

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI DNPTTA
	DATE June 13, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-17

TO: ALL SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary

SUBJECT: Program Year (PY) 2018 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) provides current SCSEP state, territorial, and national grantees with the application instructions, allocations, and the process and procedures for the PY 2018 grant submission.

2. **References.**

- Older Americans Act Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Consolidated Appropriations Act, 2018, Pub. L. 115-141 (March 23, 2018);
- TEGL 10-17, *2018 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (March 19, 2018);
- Older Americans Act of 1965, as amended by the Older Americans Act Amendments of 2006 (OAA), Pub. L. 109-365, codified at 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 75 Federal Register (FR) 537864 (September 1, 2010), published at 20 CFR part 641;
- WIOA; Joint Final Rule for Unified and Combined State Plans, Performance Accountability and the One-Stop System Joint Provisions, 81 FR 55791 (August 19, 2016);
- TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
- Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013), published at 2 CFR Part 200;
- Department of Labor (DOL) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (December 26, 2013), published at 2 CFR Part 2900;
- TEGL 15-16, *Competitive Selection of One-Stop Operators* (January 17, 2017);

RESCISSIONS TEGL 28-16	EXPIRATION DATE Continuing
----------------------------------	--------------------------------------

- TEGL 16-16, *One-Stop Operations Guidance for the American Job Center Network* (January 18, 2017);
- TEGL 16-16, *Change 1, Change 1 to Training and Employment Guidance Letter (TEGL) 16-16 One-Stop Operations Guidance for the American Job Center Network* (June 16, 2017);
- SCSEP; Performance Accountability; Interim Final Rule, 82 F R 56869 (December 1, 2017);
- TEGL No. 15-14, *Implementation of the New Uniform Guidance Regulations* (December 19, 2014);
- Priority of Service for Covered Persons; Final Rule, (December 19, 2008), published at 20 CFR Part 1010;
- 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 (DOL)* (November 10, 2009);
- Training and Employment Notice 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)* (November 10, 2010);
- Jobs for Veterans Act (JVA) as amended, Pub. L. 107-288 (November 7, 2002);
- Workforce Innovation and Opportunity Act (WIOA), (Pub. L. 113-128), Sec. 121, Funding of One-Stop Infrastructure; and
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date 08/31/2018).

3. **Background.** SCSEP funds are allocated by a formula set forth in Section 506 of the Older Americans Act (OAA), and operate on a Program Year (PY) basis, from July 1 through the following June 30. SCSEP grant awards are renewed on an annual basis except for SCSEP National grants, which are renewed on an annual basis only during non-competitive years. The national non-profit organizations compete for the awards every four years (subject to annual appropriations), with an optional one-year extension. The Employment and Training Administration (ETA) releases grant planning guidance each year to advise grantees of ETA requirements to obligate grantee funding and authorized position amounts. This grant planning guidance also assists SCSEP grantees in preparing their budgets and document submissions for the annual OAA Title V appropriation.
4. **Overall Approach.** ETA requires grantees to submit on an annual basis a grant application that includes a program narrative, a SF-424, SF-424A, a detailed budget narrative, a report on service to minorities, signed programmatic assurances, optional special requests and an updated SCSEP organizational chart. For PY 2018, ETA requires that grantees describe their efforts to strengthen and reinforce the coordination between SCSEP and WIOA. Grantees must submit the required documents no later than June 22, 2018.
5. **PY 2018 Program Allotments.** See Attachment A for PY 2018 funding amounts and authorized positions. The allotments reflect reservations for program integrity and evaluation activities under the Consolidated Appropriations Act, 2018, Pub. L. 115-141.

6. **Grant Application Requirements.** SCSEP National, state and territorial grantees must submit a complete grant application package in order to receive PY 2018 funds. The ETA Grant Officer will not obligate funds to grantees that fail to provide all of the required information outlined in this guidance.

Application and Budget Forms. Grantees must submit current versions of the SF-424 Application for Federal Assistance and the SF-424A, Budget Information Form for their allotted funding amount as noted in Attachment A. Both forms must include 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 the following links:

- SF-424 https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf;
- SF-424A <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>;

The budget narrative submission must provide a detailed description of costs associated with each line item on the SF 424A. Grantees must clearly list the percentage and total funding amount allocated to Participant Wages and Fringe Benefits and Administrative Costs.

