

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

<b>RESCISSIONS</b> TEGL 18-22	<b>EXPIRATION DATE</b> Continuing
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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](http://www.sam.gov).

- The organization’s Employment Identification Number (EIN) and Unique Entity Identification (UEI) Number must match its registration in [www.sam.gov](http://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

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

USDOL/ETA

**Senior Community Service Employment Program**  
**Total Authorized Positions and Funding\* for PY 2024 (12 mo)**  
**including Reallotted Funds for State Agencies and Territories, by State**

States	Positions	Dollars
<b>State Agencies</b>		
Alabama	152	\$1,473,224
Alaska	175	1,700,373
Arizona	109	1,057,865
Arkansas	149	1,447,263
California	703	6,820,960
Colorado	83	804,756
Connecticut	90	869,656
Delaware	175	1,700,373
District of Col	47	460,788
Florida	484	4,692,249
Georgia	182	1,765,272
Hawaii	175	1,700,373
Idaho	43	423,338
Illinois	319	3,095,716
Indiana	215	2,083,280
Iowa	105	1,018,925
Kansas	83	811,246
Kentucky	155	1,512,163
Louisiana	139	1,343,424
Maine	50	493,238
Maryland	113	1,096,806
Massachusetts	179	1,732,823
Michigan	274	2,654,398
Minnesota	195	1,888,582
Mississippi	102	986,476
Missouri	203	1,966,461
Montana	51	499,728
Nebraska	63	610,058
Nevada	43	423,338
New Hampshire	43	423,338
New Jersey	232	2,245,530
New Mexico	46	447,809
New York	543	5,256,877
North Carolina	215	2,083,280
North Dakota	49	480,258
Ohio	358	3,472,135
Oklahoma	132	1,278,524
Oregon	120	1,168,194
Pennsylvania	439	4,257,421
Puerto Rico	112	1,090,316
Rhode Island	44	428,339
South Carolina	112	1,083,826
South Dakota	57	551,648
Tennessee	168	1,622,493
Texas	455	4,413,179
Utah	55	532,177
Vermont	45	441,319
Virginia	178	1,726,333
Washington	121	1,174,685
West Virginia	93	895,615
Wisconsin	210	2,037,851
Wyoming	43	423,338
<b>State Agencies Total</b>	<b>8,726</b>	<b>\$84,667,637</b>
<b>Territories</b>		
American Samoa	95	916,365
Guam	95	916,365
Northern Marianas	32	305,456
Virgin Islands	95	916,365
<b>Territories Total</b>	<b>317</b>	<b>\$3,054,551</b>

