

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI/DNPTTA
	DATE May 10, 2024

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-23

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES
STATE AND TERRITORIAL GOVERNORS
STATE AND TERRITORIAL WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE WORKFORCE BOARD CHAIRS

FROM: JOSÉ JAVIER RODRÍGUEZ /s/
Assistant Secretary

SUBJECT: Program Year (PY) 2024 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees

1. **Purpose.** To provide SCSEP state, territory, and national grantees with PY 2024 SCSEP allotments and the application instructions for PY 2024 grant submissions. This Training and Employment Guidance Letter (TEGL) provides current SCSEP national grantees with allotments and application instructions for the first four months of PY 2024. The TEGL provides only partial-year funding for national grantees because PY 2024 is a competition year, and these funds will cover the transition period leading up to the competition effective date. Additionally, the TEGL provides information on the transition to grants that will be awarded under the funding opportunity announcement (FOA) *Senior Community Service Employment Program (SCSEP) National Grants Competition for Program Year 2024* (FOA-ETA-24-11).
2. **Action Requested.** To apply for PY 2024 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents through [Grants.gov](https://www.dhs.gov/grants) as soon as possible, and no later than June 9, 2024. Given the June 30, 2024, obligation timeline associated with some of the funds to be allotted, ETA urges grantees to submit the required grant documents **as soon as possible** according to the instructions below.
3. **Summary and Background.**
 - a. Summary – This TEGL provides grant planning guidance to SCSEP grantees for PY 2024, including the number of authorized positions and associated allotments for the program year, as well as ETA’s requirements for obligating funding to grantees.

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- b. Background – SCSEP funds are allocated by a formula set forth in Sec. 506 of the Older Americans Act (OAA). Sec. 517 establishes that SCSEP operates on a program year basis from July 1 through June 30 of the following year. Under Division D, Title I, of the Further Consolidated Appropriations Act, 2024, Pub. L. 118-47 (from this point forward, referred to as “the Act”), the Secretary of Labor (Secretary) may set aside up to 0.5 percent of each discretionary ETA appropriation for activities related to program integrity and 0.75 percent of most DOL appropriations for evaluations, and may transfer up to 1 percent to other programs, projects or activities funded by the Act. In PY 2024, after reducing the appropriation for set-asides and transfers authorized by the Act and authorizing legislation, \$389,949,680 is available for SCSEP program activities. DOL will distribute any funds not used for these reserve activities by formula to state, territorial, and national grantees.

In addition, \$11,385,423 is available in SCSEP funds appropriated through the Consolidated Appropriations Act, 2021, Pub. L. 116-260 and recaptured under the authority of sec. 517 of the Older Americans Act. For PY 2024, ETA is using these additional recaptured funds, in combination with the available PY 2024 appropriated funds described above to fund allotments for state, territorial, and national grantees. These recaptured funds will be subject to the same grant terms, conditions, and limitations as the regular appropriated funds. Please note that next year in PY 2025, ETA does not generally expect to have similar additional recaptured funds available for SCSEP grant allotments; rather, ETA expects that PY 2025 grant allotments will be based only on congressional appropriation levels for that year.

This TEGL covers the full year grant period for state and territorial grantees totaling \$87,722,188, and the four-month transition period for national grantees totaling \$110,456,671. In total, this TEGL allots \$198,178,859. The grand total of funds that ETA will allot to SCSEP grants in PY 2024 is \$401,335,103. ETA will publish a Change TEGL in the summer of 2024 allotting funds for the remaining eight months of PY 2024 for the winners of the 2024 national grant competition (\$203,156,244).

4. **Annual Grant Instructions.** This section provides detailed submission instructions for state and territory formula grantees, as well as current national grantees.

Note that this TEGL provides current national grantees with different instructions, since the funds provided under this TEGL only cover the four-month transition period preceding the November 1, 2024, effective date for the PY 2024 national grant competition.

Program Allotments (Attachment I) – All Grantees. Attachment I outlines the funding amounts and authorized positions for each grantee in PY 2024. The allotments reflect set-asides authorized by the Act.

- a. **Grant Application Requirements.** Grantees must submit the following documents through Grants.gov:

- i. Electronically signed SF-424, Application for Federal Assistance
 - The organization’s legal name on the SF-424 must match its name registered in the System for Award Management at www.sam.gov.

