ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-22**

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: BRENT PARTON
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.

RESCISSIONS	EXPIRATION DATE
TEGL 11-21	Continuing

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-charater 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

Senior Community Service Employment Program
PY 2023 Authorized Positions and Funding*
for State Agencies and Territories, by State

States	Positions	Dollars
State Agencies		
Alabama	153	$1,479,727
Alaska	176	1,707,878
Arizona	110	1,062,534
Arkansas	150	1,453,651
California	706	6,851,067
Colorado	83	808,308
Connecticut	90	873,495
Delaware	176	1,707,878
District of Col	48	462,821
Florida	486	4,712,961
Georgia	183	1,773,064
Hawaii	176	1,707,878
Idaho	44	425,207
Illinois	321	3,109,381
Indiana	216	2,092,476
Iowa	106	1,023,423
Kansas	84	814,828
Kentucky	157	1,518,838
Louisiana	139	1,349,354
Maine	51	495,415
Maryland	114	1,101,646
Massachusetts	179	1,740,471
Michigan	275	2,666,115
Minnesota	196	1,896,918
Mississippi	102	990,830
Missouri	204	1,975,141
Montana	52	501,934
Nebraska	63	612,750
Nevada	44	425,207
New Hampshire	44	425,207
New Jersey	233	2,255,442
New Mexico	46	449,784
New York	544	5,280,080
North Carolina	216	2,092,476
North Dakota	50	482,377
Ohio	360	3,487,461
Oklahoma	132	1,284,168
Oregon	121	1,173,352
Pennsylvania	441	4,276,213
Puerto Rico	113	1,095,127
Rhode Island	44	430,228
South Carolina	112	1,088,609
South Dakota	57	554,083
Tennessee	168	1,629,654
Texas	457	4,432,661
Utah	55	534,527
Vermont	46	443,266
Virginia	179	1,733,952
Washington	122	1,179,870
West Virginia	93	899,569
Wisconsin	211	2,046,846
Wyoming	44	425,207
State Agencies Total	**8,772**	**$85,041,355**
Territories		
American Samoa	93	904,387
Guam	93	904,387
Northern Marianas	31	301,464
Virgin Islands	93	904,387
Territories Total	**310**	**$3,014,625**