Since SCSEP is a required partner in the WIOA workforce system, grantees must also continue to factor in the infrastructure costs governed by WIOA section 121(h) and its implementing regulations into their SCSEP budgets. For more information about these requirements, grantees should refer to TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System, which outlines how one-stop partners (including SCSEP) must determine and pay for infrastructure and additional costs in a local one-stop delivery system.

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

- *SCSEP Operational Policies and Procedures (Section 1).* Grantees must provide documentation of their duration limit policies, termination policies, and grievance policies.
- *Services to Minorities (Section 2).* SCSEP grantees must analyze and explain their efforts to serve individuals from minority populations using the 2016 Minority Report. State and territory grantees are required to provide this information as prescribed in Attachment B.
- *Organizational Structure, Monitoring and Audits (Section 3).* SCSEP grantees are required to provide the organizational structure of the project and how subprojects will be managed.

Programmatic Assurances (Attachment C). Grantees must review the programmatic assurances in Attachment C that reflect standard program requirements based on the SCSEP authorizing statute and its regulations at 20 CFR Part 641. Grantees should submit a signed and dated copy of these assurances; these assurances will be incorporated into each grantee's award document.

Optional Requests (Attachment D). Grantees may submit optional requests as described in Attachment D.

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.

Please submit all documents to grants.scsepdocs@dol.gov by June 22, 2018.

7. **Notices of Award.** The Department will issue Notices of Award with new grant numbers and allocation amounts to the SCSEP grantees for PY 2018.
8. **Inquiries.** All Grantees should direct inquiries to your Federal Project Officer.
9. **OMB Approval.** To conform with the PRA, the President’s Office of Management and Budget (OMB) has reviewed and approved this information collection (OMB Control Number 1205-0040), whose authorization expires 08/31/2018. Under 5 CFR 1320.5(b), an agency cannot conduct, sponsor, or require a response to a collection of information unless the collection displays a valid OMB Control Number.
10. **Attachments.**
 - Attachment A: Funding Allocations and Authorized Positions
 - Attachment B: Program Narrative Instructions
 - Attachment C: Programmatic Assurances
 - Attachment D: Optional Special Requests

USDOL/ETA

**Senior Community Service Employment Program
PY 2018 Authorized Positions and Funding*
for State Agencies and Territories, by State**

States	Positions	Dollars
State Agencies		
Alabama	151	\$1,467,992
Alaska	175	1,694,333
Arizona	109	1,054,108
Arkansas	149	1,442,124
California	701	6,796,736
Colorado	83	801,898
Connecticut	89	866,568
Delaware	175	1,694,333
District of Col	47	459,151
Florida	482	4,675,586
Georgia	181	1,759,003
Hawaii	175	1,694,333
Idaho	43	421,835
Illinois	318	3,084,722
Indiana	214	2,075,882
Iowa	105	1,015,307
Kansas	83	808,365
Kentucky	155	1,506,794
Louisiana	138	1,338,653
Maine	51	491,486
Maryland	113	1,092,910
Massachusetts	178	1,726,668
Michigan	273	2,644,972
Minnesota	194	1,881,874
Mississippi	101	982,972
Missouri	202	1,959,478
Montana	51	497,953
Nebraska	63	607,890
Nevada	43	421,835
New Hampshire	43	421,835
New Jersey	231	2,237,555
New Mexico	46	446,218
New York	540	5,238,208
North Carolina	214	2,075,882
North Dakota	49	478,553
Ohio	357	3,459,804
Oklahoma	131	1,273,984
Oregon	120	1,164,047
Pennsylvania	437	4,242,302
Puerto Rico	112	1,086,443
Rhode Island	44	426,817
South Carolina	111	1,079,976
South Dakota	57	549,688
Tennessee	167	1,616,731
Texas	453	4,397,508
Utah	55	530,288
Vermont	45	439,751
Virginia	177	1,720,202
Washington	121	1,170,513
West Virginia	92	892,435
Wisconsin	209	2,030,614
Wyoming	43	421,835
State Agencies Total	8,696	\$84,366,950
Territories		
American Samoa	92	896,175
Guam	92	896,175
Northern Marianas	31	298,725
Virgin Islands	92	896,175
Territories Total	307	\$2,987,250