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

U. S. Department of Labor / Employment &amp; Training Administration

## Senior Community Service Employment Program

## Total Authorized Positions for PY 2024\* (first 4 mos) Including Positions Funded by Reallotted Funds for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA G	NOWCC	NULI	OPERABL	SER	SSAI	TWP	Total
Alabama	0	0	0	0	187	0	0	0	0	0	0	0	0	0	0	0	407	0	594
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	145	0	168	0	0	0	0	0	0	0	0	0	0	0	0	0	313
Arkansas	203	0	0	0	0	0	0	0	0	381	0	0	0	0	0	0	0	0	584
California	0	0	546	0	0	0	165	0	396	0	363	0	170	0	0	804	0	0	2,444
Colorado	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	185	0	0	324
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	352	352
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	128	0	0	0	0	0	0	0	0	184
Florida	1,133	0	0	0	0	0	0	0	0	363	0	0	0	396	0	0	0	0	1,892
Georgia	221	0	0	0	0	0	0	0	0	0	489	0	0	0	0	0	0	0	710
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	154	0	0	0	0	0	0	0	0	0	0	0	0	0	154
Illinois	0	102	0	0	170	80	0	0	383	89	0	0	0	0	0	0	363	0	1,187
Indiana	197	69	0	0	0	378	0	0	0	0	0	0	0	0	0	0	195	0	839
Iowa	237	174	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	411
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	316	0	0	316
Kentucky	0	0	0	0	0	268	0	0	0	0	217	0	0	122	0	0	0	0	607
Louisiana	0	0	490	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	490
Maine	0	0	0	198	0	0	0	0	0	0	0	0	0	0	0	0	0	0	198
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	441	0	441
Massachusetts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	353	0	304	0	657
Michigan	0	0	0	0	0	0	0	0	0	797	0	0	0	223	0	0	0	0	1,020
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	745	0	745
Mississippi	0	0	0	0	0	0	0	0	0	154	0	0	0	0	0	0	241	0	395
Missouri	270	0	0	0	0	173	0	0	0	219	0	0	0	0	0	109	0	0	771
Montana	0	0	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	200
Nebraska	0	237	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	237
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	154	0	0	0	154
New Jersey	0	0	0	0	289	0	0	0	0	0	387	0	0	230	0	0	0	0	906
New Mexico	0	0	0	0	0	154	0	0	0	0	0	0	0	0	0	0	0	0	154
New York	0	0	0	437	136	0	0	0	84	0	213	0	0	300	0	0	551	340	2,061
North Carolina	0	0	0	0	0	0	0	0	0	177	213	0	0	0	0	0	449	0	839
North Dakota	0	0	0	0	0	0	0	0	0	0	0	192	0	0	0	0	0	0	192
Ohio	268	0	0	0	127	250	0	470	0	138	145	0	0	0	0	0	0	0	1,398
Oklahoma	0	0	0	0	385	0	0	0	0	0	0	0	0	0	0	0	0	0	385
Oregon	0	0	0	0	471	0	0	0	0	0	0	0	0	0	0	0	0	0	471
Pennsylvania	340	0	129	164	0	0	0	0	0	0	549	0	0	151	0	0	0	348	1,681
Puerto Rico	167	0	0	0	0	0	0	0	0	0	274	0	0	0	0	0	0	0	441
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	170	170
South Carolina	0	0	0	0	0	436	0	0	0	0	0	0	0	0	0	0	0	0	436
South Dakota	0	0	0	0	0	0	0	0	0	0	0	199	0	0	0	0	0	0	199
Tennessee	0	0	0	0	0	0	0	0	0	0	156	0	0	0	0	0	499	0	655
Texas	1,008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	329	387	0	1,724
Utah	0	0	0	0	214	0	0	0	0	0	0	0	0	0	0	0	0	0	214
Vermont	0	0	0	176	0	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Virginia	230	0	0	0	0	241	0	0	0	0	206	0	0	0	0	0	0	0	677
Washington	253	0	0	0	0	163	0	0	0	0	0	0	0	0	0	0	0	0	416
West Virginia	0	0	0	0	0	0	0	0	0	0	360	0	0	0	0	0	0	0	360
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	559	237	0	796
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	154	0	0	0	0	0	154
<b>Total</b>	<b>4,824</b>	<b>582</b>	<b>1,366</b>	<b>975</b>	<b>2,301</b>	<b>2,343</b>	<b>165</b>	<b>470</b>	<b>863</b>	<b>2,446</b>	<b>3,572</b>	<b>391</b>	<b>324</b>	<b>1,422</b>	<b>507</b>	<b>2,302</b>	<b>4,819</b>	<b>1,210</b>	<b>30,882</b>

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

Senior Community Service Employment Program

Total Authorized Funding for PY 2024\* (first 4 mo) including Reallotted Funds for Non-Minority National Sponsors, by State