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

Senior Community Service Employment Program

PY 2023 Authorized Positions* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA[G]	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	Total
Alabama	0	0	0	0	188	0	0	0	0	0	0	0	0	0	0	0	409	0	597
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	146	0	168	0	0	0	0	0	0	0	0	0	0	0	0	0	314
Arkansas	204	0	0	0	0	0	0	0	0	383	0	0	0	0	0	0	0	0	587
California	0	0	548	0	0	0	165	0	398	0	365	0	171	0	0	808	0	0	2,455
Colorado	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	186	0	0	326
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	354	354
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	56	0	0	0	0	0	0	129	0	0	0	0	0	0	0	0	185
Florida	1,137	0	0	0	0	0	0	0	0	365	0	0	0	398	0	0	0	0	1,900
Georgia	222	0	0	0	0	0	0	0	0	0	492	0	0	0	0	0	0	0	714
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	0	0	155
Illinois	0	102	0	0	171	81	0	0	384	89	0	0	0	0	0	0	365	0	1,192
Indiana	198	69	0	0	0	380	0	0	0	0	0	0	0	0	0	0	196	0	843
Iowa	237	175	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	412
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	318	0	0	318
Kentucky	0	0	0	0	0	269	0	0	0	0	218	0	0	123	0	0	0	0	610
Louisiana	0	0	493	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	493
Maine	0	0	0	199	0	0	0	0	0	0	0	0	0	0	0	0	0	0	199
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	443	0	443
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	354	0	305	0	659
Michigan	0	0	0	0	0	0	0	0	0	801	0	0	0	224	0	0	0	0	1,025
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	748	0	748
Mississippi	0	0	0	0	0	0	0	0	0	155	0	0	0	0	0	0	242	0	397
Missouri	271	0	0	0	0	174	0	0	0	220	0	0	0	0	0	109	0	0	774
Montana	0	0	0	0	0	201	0	0	0	0	0	0	0	0	0	0	0	0	201
Nebraska	0	238	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	238
Nevada	158	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	158
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	155	0	0	0	155
New Jersey	0	0	0	0	290	0	0	0	0	0	389	0	0	231	0	0	0	0	910
New Mexico	0	0	0	0	0	155	0	0	0	0	0	0	0	0	0	0	0	0	155
New York	0	0	0	440	136	0	0	0	85	0	214	0	0	301	0	0	553	341	2,070
North Carolina	0	0	0	0	0	0	0	0	0	178	214	0	0	0	0	0	450	0	842
North Dakota	0	0	0	0	0	0	0	0	0	0	0	193	0	0	0	0	0	0	193
Ohio	269	0	0	0	127	251	0	472	0	139	146	0	0	0	0	0	0	0	1,404
Oklahoma	0	0	0	0	387	0	0	0	0	0	0	0	0	0	0	0	0	0	387
Oregon	0	0	0	0	474	0	0	0	0	0	0	0	0	0	0	0	0	0	474
Pennsylvania	341	0	129	164	0	0	0	0	0	0	552	0	0	152	0	0	0	350	1,688
Puerto Rico	168	0	0	0	0	0	0	0	0	0	275	0	0	0	0	0	0	0	443
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	171	171
South Carolina	0	0	0	0	0	439	0	0	0	0	0	0	0	0	0	0	0	0	439
South Dakota	0	0	0	0	0	0	0	0	0	0	0	200	0	0	0	0	0	0	200
Tennessee	0	0	0	0	0	0	0	0	0	0	156	0	0	0	0	0	502	0	658
Texas	1,012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	331	389	0	1,732
Utah	0	0	0	0	215	0	0	0	0	0	0	0	0	0	0	0	0	0	215
Vermont	0	0	0	176	0	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Virginia	231	0	0	0	0	242	0	0	0	0	207	0	0	0	0	0	0	0	680
Washington	255	0	0	0	0	163	0	0	0	0	0	0	0	0	0	0	0	0	418
West Virginia	0	0	0	0	0	0	0	0	0	0	362	0	0	0	0	0	0	0	362
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	561	238	0	799
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	0	155	0	0	0	0	155
Total	4,843	584	1,372	979	2,311	2,355	165	472	867	2,459	3,590	393	326	1,429	509	2,313	4,840	1,216	31,023