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

Senior Community Service Employment Program

PY 2018 Authorized Positions* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama	0	0	0	182	0	0	0	0	0	0	0	0	0	0	410	0	0	592
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	146	166	0	0	0	0	0	0	0	0	0	0	0	0	0	312
Arkansas	189	0	0	0	0	0	0	0	393	0	0	0	0	0	0	0	0	582
California	0	0	594	0	0	0	0	442	0	371	206	0	0	822	0	0	0	2,435
Colorado	145	0	0	0	0	0	0	0	0	0	0	0	0	178	0	0	0	323
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	351	0	351
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	55	0	0	0	0	0	129	0	0	0	0	0	0	0	0	184
Florida	1,122	0	0	0	0	0	0	0	359	0	0	404	0	0	0	0	0	1,885
Georgia	215	0	0	0	0	0	0	0	0	493	0	0	0	0	0	0	0	708
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	0	154
Illinois	0	119	0	173	0	81	0	357	91	0	0	0	0	0	361	0	0	1,182
Indiana	200	63	0	0	0	384	0	0	0	0	0	0	0	0	189	0	0	836
Iowa	147	186	0	0	0	0	0	0	0	0	0	0	0	0	76	0	0	409
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	315	0	0	0	315
Kentucky	0	0	0	0	0	268	0	0	0	218	0	119	0	0	0	0	0	605
Louisiana	0	0	489	0	0	0	0	0	0	0	0	0	0	0	0	0	0	489
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	197	197
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	439	0	0	439
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	345	0	309	0	0	654
Michigan	0	0	0	0	0	0	0	0	795	0	0	222	0	0	0	0	0	1,017
Minnesota	0	0	0	0	189	0	0	0	0	0	0	0	0	0	553	0	0	742
Mississippi	0	0	0	0	0	0	0	0	165	0	0	0	0	0	229	0	0	394
Missouri	260	0	0	0	0	169	0	0	224	0	0	0	0	115	0	0	0	768
Montana	0	0	0	0	199	0	0	0	0	0	0	0	0	0	0	0	0	199
Nebraska	0	236	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	236
Nevada	157	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	157
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	154	0	0	0	0	154
New Jersey	0	0	0	297	0	0	0	0	0	381	0	225	0	0	0	0	0	903
New Mexico	0	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	154
New York	0	0	0	220	0	0	0	91	0	212	0	293	0	0	515	294	429	2,054
North Carolina	0	0	0	0	0	0	0	0	178	211	0	0	0	0	447	0	0	836
North Dakota	0	0	0	0	192	0	0	0	0	0	0	0	0	0	0	0	0	192
Ohio	255	0	0	132	0	250	468	0	141	147	0	0	0	0	0	0	0	1,393
Oklahoma	0	0	0	384	0	0	0	0	0	0	0	0	0	0	0	0	0	384
Oregon	0	0	0	470	0	0	0	0	0	0	0	0	0	0	0	0	0	470
Pennsylvania	337	0	120	0	0	0	0	0	0	547	0	156	0	0	0	348	167	1,675
Puerto Rico	166	0	0	0	0	0	0	0	0	273	0	0	0	0	0	0	0	439
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	170	0	170
South Carolina	0	0	0	0	0	435	0	0	0	0	0	0	0	0	0	0	0	435
South Dakota	0	0	0	0	198	0	0	0	0	0	0	0	0	0	0	0	0	198
Tennessee	0	0	0	0	0	0	0	0	0	149	0	0	0	0	504	0	0	653
Texas	1,007	0	0	0	0	0	0	0	0	0	0	0	0	311	400	0	0	1,718
Utah	0	0	0	213	0	0	0	0	0	0	0	0	0	0	0	0	0	213
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	175	175
Virginia	218	0	0	0	0	256	0	0	0	201	0	0	0	0	0	0	0	675
Washington	250	0	0	0	0	165	0	0	0	0	0	0	0	0	0	0	0	415
West Virginia	0	0	0	0	0	0	0	0	0	359	0	0	0	0	0	0	0	359
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	562	231	0	0	793
Wyoming	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	0	154
Total	4,668	604	1,404	2,237	1,086	2,162	468	890	2,475	3,562	206	1,419	499	2,303	4,663	1,163	968	30,777

