

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-22

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
GRANTEES

FROM: BRENT PARTON /s/
Acting Assistant Secretary

SUBJECT: Program Year (PY) 2023 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees

1. **Purpose.** To provide SCSEP state, territorial, and national grantees with the PY 2023 SCSEP allotments and the application instructions for PY 2023 grant submissions. This Training and Employment Guidance Letter (TEGL) will also provide guidance regarding Minority Report submissions in the Program Narrative for this year.
2. **Action Requested.** To apply for PY 2023 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents to <https://www.grants.gov>. Submissions are due Friday, June 16, 2023.
3. **Summary and Background.**
 - a. Summary – The Employment and Training Administration (ETA) issued this TEGL to transmit grant planning guidance for PY 2023. The TEGL advises SCSEP grantees of the number of authorized positions and associated allotments for PY 2023, as well as grantee application requirements to receive this funding.
 - b. Background – SCSEP funds are allocated by a formula provided in Section 506 of the Older Americans Act of 1965 (OAA), as amended, 42 USC § 3056d, and operate on a PY basis, from July 1 through the following June 30. Sections 106(b) and 107 of the Consolidated Appropriations Act, 2023, Pub. L. 117-328, (from this point forward, referred to as “the Act”) Division H, Title I, allow the Secretary of Labor (Secretary) to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity and 0.75 percent of most operating funds for evaluations. In PY 2023, after reducing the appropriation for set-asides authorized by the Act and transferring funds to the Office of the Solicitor per Section 102 of the Act, \$399,925,000 is available for SCSEP program activities. Any funds not used for these reserve activities will be distributed by formula to state, territorial, and national grantees.

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SCSEP 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 national non-profit organizations generally compete for the awards every four years (subject to annual appropriations). ETA renews SCSEP state and territorial grant awards on an annual basis and SCSEP national grants on an annual basis during non-competitive years. Each year, ETA requires grantees to submit a grant application that includes an SF-424, an SF-424A, the geographic areas to be served, a detailed budget narrative, a program narrative, signed programmatic assurances, and any optional special requests.

4. **Program Details – Annual Grant Guidance.** This section provides important program information and detailed submission instructions for state and territory formula grantees and current national grantees.

- a. **Important Notes for PY 2023:**

- 1) **Equitable Distribution Report** - Under the Paperwork Reduction Act (specifically, 44 U.S.C. 3506(c)(2)(A)), ETA received approval in 2021 to renew the Equitable Distribution Forms and include the Equitable Distribution Report as part of the annual guidance to eliminate duplication (OMB Control Number 1205-0040). Note that, per email correspondence with grantees in February of 2023, the Department will not include ED in the PY 2023 application submission and instead will extend the ED report submission timeline to August 31, 2023.
- 2) **Poverty Guidelines** - The Department of Health and Human Services (HHS) published updated Federal poverty guidelines that were effective on January 19, 2023. These guidelines provide the basis for determining the income eligibility of SCSEP applicants and enrollees. Grantees must multiply the appropriate base poverty guideline by 125 percent (or 1.25) to convert the poverty guidelines to “low income” as defined in Section 518(a)(3)(A) OAA, 42 USC § 3056p(a)(3)(A). The Poverty Guidelines are published on the HHS website and in the Federal Register. The HHS website that provides federal poverty guidelines (<https://aspe.hhs.gov/poverty-guidelines>) also provides a chart with percentages of the guidelines, including 125 percent levels.

ETA opted to discontinue issuing the Poverty Guidelines annual TEGl to convey the SCSEP poverty guidelines, given the availability of the poverty guidelines information via the Federal Register and the HHS website. Grantees should review the poverty guidelines on one of these sites which are effective as of the publication date. ETA will continue to notify grantees informally once the poverty guidelines are published, and to post links to the guidelines at <https://www.dol.gov/agencies/eta/seniors> and <https://olderworkers.workforcegps.org/>.

- 3) **Optional Special Requests** - To facilitate the allotment review process, grantees may submit a copy of their request to use additional funds for participant training and supportive services (ATSS) to their Federal Project Officer (FPO) or National Office Liaison at the time of or earlier than the grant submission for review. To the extent possible, ETA will provide decisions on ATSS requests at the time of grant awards.
- b. Program Allotments.** Attachment I provides the funding amounts and authorized positions for each grantee in PY 2023. Grantees must ensure this funding amount is reflected on the SF 424, 424A, and Budget Narrative.
- c. Grant Application Requirements.** Grantees must submit the following items through Grants.gov at www.grants.gov:
- 1) An electronically signed copy of an SF-424 – Application for Federal Assistance (OMB Control No. 4040-0004).
 - Submitting the SF-424 through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. Item #18 on the SF-424 must reflect the exact amount of the allotment in Attachment I. Additionally, Item #11 of the SF-424 must include the SCSEP Assistance Listing #17.235.
 - Submission requirements stipulate that all applicants for Federal grant funding opportunities must have a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and must supply their UEI number on the SF-424.
 - Please be aware that you cannot submit an application to Grants.gov if your organization does not have an active registration in the System for Award Management (SAM). Grantees can find out if they have an active SAM registration by going to: www.sam.gov and clicking on the Search Records tab. Then enter your organization’s UEI and click on the Search button. For assistance with SAM registration, please call the SAM federal help desk at: (866) 606-8220.
 - Item 14 of the SF-424 requires a list of the “Areas Affected by Project.” Grantees must list the states and counties the grant will serve. Grantees may also export the data for the service area(s) and attach the list on an Excel spreadsheet as a separate document.
 - 2) An SF-424A-Budget Information Form – Non-Construction Programs (OMB Control No. 4040-0006).
 - 3) A Budget Narrative – The Budget Narrative must fully explain the projected costs reflected in each line item of the SF-424A. (See Attachment II for complete instructions.) The Budget Narrative must include:
 - A detailed description of costs associated with each line item on the SF-24A Budget Information Form.