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

Senior Community Service Employment Program
PY 2023 Authorized Funding* for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA[G]	NOWCC	NULI	OPERABLE	SER	SSAI	TWP	Total
Alabama	$0	$0	$0	$0	$1,822,763	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,965,478	$0	**$5,788,241**
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Arizona	0	0	1,416,978	0	1,630,495	0	0	0	0	0	0	0	0	0	0	0	0	0	**3,047,473**
Arkansas	1,977,568	0	0	0	0	0	0	0	0	3,712,788	0	0	0	0	0	0	0	0	**5,690,356**
California	23,805,526	0	5,313,820	0	0	0	1,599,964	0	3,859,307	0	3,539,314	0	1,658,145	0	0	7,834,976	0	0	**23,805,526**
Colorado	1,356,372	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,802,036	0	0	**3,158,408**
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,432,485	**3,432,485**
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
District of Col	0	0	543,215	0	0	0	0	0	0	1,251,335	0	0	0	0	0	0	0	0	**1,794,550**
Florida	11,027,943	0	0	0	0	0	0	0	0	3,540,193	0	0	0	3,860,265	0	0	0	0	**18,428,401**
Georgia	2,152,748	0	0	0	0	0	0	0	0	0	4,770,954	0	0	0	0	0	0	0	**6,923,702**
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Idaho	0	0	0	0	1,504,359	0	0	0	0	0	0	0	0	0	0	0	0	0	**1,504,359**
Illinois	0	988,930	0	0	1,657,912	785,326	0	0	3,723,029	862,890	0	0	0	0	0	0	3,538,817	0	**11,556,904**
Indiana	1,920,488	669,261	0	0	0	3,685,786	0	0	0	0	0	0	0	0	0	0	1,901,089	0	**8,176,624**
Iowa	2,301,095	1,699,121	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**4,000,216**
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,080,101	0	0	**3,080,101**
Kentucky	0	0	0	0	2,610,073	0	0	0	0	0	2,115,227	0	0	1,193,453	0	0	0	0	**5,918,753**
Louisiana	0	0	4,776,766	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**4,776,766**
Maine	0	0	0	1,925,063	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1,925,063**
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,293,869	0	**4,293,869**
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,435,318	0	2,959,807	0	**6,395,125**
Michigan	0	0	0	0	0	0	0	0	0	7,766,610	0	0	0	2,171,936	0	0	0	0	**9,938,546**
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,256,509	0	**7,256,509**
Mississippi	0	0	0	0	0	0	0	0	0	1,503,198	0	0	0	0	0	0	2,346,929	0	**3,850,127**
Missouri	2,629,824	0	0	0	0	1,688,521	0	0	0	2,134,912	0	0	0	0	0	1,057,752	0	0	**7,511,009**
Montana	0	0	0	0	0	1,944,640	0	0	0	0	0	0	0	0	0	0	0	0	**1,944,640**
Nebraska	0	2,310,076	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**2,310,076**
Nevada	1,533,524	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1,533,524**
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	1,504,359	0	0	0	0	**1,504,359**
New Jersey	0	0	0	0	2,813,697	0	0	0	0	0	3,774,235	0	0	2,241,256	0	0	0	0	**8,829,188**
New Mexico	0	0	0	0	0	1,504,359	0	0	0	0	0	0	0	0	0	0	0	0	**1,504,359**
New York	0	0	0	4,268,082	1,319,225	0	0	0	824,516	0	2,075,840	0	0	2,919,756	0	0	5,364,204	3,307,764	**20,079,387**
North Carolina	0	0	0	0	0	0	0	0	0	1,727,170	2,076,486	0	0	0	0	0	4,366,442	0	**8,170,098**
North Dakota	0	0	0	0	0	0	0	0	0	0	0	1,872,858	0	0	0	0	0	0	**1,872,858**
Ohio	2,609,340	0	0	0	1,231,919	2,434,737	0	4,578,469	0	1,348,320	1,416,221	0	0	0	0	0	0	0	**13,619,006**
Oklahoma	0	0	0	0	3,752,242	0	0	0	0	0	0	0	0	0	0	0	0	0	**3,752,242**
Oregon	0	0	0	0	4,594,049	0	0	0	0	0	0	0	0	0	0	0	0	0	**4,594,049**
Pennsylvania	3,307,543	0	1,251,241	1,590,725	0	0	0	0	0	0	5,354,147	0	0	1,474,330	0	0	0	3,394,839	**16,372,825**
Puerto Rico	1,628,375	0	0	0	0	0	0	0	0	0	2,665,494	0	0	0	0	0	0	0	**4,293,869**
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,657,512	0	**1,657,512**
South Carolina	0	0	0	0	0	4,254,716	0	0	0	0	0	0	0	0	0	0	0	0	**4,254,716**
South Dakota	0	0	0	0	0	0	0	0	0	0	0	1,938,114	0	0	0	0	0	0	**1,938,114**
Tennessee	0	0	0	0	0	0	0	0	0	0	1,513,075	0	0	0	0	0	4,868,998	0	**6,382,073**
Texas	9,814,408	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,210,049	3,772,534	0	**16,796,991**
Utah	0	0	0	0	2,081,679	0	0	0	0	0	0	0	0	0	0	0	0	0	**2,081,679**
Vermont	0	0	0	1,709,717	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1,709,717**
Virginia	2,241,182	0	0	0	0	2,347,905	0	0	0	0	2,008,332	0	0	0	0	0	0	0	**6,597,419**
Washington	2,472,171	0	0	0	0	1,580,250	0	0	0	0	0	0	0	0	0	0	0	0	**4,052,421**
West Virginia	0	0	0	0	0	0	0	0	0	0	3,510,793	0	0	0	0	0	0	0	**3,510,793**
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,443,215	2,309,243	0	**7,752,458**
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	1,504,359	0	0	0	0	0	**1,504,359**
Total	**46,972,581**	**5,667,388**	**13,302,020**	**9,493,587**	**22,408,340**	**22,836,313**	**1,599,964**	**4,578,469**	**8,406,852**	**23,847,416**	**34,820,118**	**3,810,972**	**3,162,504**	**13,860,996**	**4,939,677**	**22,428,129**	**46,943,919**	**11,792,600**	**300,871,845**