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

Senior Community Service Employment Program

PY 2018 Authorized Funding* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	ES	EW	GII	Mature	NAPCA	NCBA	NCOA	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	A4TD	Total
Alabama	\$0	\$0	\$0	\$1,765,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,976,957	\$0	\$0	\$5,742,338
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	1,414,752	1,608,553	0	0	0	0	0	0	0	0	0	0	0	0	0	3,023,305
Arkansas	1,833,245	0	0	0	0	0	0	0	3,811,985	0	0	0	0	0	0	0	0	5,645,230
California	0	0	5,761,127	0	0	0	0	4,286,899	0	3,598,280	1,997,967	0	0	7,972,468	0	0	0	23,616,741
Colorado	1,406,617	0	0	0	0	0	0	0	0	0	0	0	0	1,726,744	0	0	0	3,133,361
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,405,265	0	3,405,265
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	532,161	0	0	0	0	0	1,248,158	0	0	0	0	0	0	0	0	1,780,319
Florida	10,882,066	0	0	0	0	0	0	0	3,481,873	0	0	3,918,319	0	0	0	0	0	18,282,258
Georgia	2,085,863	0	0	0	0	0	0	0	0	4,782,931	0	0	0	0	0	0	0	6,868,794
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	1,492,429	0	0	0	0	0	0	0	0	0	0	0	0	1,492,429
Illinois	0	1,154,285	0	1,678,079	0	785,690	0	3,462,856	882,689	0	0	0	0	0	3,501,656	0	0	11,465,255
Indiana	1,940,617	611,294	0	0	0	3,725,986	0	0	0	0	0	0	0	0	1,833,884	0	0	8,111,781
Iowa	1,426,329	1,804,742	0	0	0	0	0	0	0	0	0	0	0	0	737,422	0	0	3,968,493
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	3,055,675	0	0	0	3,055,675
Kentucky	0	0	0	0	0	2,601,068	0	0	0	2,115,795	0	1,154,952	0	0	0	0	0	5,871,815
Louisiana	0	0	4,738,886	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,738,886
Maine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,909,797	0	1,909,797
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,259,818	0	0	4,259,818
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	3,346,821	0	2,997,588	0	0	6,344,409
Michigan	0	0	0	0	0	0	0	0	7,707,459	0	0	2,152,271	0	0	0	0	0	9,859,730
Minnesota	0	0	0	0	1,833,698	0	0	0	0	0	0	0	0	0	5,365,265	0	0	7,198,963
Mississippi	0	0	0	0	0	0	0	0	1,599,576	0	0	0	0	0	2,220,017	0	0	3,819,593
Missouri	2,522,625	0	0	0	0	1,639,706	0	0	2,173,338	0	0	0	0	1,115,776	0	0	0	7,451,445
Montana	0	0	0	0	1,929,218	0	0	0	0	0	0	0	0	0	0	0	0	1,929,218
Nebraska	0	2,291,756	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,291,756
Nevada	1,521,363	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,521,363
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	1,492,429	0	0	0	0	1,492,429
New Jersey	0	0	0	2,880,923	0	0	0	0	0	3,695,730	0	2,182,517	0	0	0	0	0	8,759,170
New Mexico	0	0	0	0	0	1,492,429	0	0	0	0	0	0	0	0	0	0	0	1,492,429
New York	0	0	0	2,133,609	0	0	0	882,538	0	2,056,023	0	2,841,580	0	0	4,994,585	2,851,278	4,160,538	19,920,151
North Carolina	0	0	0	0	0	0	0	0	1,725,771	2,045,717	0	0	0	0	4,333,819	0	0	8,105,307
North Dakota	0	0	0	0	1,858,005	0	0	0	0	0	0	0	0	0	0	0	0	1,858,005
Ohio	2,473,299	0	0	1,280,296	0	2,424,803	4,539,232	0	1,367,589	1,425,784	0	0	0	0	0	0	0	13,511,003
Oklahoma	0	0	0	3,722,485	0	0	0	0	0	0	0	0	0	0	0	0	0	3,722,485
Oregon	0	0	0	4,557,617	0	0	0	0	0	0	0	0	0	0	0	0	0	4,557,617
Pennsylvania	3,267,991	0	1,163,676	0	0	0	0	0	0	5,304,425	0	1,512,779	0	0	0	3,374,662	1,619,450	16,242,983
Puerto Rico	1,610,774	0	0	0	0	0	0	0	0	2,649,044	0	0	0	0	0	0	0	4,259,818
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,644,367	0	1,644,367
South Carolina	0	0	0	0	0	4,220,974	0	0	0	0	0	0	0	0	0	0	0	4,220,974
South Dakota	0	0	0	0	1,922,744	0	0	0	0	0	0	0	0	0	0	0	0	1,922,744
Tennessee	0	0	0	0	0	0	0	0	0	1,444,698	0	0	0	0	4,886,764	0	0	6,331,462
Texas	9,767,423	0	0	0	0	0	0	0	0	0	0	0	0	3,016,553	3,879,810	0	0	16,663,786
Utah	0	0	0	2,065,170	0	0	0	0	0	0	0	0	0	0	0	0	0	2,065,170
Vermont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,696,159	1,696,159
Virginia	2,113,825	0	0	0	0	2,482,290	0	0	0	1,948,985	0	0	0	0	0	0	0	6,545,100
Washington	2,421,858	0	0	0	0	1,598,426	0	0	0	0	0	0	0	0	0	0	0	4,020,284
West Virginia	0	0	0	0	0	0	0	0	0	3,482,951	0	0	0	0	0	0	0	3,482,951
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	5,450,605	2,240,373	0	0	7,690,978
Wyoming	0	0	0	0	1,492,429	0	0	0	0	0	0	0	0	0	0	0	0	1,492,429
Total	45,273,895	5,862,077	13,610,602	21,692,113	10,528,523	20,971,372	4,539,232	8,632,293	23,998,438	34,550,363	1,997,967	13,762,418	4,839,250	22,337,821	45,227,958	11,275,572	9,385,944	298,485,838