- The organization’s Employment Identification Number (EIN) and Unique Entity Identification (UEI) Number must match its registration in www.sam.gov.
 - Line 18b of the SF-424 must note the required non-Federal share of at least 10 percent of the total cost (OAA Sec. 502(c)(1)).
 - 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 and must use <https://scsepapply.org/> to validate that information. Grantees may export the data for the service area(s) to an Excel spreadsheet and attach the list as a separate document.
- ii. SF-424A Budget Information Form – Non-Construction Programs
- iii. Budget Narrative that fully explains the projected costs reflected in each line item of the SF-424A (See Attachment II for instructions pertaining to all grantees.)
- iv. Project Narrative (See Attachment III for instructions according to applicant type.)
- State and Territory Grantees (Attachment III.A): Attachment III.A requests information regarding services to minorities, as well as the grantee’s organizational structure and monitoring plans. If the grantee already provided all this information in the state plan, they may note that in their submission, which ETA will then validate; missing information from the State Plan will require further submissions. State grantees may also simply copy the language from the SCSEP portion of the state plan for submission here. If this approach is used, please note this at the start of the narrative.
 - Current National Grantees (Attachment III.B): Other than the Budget Narrative, current national grantees are not required to submit a new program narrative for the four-month period covered by this TEG. Rather, national grantees will incorporate a generic statement of work (see Attachment III.B) addressing the programmatic activities for four months into the grant agreement.
- v. Programmatic Assurances (See Attachment IV for instructions pertaining to all grantees.) Grantees must review the programmatic assurances in Attachment IV that outline program requirements based on the OAA and the SCSEP regulations at 20 CFR Part 641. The signature of the Authorized Representative on the SF-424 also certifies that the organization agrees to adhere to the programmatic assurances listed in Attachment IV (note that grantees are not required to separately sign and submit Attachment IV).
- vi. Optional Requests (See Attachment V for instructions according to applicant type.)
- State and Territory Grantees: State and territory grantees may submit one or more optional special requests according to the instructions in Attachment V.

As instructed in Attachment V, please provide each request in a separate, clearly-titled document.

- **Current National Grantees:** For current national grantees that choose to submit optional special requests for the first four months of PY 2024, the Department strongly encourages submissions that are consistent with these grantees' currently approved optional special requests from PY 2023. This will enable current grantees to continue providing essentially the same services for an additional four months during the transition and will allow an expedited review of such requests by the Department. Note that such optional special requests made at this time must be based on funding for four months. Successful grantees may choose to submit optional special requests for the remainder of PY 2024 (November 1, 2024 through June 30, 2024) and will receive subsequent instructions for doing so.

b. Notices of Award. ETA will issue Notices of Award with new grant numbers and allocation amounts to SCSEP grantees for PY 2024.

c. Office of Management and Budget (OMB) Approval. As required by the Paperwork Reduction Act, OMB has reviewed and approved this information collection (OMB Control Number 1225-0086, which expires on July 31, 2025). 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.

Transition Instructions for National Grantees. ETA will issue new grants to current National grantees for the first four months of PY 2024 to continue services to their current authorized positions in their current areas. As noted above, these new grants will be four months' proportional share, i.e., 33 percent, of the total PY 2024 national grantee funding, to serve clients during the first four months (July 1, 2024, through October 31, 2024). The remaining PY 2024 funds will be allocated after the announcement of the FOA results.

After ETA announces the results of the FOA, any current National grantees that applied under the competition and are successful will receive an amendment to the new grant for the remainder of the program year, November 1, 2024, through June 30, 2025. Current grantees that are not successful will be required, as a condition of the grant award, to assist in transition activities during the remainder of the first four months to ensure the least disruption for participants.

5. Inquiries. Please direct inquiries to the appropriate Federal Project Officer.

6. References.

- OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Further Consolidated Appropriations Act, 2024, Pub. L. 118-47 (March 23, 2024);
- SCSEP Regulations, published at 20 CFR Part 641;
- 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(h) (July 22, 2014), 29 U.S.C. § 3151(h), 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 and DOL Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published at 2 CFR Parts 200 and 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);
- Fair Labor Standards Act of 1938, as amended, 29 U.S.C. §§ 201 *et seq.*;
- *Annual Update of the HHS Poverty Guidelines*, 89 FR 2961 (January 17, 2024); and
- Social Security Act of 1935, as amended, 42 U.S.C. §§ 301 *et seq.*

7. Attachments.

Attachment IA-IE:	Funding Allocations and Authorized Positions
Attachment II:	Budget Narrative Instructions
Attachment III.A:	Program Narrative Instructions for State and Territory Grantees
Attachment III.B:	Statement of Work for National Grantees
Attachment IV:	Programmatic Assurances
Attachment V:	Optional Requests

¹ Choose the SF-424 and SF-424A that note “Agency Owner” as “Grants.gov”.