* 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 2023 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	120	**120**
Arkansas	48	0	0	**48**
California	0	215	0	**215**
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	62	0	**62**
Indiana	0	0	0	**0**
Iowa	0	0	0	**0**
Kansas	0	0	0	**0**
Kentucky	0	0	0	**0**
Louisiana	105	0	0	**105**
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	48	**48**
New York	0	57	0	**57**
North Carolina	0	0	0	**0**
North Dakota	0	0	13	**13**
Ohio	0	0	0	**0**
Oklahoma	0	0	88	**88**
Oregon	0	0	0	**0**
Pennsylvania	0	0	0	**0**
Puerto Rico	0	0	0	**0**
Rhode Island	0	0	0	**0**
South Carolina	0	0	0	**0**
South Dakota	0	0	18	**18**
Tennessee	0	0	0	**0**
Texas	54	55	0	**109**
Utah	0	0	0	**0**
Vermont	0	0	0	**0**
Virginia	0	0	0	**0**
Washington	0	104	0	**104**
West Virginia	0	0	0	**0**
Wisconsin	0	0	17	**17**
Wyoming	0	0	0	**0**
Total	**244**	**567**	**323**	**1,134**

* 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 2023 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	1,163,722	**1,163,722**
Arkansas	465,489	0	0	**465,489**
California	0	2,085,002	0	**2,085,002**
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	601,257	0	**601,257**
Indiana	0	0	0	**0**
Iowa	0	0	0	**0**
Kansas	0	0	0	**0**
Kentucky	0	0	0	**0**
Louisiana	1,018,257	0	0	**1,018,257**
Maine	0	0	0	**0**
Maryland	0	0	0	**0**
Massachusetts	0	717,629	0	**717,629**
Michigan	0	0	0	**0**
Minnesota	0	0	184,256	**184,256**
Mississippi	358,814	0	0	**358,814**
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	465,489	**465,489**
New York	0	552,768	0	**552,768**
North Carolina	0	0	0	**0**
North Dakota	0	0	126,070	**126,070**
Ohio	0	0	0	**0**
Oklahoma	0	0	853,396	**853,396**
Oregon	0	0	0	**0**
Pennsylvania	0	0	0	**0**
Puerto Rico	0	0	0	**0**
Rhode Island	0	0	0	**0**
South Carolina	0	0	0	**0**
South Dakota	0	0	174,558	**174,558**
Tennessee	0	0	0	**0**
Texas	523,675	533,373	0	**1,057,048**
Utah	0	0	0	**0**
Vermont	0	0	0	**0**
Virginia	0	0	0	**0**
Washington	0	1,008,559	0	**1,008,559**
West Virginia	0	0	0	**0**
Wisconsin	0	0	164,861	**164,861**
Wyoming	0	0	0	**0**
Total	**2,366,235**	**5,498,588**	**3,132,352**	**10,997,175**

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

Senior Community Service Employment Program (SCSEP) Budget Narrative Instructions

Grantees must provide a detailed budget narrative that includes the information outlined below.

1. **<u>Detailed Description of Costs on SF-424A Budget Information Form</u>** (Section 6, Object Class Categories). Provide a detailed description for each line item on the SF-424A and ensure that each line item in the Budget Narrative indicates the same dollar amount as on the SF-424A.

   a. **Personnel.** Refers to wages/salaries paid to employees of the grantee who are directly involved in grant implementation. This line item does not include personnel hired by the sub-grantee; those costs are included in the "Contractual" line item. Provide the following information:
      i. Position: Include titles for all SCSEP staff positions, which must match the information provided in the program narrative. If there is more than one employee in the same position, at the same salary level and employed for the same period, enter each employee on a separate line.
      ii. Percent of Time: List the percent of time each staff person will devote to the project. For example, if a staff person were full-time but only spending 75 percent of their time on the project, indicate ".75 FTE" (full-time equivalent).
      iii. Monthly Salary: Enter the average monthly salary, not the average full-time salary. Since pay periods vary from organization to organization, the average would be the annual total salary divided by 12 months. If you expect that an employee will receive a salary increase during the grant period, please add up the anticipated monthly salary for each of the foreseeable 12 months, then divide that figure by 12. Please report that number as the "monthly salary".
      iv. Number of Months: Enter the projected number of months an employee will fill the position during the grant period.
      v. Cost: The total cost equals (Percent of Time) times (Monthly Salary/Wage) times (Number of Months).