* 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 2018 Authorized Positions* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	117	117
Arkansas	46	0	0	46
California	0	206	34	240
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	61	0	61
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	91	0	0	91
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	74	0	74
Michigan	0	0	0	0
Minnesota	0	0	19	19
Mississippi	37	0	0	37
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	37	37
New York	0	57	0	57
North Carolina	0	0	0	0
North Dakota	0	0	14	14
Ohio	0	0	0	0
Oklahoma	0	0	88	88
Oregon	0	0	0	0
Pennsylvania	0	53	0	53
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	31	31
Tennessee	0	0	0	0
Texas	32	55	0	87
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	56	0	56
West Virginia	0	0	0	0
Wisconsin	0	0	17	17
Wyoming	0	0	0	0
Total	206	562	357	1,125

* 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 2018 Authorized Funding* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	1,134,636	1,134,636
Arkansas	446,096	0	0	446,096
California	0	1,997,735	329,723	2,327,458
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	591,562	0	591,562
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	882,495	0	0	882,495
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	717,633	0	717,633
Michigan	0	0	0	0
Minnesota	0	0	184,257	184,257
Mississippi	358,817	0	0	358,817
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	358,817	358,817
New York	0	552,771	0	552,771
North Carolina	0	0	0	0
North Dakota	0	0	135,768	135,768
Ohio	0	0	0	0
Oklahoma	0	0	853,402	853,402
Oregon	0	0	0	0
Pennsylvania	0	513,980	0	513,980
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	300,630	300,630
Tennessee	0	0	0	0
Texas	310,328	533,376	0	843,704
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	543,074	0	543,074
West Virginia	0	0	0	0
Wisconsin	0	0	164,862	164,862
Wyoming	0	0	0	0
Total	1,997,736	5,450,131	3,462,095	10,909,962

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

PROGRAM NARRATIVE AND ATTACHMENTS
INSTRUCTIONS FOR PY 2018 FUNDS

All grantees must provide a narrative and/or documentation that covers the following areas (items can be provided as a PDF attachment(s)):

1. **SCSEP Operational Policies and Procedures.** Grantees are required to provide the following documents as attachments:
 - a) Duration Limits: provide a copy of the current Duration Limit policy;
 - b) Termination: provide a copy of the current termination procedures;
 - c) Complaints & Grievances: submit a copy of the current written grievance policy and procedures.