- Both the percentage and total dollar amount allocated to participant wages and fringe benefits as described at 20 CFR 641.565.
 - Both the percentage and total dollar amount allocated to administrative costs as described at 20 CFR 641.856.
 - Infrastructure contributions to the workforce system in accordance with WIOA Sec. 121(h), 29 USC §3151(h).
- 4) A Project Narrative - All grantees must submit a narrative that includes the information outlined in detail in Attachment III of this TEGL, including:
- Required. Services to minorities (Please note additional guidance for the Minority Report in Attachment III for instructions.)
 - Required. Organizational structure, monitoring, and audits.
 - Optional. National grantees may choose to provide any relevant updates to the statement of work that was included in the grant award documents following the PY 2020 National Competition. State grantees may provide updates in relevant sections of the SCSEP portion of the WIOA Combined State Plan Modification or their stand-alone SCSEP State Plan submitted last year. States may modify their plans at any time, as well.
- 5) Programmatic Assurances (See Attachment IV for complete instructions.)
- Grantees must review, sign, and submit the programmatic assurances in Attachment IV that outline program requirements based on the OAA and the SCSEP regulations at 20 CFR Part 641.
 - Adobe digital signatures are acceptable.
 - The signatory must be the same individual as the Authorized Representative listed in item 21 of the SF-424.
- 6) Attachments, as applicable:
- Optional Requests (See Attachment V for complete instructions.) Grantees may submit one or more of the optional requests described in Attachment V. Note that this TEGL provides updated instructions for requesting to use additional grant funds for training and supportive services activities (“ATSS” requests), and ETA encourages grantees to consider how incorporating such activities into their overall service strategy may help improve participant outcomes. To facilitate the allotment review process, grantees may submit a copy of their ATSS to their FPO or National Office Liaison at the time of or earlier than the grant submission for review. This TEGL also removes CARES Act provisions that allowed for an increase in Administrative Cost Limitations up to 20 percent. This will return the maximum increase to 15 percent.
 - Geographic Service Area Attachment – This attachment notes the states and counties included in the grantee’s service area. This attachment is required if the grantee chooses not to list the service area in the SF-424, as noted in item #1 above.

- NICRA/CAP - Grantees that have an indirect cost rate must also submit a copy of their negotiated indirect cost rate agreement (NICRA) or cost allocation plan (if applicable).

d. Grants.gov Submission Process. Applicants must submit the application package through Grants.gov. Applicants who need to register with Grants.gov may do so at the following hyperlink: <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Registration is a one-time process; applicants with a Grants.gov account do not need to register again. To submit the required application package, applicants must:

- 1) Select the *Search Grants* tab on the Grants.gov homepage.
- 2) Under the section, *Basic Search Criteria*, enter TEGL-ETA-18-22.
- 3) Select the link to the applicable TEGL provided in the search results.
- 4) Select the *Package* tab.
- 5) Under the *Actions* column, select *Apply*.

ETA encourages application submission as soon as possible; however, applications must be received by 11:59 PM EST on Friday, June 16, 2023. This submission process may, at times be complicated and time-consuming. As such, the Department strongly encourages applicants to initiate the process as soon as possible to allow time to resolve unanticipated technical problems.

For technical issues encountered during application submission, applicants may call 800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or emailsupport@grants.gov. The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays.

e. New Grantee Financial Reporting Requirements. All ETA award recipients are required to report financial data on the ETA-9130 Financial Report. ETA-9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final 9130 for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends. See 2 CFR 200.344.

Note: On April 3, 2023, ETA replaced its legacy E-Grants Grantee Reporting System (GRS) by transitioning to the Payment Management System (PMS) for grant recipient submission of the quarterly ETA-9130 financial reports. PMS is operated by the U.S. Department of Health and Human Services (HHS). Please see [Training and Employment Notice No. 16-22](#) for additional information.

5. Inquiries. Questions regarding grant applications should be directed to Grant Specialist Jeannette Flowers at Flowers.Jeannette@dol.gov. Federal Project Officers also remain available for other questions.

6. References.

- Older Americans Act ([42 USC 3056](#), et seq.), as amended through Public Law 116-131 (March 25, 2020);
- Consolidated Appropriations Act, 2023, [Pub. L. 117-328](#) (December 29, 2022);
- [TEN 16-22](#) *The Employment and Training Administration is Implementing GrantSolutions for Grant Award Processing and the Payment Management System for Financial Reporting* (January 18, 2023)
- [TEGL 17-20](#), *Senior Community Service Employment Program – Updated Guidance on Priority of Service, Durational Limits, and State Plan Submissions* (April 15, 2021)
- Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), [Pub. L. 116-136](#) (March 27, 2020)
- [TEGL 17-16](#), *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- Workforce Innovation and Opportunity Act (WIOA), [Pub. L. 113-128](#), Sec. 121, Funding of One-Stop Infrastructure;
- Paperwork Reduction Act of 1995, [Pub. L. 104-13](#) (May 22, 1995);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2024);
- 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](#) and [2 CFR Part 2900](#);
- [TEGL 12-06](#), *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
- VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, [Pub. L. 112-56](#) (November 21, 2011); and
- *Federal Poverty Guidelines*, Federal Register 88 FR 3424 (January 19, 2023); or HHS website at <https://aspe.hhs.gov/poverty-guidelines>.

7. Attachments.

Attachment IA-IE:	Funding Allocations and Authorized Positions
Attachment II:	Budget Narrative Instructions
Attachment III:	Program Narrative Instructions
Attachment IV:	Programmatic Assurances
Attachment V:	Optional Special Requests