   b. **Fringe Benefits.** Refers to the cost of benefits paid to the personnel on the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and leave. Provide a detailed list of the benefits provided to employees as well as the fringe benefit percentage:
      i. Positions that receive fringe benefits.
      ii. Benefits: The type of benefits that you will provide employees. If multiple benefits are included in the base amount, list each of them in a separate row.
      iii. Rate: Include the fringe benefit rate used to calculate benefits for each source. If the list of fringe benefits is itemized, list the source for each item.
      iv. Base Amount: Enter the Gross Salary used against the rate for the salary (or salaries) you are calculating.
      v. Cost: The total cost is (Rate) times (Base Amount).

   c. **Travel.** Refers to personnel travel costs that are reasonable and necessary to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness (such as mileage, plane fare, meals and incidentals, and lodging). When air

travel is necessary, obtain it at the lowest possible customary standard (coach or equivalent fare). You may charge travel costs on an actual basis or on a per-diem or mileage basis in lieu of actual costs. This line item does not include a sub-recipient's travel expenses; those costs are included in the "Contractual"' line item. Provide a narrative describing the purpose of the travel and the assumptions used to generate the travel amounts. Enter each type of travel cost (mileage, per diem, etc.) on separate lines.

   i. Item: Briefly describe the travel item you will charge to the grant. Remember to enter travel for contracted employees under the "Contractual" category.
  ii. Number of Staff: Provide the number of staff who will charge this type of travel.
 iii. Number of Units: Provide the number of units you estimate you will charge to the grant per traveler (staff) for the year.
  iv. Cost per Unit: Provide the cost of the travel item per traveler. If calculating based on mileage, enter the cost per mile.
   v. Cost: The total cost is (Number of Staff) times (Number of Units) times (Cost per Unit).

d. **Equipment.** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

    Items with a unit cost of less than $5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant. Grantees may note projected equipment costs in their budget; however, a subsequent amendment is required to request prior approval before equipment purchase. Please consult your Federal Project Officer regarding the information required for approval of equipment purchase.

e. **Supplies.** Refers to all consumable materials costing less than $5,000 per unit (such as copy paper, pens and pencils, computers, any training materials, agreements for evaluating the grant, or providing training). Include the total supply costs of all sub-grant contracts in this line item. Charge supply purchases to the grant at their actual prices after deducting all cash discounts, trade discounts, rebates, or allowances. Include any necessary shipping and delivery costs. Lump supplies under larger categorical headings and provide detailed information on computations justifying the respective amounts. Indicate the basis for all estimates.

f. **Contractual.** Refers to the cost of any contract or sub-grant agreement. Include the cost of any contract or sub-grant agreement between the grantee and another organization (i.e., vendor). Examples of contractual costs are sub-agreements for evaluating the grant, providing training, maintenance contracts, or other service contracts. Provide the name of the vendor if known, an explanation of the services that will be provided under the contract or sub-agreement, and the contracted amount. Include information about what

specific fringe benefits you will charge to the grant, including the fringe benefit percentage.

g. **Construction.** SCSEP regulations typically **do not allow** expenditures for construction (20 CFR 641.850(e)).

h. **Other.** Refers to items that do not fit under any of the other cost categories, such as rent, utilities, supportive services, and training/tuition costs. If you have items under this category itemize them along with an explanation and justification for the items.

i. **Total Direct Cost.** The sum of lines a through h.

j. **Indirect Costs:** If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII.D.1.b.

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

> **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
>
> The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

> **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

k. Totals. The sum of lines i and j.

Participant Wages and Fringe Benefits. You must clearly list both the percentage and total funding dollar amount allocated to participant wages and fringe benefits as defined at 20 CFR641.565 in the appropriate section of the SF-424A. The SF-424A does not have a line item exclusively for participant wages and fringe benefits. In most cases, list participant wages and fringe benefits on the "Contractual" or "Other" line.