2. **Services to Minorities (OAA Title V, Section 515, as reauthorized Pub. L. 114-144 (April 19, 2016)).** The minority report does not have participation and enrollment data for the three Pacific territories and the U.S. Virgin Islands; these four grantees will answer the questions about their outcomes only. All other grantees must describe efforts to serve individuals from minority populations, as well as any disparities in outcomes achieved by those individuals.

 Using the PY 2016 SCSEP Minority Report (posted at this link <https://olderworkers.workforcegps.org/resources/2018/03/23/13/17/PY-2016-Minority-Report-and-Narrative-for-PY-2018-Grant-Application>) as well as SPARQ and InfoSPACE data for PY 2017, grantees must describe:
 - a) Any significant disparities in enrollment levels or outcomes for minority individuals identified in the PY 2016 report, the extent to which those disparities existed in prior years, and the extent to which they continue to exist in PY 2017;
 - b) The factors that may have caused these disparities in enrollment and outcomes; and
 - c) The steps the grantee has taken and will take to address any under-service or disparities in outcomes for minorities.

3. **Organizational Structure, Monitoring and Audits (Uniform Administrative Guidance 2 CFR part 200).** Grantees must describe the structure of their SCSEP project and how subprojects will be managed, including:
 - a) An identification of the grantee's key staff, including their primary responsibilities and the amount of time they are assigned to the grant;
 - b) An organizational chart depicting key SCSEP staff and the time allocated on the grant (may be an attachment), and indicating whether the grantee has sub-recipients or local affiliates implementing the grant. If the grantee has sub-recipients or local affiliates, 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;
 - c) A description of how the grantee ensures that policies, procedures and other important information are communicated and implemented throughout the program.

PROGRAMMATIC ASSURANCES FOR PY 2018 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 (https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2291), 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 as listed in the latest Minority Report.
- ┐ 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) as amended.

Individuals with priority are those who:

- ┐ Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before all 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 under Title I of WIOA;
- ┐ Are homeless or are at risk for homelessness.

Assessment

- ┐ Assess participants at least twice per 12-month period, and more frequently if appropriate.
- ┐ 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 (at least 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 reflect other approaches to self-sufficiency, transition to other services or programs.

ATTACHMENT C

- └ 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 but 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.

Community Service Assignment (CSA)

- └ 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 the CSA through annual monitoring of the host agency site and annual safety consultation with the participant at the host agency site.

Recertification of Participants

- └ Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- └ 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.

Host Agencies

- └ 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.
- └ Comply with 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.

Orientation

- └ Provide orientations for its participants and host agencies, including information on:
 - └ Project goals and objectives
 - └ Participant rights and responsibilities
 - └ Community Service Assignments
 - └ Opportunities for paid training outside the CSA
 - └ Available supportive services
 - └ Availability of free physical examinations

ATTACHMENT C

- └ Local staff must address the topics listed above and provide additional orientation to participants on:
 - └ SCSEP goals and objectives
 - └ Grantee and local project roles, policies, and procedures
 - └ 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 an extension, if applicable, and the documentation required to support an extension
 - └ Termination policy
 - └ Grievance procedure

Wages

- └ Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage for the most nearly comparable covered employment or minimum wage under the Fair Labor Standards Act of 1938, or the prevailing rate of pay for persons employed in similar public occupations by the same employer) for time spent in orientation, training, and community service assignments.

Participant Benefits

- └ Provide workers' compensation, other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- └ Provide compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays, which may be paid or in the form of rescheduled work time, and establish written policies related to this compensation.
- └ 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.

Procedures for Payroll and Workers' Compensation

- └ 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.

Durational Limits

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 the 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.
- └ Begin transition planning for participants who will exit for durational limit at least 3-6 months prior to their exit date.

