for the first quarter of PY 2016 to continue services to their current authorized positions in their current areas. It will modify these grants to add funding for the second quarter (October 1, 2016 through December 31, 2016). These modifications will be one quarter's proportional share, i.e. 25 percent, of the PY 2016 funding, to serve participants during the second quarter. Current grantees must submit the required documents by **September 13, 2016.**

We will allocate the remaining PY 2016 funds after announcing the FOA results. At that time any current national grantees that successfully applied under the competition will receive a further modification of its PY 2016 grant for the remainder of the program year, January 1, 2017 through June 30, 2017. In accordance with 20 CFR 641.420, current

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1 - Page 66 of the Funding Opportunity Announcement that reopened the 2016 SCSEP competition cited January 2, 2017, as the estimated effective date for all transfers. Please note that ETA has decided that this date will be January 1, 2017, as announced in this TEGL Change-2.

grantees that are not successful will be required to assist in transition activities during the remainder of the second quarter to minimize disruption for participants.

5. **Notice of Award (NOA).** The Department plans to issue NOAs to the current national grantees' PY 2016 grants with allocation amounts for the SCSEP program for the second quarter of PY 2016.
6. **PY 2016 Program Allotments.** See Attachment A for funding amounts and authorized positions for the second quarter of PY 2016. These funding amounts and authorized positions are the same as for the PY 2016 first quarter. 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](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf); (for second quarter only);
  - b. SF-424A <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>; (cumulative total for first and second quarter);
  - c. Budget Narrative for the second quarter only allocations; and
  - d. Optional Special Requests (as applicable).

The generic Statement of Work addressing the programmatic activities incorporated into the PY 2016 grants remains in effect for the second quarter. No other narrative information will be required for the period covering the second quarter.

**Optional Special Requests.** The Department will carry forward all optional special requests submitted and approved for PY 2016. However, if a grantee wishes to amend a currently approved optional special request or to submit a new optional special request for the second quarter, the grantee must submit its request following the guidelines and instructions included in Attachment B. Please submit all documents related to this second quarter award to [grants.scsepdocs@dol.gov](mailto:grants.scsepdocs@dol.gov) on or before **September 13, 2016**.

A more specific narrative supporting optional special requests for quarters three and four may 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 two quarters of PY 2016 (January 1, 2017 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 <http://www.grants.gov/web/grants/view-opportunity.html?oppId=285373>.

**9. Attachment(s).**

Attachment A: Funding Allocations and Authorized Positions  
Attachment B: Optional Special Requests