2. **Administrative Costs.** You must clearly list both the percentage and total funding dollar amount allocated to administrative costs as described at 20 CFR 641.856. In general, SCSEP has a maximum allowed administrative costs total of 13.5 percent of the federal grant funds (or up to 15 percent if you have requested and received approval from ETA per 20 CFR 641.870). The SF-424A does not have a line item for Administrative costs. Because your administrative costs may come from multiple line items, you must clearly itemize and summarize your administrative costs separately. Please note that if you are planning to charge Administrative Staff and Technical costs (AS&T) as an indirect cost, you will need to submit both your Indirect Cost Agreement and Cost Allocation Plan.

3. **Infrastructure Contributions to the Workforce System.** You must clearly identify your infrastructure contributions to the workforce system. WIOA, Sec. 121(h) describes the responsibilities of required partners, including SCSEP. Training and Employment Guidance Letter (TEGL) 17-16, "Infrastructure Funding of the One-Stop Delivery System," outlines how one-stop partners must determine and pay for infrastructure and additional costs in the local one-stop delivery systems. The SF-424A does not have a line item exclusively for infrastructure contributions. List your infrastructure contributions on the "Administrative," "Contractual," or "Other" line as appropriate. If you are not paying any infrastructure contributions into the workforce system, explain why you are not doing so in the Budget and Program Narrative. This explanation alone does not relieve any SCSEP grantee from the requirements of WIOA Sec. 121(h), but ETA will review an explanation before further discussions with a grantee.

**Senior Community Service Employment Program (SCSEP) Program Narrative
Instructions Program Year 2023**

All grantees must provide a program narrative that concisely covers the areas below. As indicated in the Training and Employment Guidance Letter (TEGL), national grantees may also provide any updates to the statement of work that were included in the grant award documents following the PY 2020 National Competition. State grantees may also provide any updates to the SCSEP portion of the Combined State Plan or relevant sections of the standalone SCSEP State Plan.

1. **Services to Minorities (OAA Title V, Section 515; 42 USC 3056m).** Grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. 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 in terms of outcomes only. The PY 2021 SCSEP Minority Report (the Outcome and Participation sections of Volume II of the report) will be distributed to grantees via email on May 15, 2023, for PY 2023 grant planning purposes.

2. **Organizational Structure, Monitoring, and Audits (Uniform Administrative Guidance (2 CFR part 200).** Describe the structure of your SCSEP project and explain how you will effectively manage any subprojects. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:
   a. A description of your SCSEP key staff, including experience implementing SCSEP, primary responsibilities, and the amount of time each individual is assigned to the grant. If you have sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their level of experience implementing SCSEP.
   b. A legible SCSEP organizational chart (may be an attachment) that depicts key SCSEP staff and includes sub-recipients or local affiliates involved in implementing the grant (including host agencies).
   c. A description of how you ensure that policies, procedures, and other important information are communicated and implemented throughout the program, and a description of how training will be provided to local staff, sub-recipients, or affiliates; and
   d. A description of how you will monitor projects for program and financial compliance, including audit plans and how you will transfer participants if new providers are selected to serve in the State.

Senior Community Service Employment Program (SCSEP) Programmatic Assurances

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. To enable the interactive function, you should click on the "Fill & Sign" link on the right. Please provide an explanation for any unchecked boxes.

You agree to the following:

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 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 Older Americans Act section 518(b)(1)-(2) and by the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011.

  Individuals with priority are those who:
  - Are covered persons in accordance with the VOW (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 the Workforce Innovation and Opportunity Act (WIOA);
  - Are homeless or are at risk for homelessness; or
  - Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

Assessment

- ☐ Assess participants at least twice per 12-month period, or more frequently if appropriate.

- ☐ Use assessment information to determine the most appropriate community service assignments 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.

☐ Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by the Employment and Training Administration (ETA) in the grant agreement and only after making an individualized determination 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

☐ Base the initial community service assignment on the assessment made 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 community service assignment 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.

<u>Host Agencies</u>

☐ 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 community service assignments 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 community service assignments 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.

<u>Orientation</u>

☐ Provide orientations for participants and host agencies, including information on:
    ☐ Project goals and objectives
    ☐ Participant rights and responsibilities
    ☐ Community service assignments
    ☐ Opportunities for paid training outside the community service assignment
    ☐ Available supportive services
    ☐ Availability of free physical examinations

☐ 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

<u>Wages</u>

☐ 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 age 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.