Termination Policies

- └ Provide a 30-day written notice for all involuntary 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 ETA prior to implementation)

Equitable Distribution (ED)

- └ Comply with the equitable distribution plan for each state in which the 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 a state in which you operate 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 provide 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-recipient 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 the project 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, 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 will 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 by grantee or sub-recipient separately 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 or other data system 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 and other data system access and security rules.

Documentation

- ┐ Maintain all documentation required for compliance with record retention rule set forth in the first bullet of the prior section, Maintenance of Files and Privacy Information
- ┐ 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 re-certifications.
- ┐ 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, or the successor data system as designated by DOL.
- ┐ 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 the Older Worker Community of Practice.
- ┐ Ensure data are entered directly into the WDCS/SPARQ, or the successor data system as designated by DOL.
- ┐ 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 collect and 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.

ATTACHMENT C

If the grantee is not in compliance with any of the assurances above, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to these standard grant requirement(s).

By signing below, 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

PROGRAM YEAR (PY) 2018 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.

1. **Change 48-Month Individual Durational Limit (IDL) Waiver.** *(This section is relevant **only** if the grantee is requesting a change.)* To change your current IDL policy, you **must** request and receive Departmental approval for one of the IDL policies listed below. If a grantee changes the current IDL policy to a more restrictive policy, it must have an effective date of at least 120 days after written approval from DOL.

If a grantee proposes to change the existing IDL policy, you must describe:

- a) The currently-approved IDL policy and procedure.
- 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. Grantee must indicate the length of the extension. (i.e. one-time twelve-month only, unlimited, three times only.)*
 - iii. *Option 3: Extensions to every participant who meets a specific subset of the seven waiver factors. Grantee must indicate the length of the extension. (i.e. one-time twelve-month only, unlimited, three times only)*
- c) A reasonable transition plan that addresses when and how the grantee 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) Older Americans Act (OAA). Section 502(c)(6)(C).** *(Approvals for this option expire at the end of each program year so grantees must submit a new request for approval each year in order to exercise this option.)* The OAA permits an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use no 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 a grantee wishes to request the use of additional funds for training and supportive services for PY 2018, you must provide:

- a) A description of the activities for which the grantee will spend the grant funds described in paragraph 20 CFR 641.874 (a)(3) and an assurance that the remaining grant funds will be used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake, orientation and assessment. (20 CFR 641.874 (a)(4))

b) A description of how the provision of such activities will improve the effectiveness of the project, including:

1. An assurance that no displacement of eligible individuals or limitation of positions for such individuals will occur.
 2. A description of whether the number of individuals served will be reduced and how the grantee will meet its service level goal and a description of how the activities 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 supportive 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 up to ten percent additional funds may choose to apply the provision uniformly to all sub-recipients, or to individual sub-recipients, but need not provide this opportunity to all their sub-recipients. If the grantee chooses not to apply the provision uniformly to all sub-recipients, you must provide a detailed description of how the funds will be allocated among sub-recipients and must include a detailed budget and work plan for each sub-recipient.

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.)* The Department may authorize an increase in the amount available for administrative costs to no more than 15 percent 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; or
- 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- 20 CFR 570(5)(c)(2).** *(Approvals for this option expire at the end of each program year. Grantees must submit a new request in order to exercise this option.)* The maximum average project duration for the last nine quarters based on overall participation is 27 months, but a grantee may request permission from the Department to increase your maximum average project duration to 36 months. The request must:

- a) Include a statement of the current average duration with an estimate of the average duration for the coming program year.
- b) Provide a description of the 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 the grantee, relative to other areas of the state or nation;
- ii. Significant downturns in the economy of an area served by the grantee or in the national economy;
- iii. Significant numbers or proportions of participants with one or more barrier to employment (including "most-in-need" individuals as described in 20 CFR 641.710(a)(6)) served by the grantee, 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 the grantee.

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 utilize OJE, you must address all of the requirements stipulated in Older Worker Bulletin 04-04 (https://www.doleta.gov/seniors/Other_docs/04-04.pdf). You must provide a copy of your OJE policy and sample contracts to the Department for approval before you can exercise this option.

6. **Cross-Border Agreements 20 CFR 641.515(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.)* State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee authorized positions and must be submitted for Departmental approval.

7. **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. Your policy must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that rotation will further the acquisition of skills listed in the participant's individual employment plan (IEP).