<u>Participant Benefits</u>

☐ 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.

<u>Procedures for Payroll and Workers' Compensation</u>

☐ 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.

<u>Durational Limits</u>

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:
  ☐ 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

☐ 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 equitable distribution plan and with prior ETA approval.

☐ Comply with the authorized position allocations/equitable distribution listed at 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 federal project officer 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 development 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 the 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 the 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 and GPMS or other data system logins).

☐ Ensure that ETA/SCSEP national office is immediately notified 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 the grant comply with all GPMS 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 Office of Management and Budget-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system or the Grant Program Management System (GPMS) as designated by ETA.

☐ 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., Training and Employment Guidance Letters, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice).

☐ Ensure data are entered directly into the GPMS, or the successor data system as designated by ETA.

☐ Legally obligate sub-recipients to tum 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.

If the grantee is not in compliance with any of the assurances above, 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, the grantee certifies that their organization will comply with each of the listed requirements and will remain in compliance for the program year for which they are submitting this application.

_____   _____

Signature of Authorized Representative   Date

Instructions for Senior Community Service Employment Program (SCSEP)
Optional Requests

Grantees that wish to make optional requests must submit each request in a separate, clearly-titled document. To receive Employment and Training Administration (ETA) approval, 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) (20 CFR 641.570(a)(3))).** *(This section is relevant **only** if you are requesting a change. Please do not submit a policy unless it is changing.)* To change your current IDL policy, you **must** request and receive ETA 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 ETA.

    If you propose to change the existing IDL policy, you must describe:
    (a) Your current, ETA-approved IDL policy and procedure.
    (b) Which of the options below you propose to implement?
       (i) *Option 1:* No extensions for any participants; all participants exit at 48 months.
       (ii) *Option 2:* Extensions to every participant who meets at least one of the eight waiver factors. *Indicate the length of the extension (e.g., one-time twelve-month only, unlimited, three times only).*
       (iii) *Option 3:* Extensions to every participant who meets a specific subset of the eight waiver factors. The specific subset must be listed in the policy. *Indicate the length of the extension (e.g., 0one-time twelve-month only, unlimited, three times 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/or Supportive Services** *(ATSS)* **(Older Americans Act (OAA), Section 502(c)(6)(C), 42 USC 3056(c)(6)(C)).** The OAA permits SCSEP grantees to request to use additional funds for training and supportive service costs. Such requests must be approved by ETA and allow you to use not less than 65 percent of program funds for participants' wages and fringe benefits (rather than the standard 75 percent minimum), so that up to an additional 10 percent of funds are available for training and supportive services. ETA encourages you to consider submitting such ATSS requests as part of your overall strategy for preparing participants for employment and/or supporting participants to enable their successful participation in SCSEP. ***To facilitate the allotment review process, grantees may submit a copy of their ATSS requests to their FPO and NOL by email at the time of or earlier than the grant submission for review. To the extent possible, ETA will approve favorable ATSS submissions at the time of grant awards.***

    ATSS requests can include participant training activities, supportive services, or a combination of both. In general, ETA expects that proposed training components will provide training that prepares participants with skills relevant for employment in in-demand jobs in their community. Further, ETA expects that proposed supportive services components will supplement and enhance the supportive services provided through primary grant funds, enabling more participants to mitigate, and overcome financial and logistical barriers to SCSEP participation.

Instructions

If you wish to request the use of additional funds for training and supportive services, you must provide a brief proposal according to the following instructions:

(a) **Identify the percentage of federal funds and the dollar amount** that will be dedicated to the training and/or supportive services (this is the "ATSS request" amount and must be less than or equal to 10% of your federal grant funds).

(b) **Describe the activities** for which you will spend the ATSS grant funds identified in item (a) above, and describe how the proposed activities will improve the effectiveness of your project, including, as applicable:

   (i) How the activities will better prepare participants for successful placement in unsubsidized employment in in-demand jobs, and how you estimate the activities will improve employment outcomes for individuals served; and/or

   (ii) How the activities will better support participants in overcoming barriers to participating in your SCSEP project.

(c) **Provide a proposed budget and work plan** for the activities identified in item (b) above, which must detail:

   (i) The additional training and/or supportive services that will be provided to SCSEP participants.

   (ii) The associated cost for each activity, and the number of participants who will benefit; and

   (iii) Note that, consistent with 20 CFR 641.874(a)(3), grantees must use ATSS funds to pay the wages for the hours that individual participants spend in training funded under the ATSS request.

(d) **Describe how you will allocate ATSS funds among sub-recipients** (if applicable). Grantees with approved requests may choose to apply the provision uniformly to all sub-recipients but need not provide this opportunity to every sub-recipient. If you choose not to apply the provision uniformly to all sub-recipients, identify the amount of ATSS funding that you will allocate to each sub-recipient.

(e) **Describe the impact of the ATSS request on overall service levels**, specifically:

   (i) Please state if there will be displacement of eligible individuals or elimination of positions for such individuals will occur; and

   (ii) Provide information on the number of such individuals to be displaced and of such positions to be eliminated.

Important Considerations for ATSS Requests

Please note the following important considerations in submitting an ATSS request:

- *Include ATSS costs in your overall grant budget request*: In responding to the instructions in this TEGL for submitting your PY 2023 grant documents, prepare your SF-424A and Budget Narrative so that they are consistent with your ATSS request. Please ensure that items described in the work plan under item (c) above are also included in the Budget Narrative. In the event that ETA denies your ATSS request, you must resubmit a revised SF-424A and Budget Narrative.

- *Adhere to allowable training activities*: Participant training costs under an ATSS request may include, but are not limited to, the reasonable costs of instructors, classroom rental, training supplies, materials, equipment, tuition, grant staff salaries and wages that directly support the development, design, coordination, execution, and improvement of participant training, and

other costs that are directly related to participant training. Such training may be provided on the job, in a classroom setting, in a virtual setting, or pursuant to other appropriate arrangements. Note that such costs do not include activities such as general staff development that relate to participant training only indirectly or tangentially.

- *Adhere to allowable supportive services*: Participant supportive services under an ATSS request may include, but are not limited to, the payment of reasonable costs of transportation, health and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, follow-up services, and grant staff salaries and wages that directly support the design, coordination, delivery, and improvement of supportive services.

- *Assurances regarding programmatic funds*: Through submission of an ATSS request, consistent with 20 CFR 641.874(a)(4), you agree that any remaining grant funds (i.e., funds *other than* those allocated for ATSS, participant wages and benefits, and administrative costs) will be used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake, orientation, and assessment. You also agree that no ATSS funds may be used to pay for any administrative costs, consistent with 20 CFR 641.874(a)(3).

3. **Increase in Administrative Cost Limitations (20 CFR 641.870).** (Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year to exercise this option. Prepare your Budget Narrative so that it is consistent with your Administrative Cost Increase request. If ETA denies your request, you must resubmit a revised SF-424A and Budget Narrative.) ETA will consider requests to authorize an increase in the amount available for administrative costs from 13.5 percent to no more than 15 percent if: 1) we determine that it is necessary to carry out the project; and 2) you demonstrate one of the following conditions:

   a. Your project is incurring major administrative cost increases in necessary program components (e.g., liability insurance, payments for workers' compensation for staff, costs associated with achieving unsubsidized placement goals, or other operation requirements imposed by the Department of Labor);

   b. The number of community service assignment positions or eligible minority individuals participating in your project that will decline if the amount available for paying the cost of administrative costs is 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 the grant amount.

4. **Extension of Average Project Duration (20 CFR 641.570(c)(2)).** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.)* Grantees must manage SCSEP projects in such a way that the average participation length for participants does not exceed 27 months. However, grantees may request permission from ETA to increase the allowable maximum average project duration to 36 months. The request must:

   (a) State your current average duration and estimate the average duration for the coming program year.

   (b) Describe your past, current, and planned efforts to achieve an average duration of 27 months.

   (c) Describe the exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations, including one or more of the following conditions:

      (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 64l.710(g)) 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.** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.)* If you wish to provide OJE, you must address all of the requirements outlined in Older Worker Bulletin 04-04 https://www.doleta.gov/seniors/Other_docs/04-04.pdf). You must also provide a copy of your OJE policy and sample contracts to ETA 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--grantees must submit a new request or approval each year in order 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 you must submit them to ETA for approval.

7. **Rotation Policy (20 CFR 641.575).** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order 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.