State	AARP	ABLE	ANPPM	A4TD	ES	GII	IPDC	Mature	NAPCA	NCBA	NCOA	NICOA G	NOWCC	NULI	OPERABL	SER	SSAI	TWP	Total
Alabama	\$0	\$0	\$0	\$0	\$637,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,393,755	\$0	\$2,030,811
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	494,235	0	574,974	0	0	0	0	0	0	0	0	0	0	0	0	0	1,069,209
Arkansas	694,549	0	0	0	0	0	0	0	0	1,301,919	0	0	0	0	0	0	0	0	1,996,468
California	0	0	1,868,250	0	0	0	565,644	0	1,351,096	0	1,237,967	0	581,807	0	0	2,747,434	0	0	8,352,198
Colorado	476,341	0	0	0	0	0	0	0	0	0	0	0	0	0	0	631,791	0	0	1,108,132
Connectic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,204,292	1,204,292
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of	0	0	194,966	0	0	0	0	0	0	434,655	0	0	0	0	0	0	0	0	629,621
Florida	3,876,155	0	0	0	0	0	0	0	0	1,238,161	0	0	0	1,351,310	0	0	0	0	6,465,626
Georgia	754,636	0	0	0	0	0	0	0	0	0	1,674,553	0	0	0	0	0	0	0	2,429,189
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	527,806	0	0	0	0	0	0	0	0	0	0	0	0	0	527,806
Illinois	0	348,934	0	0	581,556	271,398	0	0	1,308,505	306,927	0	0	0	0	0	0	1,237,433	0	4,054,753
Indiana	675,957	236,100	0	0	0	1,293,699	0	0	0	0	0	0	0	0	0	0	663,023	0	2,868,779
Iowa	809,809	593,672	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,403,481
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,080,657	0	0	1,080,657
Kentucky	0	0	0	0	0	920,154	0	0	0	0	741,859	0	0	414,589	0	0	0	0	2,076,602
Louisiana	0	0	1,675,934	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,675,934
Maine	0	0	0	675,411	0	0	0	0	0	0	0	0	0	0	0	0	0	0	675,411
Maryland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,506,509	0	1,506,509
Massachu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,204,215	0	1,039,523	0	2,243,738
Michigan	0	0	0	0	0	0	0	0	0	2,726,827	0	0	0	760,123	0	0	0	0	3,486,950
Minnesota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,545,955	0	2,545,955
Mississipp	0	0	0	0	0	0	0	0	0	524,706	0	0	0	0	0	0	826,116	0	1,350,822
Missouri	924,767	0	0	0	591,720	0	0	0	0	746,917	0	0	0	0	0	371,842	0	0	2,635,246
Montana	0	0	0	0	682,279	0	0	0	0	0	0	0	0	0	0	0	0	0	682,279
Nebraska	0	810,492	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	810,492
Nevada	538,038	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	538,038
New Ham	0	0	0	0	0	0	0	0	0	0	0	0	0	0	527,806	0	0	0	527,806
New Jerse	0	0	0	0	986,239	0	0	0	0	1,322,522	0	0	0	788,970	0	0	0	0	3,097,731
New Mexi	0	0	0	0	0	527,806	0	0	0	0	0	0	0	0	0	0	0	0	527,806
New York	0	0	0	1,490,454	465,562	0	0	0	284,514	0	727,443	0	0	1,028,115	0	0	1,884,883	1,163,905	7,044,876
North Car	0	0	0	0	0	0	0	0	0	604,322	727,125	0	0	0	0	0	1,535,042	0	2,866,489
North Dak	0	0	0	0	0	0	0	0	0	0	0	657,095	0	0	0	0	0	0	657,095
Ohio	918,146	0	0	0	436,442	853,490	0	1,603,526	0	472,005	494,636	0	0	0	0	0	0	0	4,778,245
Oklahoma	0	0	0	0	1,316,479	0	0	0	0	0	0	0	0	0	0	0	0	0	1,316,479
Oregon	0	0	0	0	1,611,827	0	0	0	0	0	0	0	0	0	0	0	0	0	1,611,827
Pennsylva	1,163,759	0	442,878	562,487	0	0	0	0	0	0	1,871,697	0	0	513,987	0	0	0	1,189,617	5,744,425
Puerto Ric	570,968	0	0	0	0	0	0	0	0	0	935,541	0	0	0	0	0	0	0	1,506,509
Rhode Isla	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	581,541	581,541
South Car	0	0	0	0	0	1,492,772	0	0	0	0	0	0	0	0	0	0	0	0	1,492,772
South Dak	0	0	0	0	0	0	0	0	0	0	0	679,990	0	0	0	0	0	0	679,990
Tennessee	0	0	0	0	0	0	0	0	0	0	536,301	0	0	0	0	0	1,702,858	0	2,239,159
Texas	3,447,989	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,122,348	1,322,908	0	5,893,245
Utah	0	0	0	0	730,360	0	0	0	0	0	0	0	0	0	0	0	0	0	730,360
Vermont	0	0	0	599,857	0	0	0	0	0	0	0	0	0	0	0	0	0	0	599,857
Virginia	783,360	0	0	0	0	825,570	0	0	0	0	705,784	0	0	0	0	0	0	0	2,314,714
Washingto	862,796	0	0	0	0	559,001	0	0	0	0	0	0	0	0	0	0	0	0	1,421,797
West Virg	0	0	0	0	0	0	0	0	0	0	1,231,765	0	0	0	0	0	0	0	1,231,765
Wisconsin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,909,155	810,804	0	2,719,959
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	527,806	0	0	0	0	0	527,806
<b>Total</b>	<b>16,497,270</b>	<b>1,989,198</b>	<b>4,676,263</b>	<b>3,328,209</b>	<b>7,868,301</b>	<b>8,017,889</b>	<b>565,644</b>	<b>1,603,526</b>	<b>2,944,115</b>	<b>8,356,439</b>	<b>12,207,193</b>	<b>1,337,085</b>	<b>1,109,613</b>	<b>4,857,094</b>	<b>1,732,021</b>	<b>7,863,227</b>	<b>16,468,809</b>	<b>4,139,355</b>	<b>105,561,251</b>



**U. S. Department of Labor / Employment & Training Administration**  
**Senior Community Service Employment Program**  
**Total Authorized Positions for PY24\* (first 4 mo) Including Positions Funded by**  
**Reallotted Funds for Minority National Sponsors, by State**

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	153	153
Arkansas	61	0	0	61
California	0	276	0	276
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	79	0	79
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	134	0	0	134
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	94	0	94
Michigan	0	0	0	0
Minnesota	0	0	25	25
Mississippi	47	0	0	47
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	61	61
New York	0	73	0	73
North Carolina	0	0	0	0
North Dakota	0	0	16	16
Ohio	0	0	0	0
Oklahoma	0	0	113	113
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	24	24
Tennessee	0	0	0	0
Texas	70	70	0	140
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0

<b>State</b>	<b>IID</b>	<b>NAPCA</b>	<b>NICOA</b>	<b>Total</b>
<b>Washington</b>	0	133	0	<b>133</b>
<b>West Virginia</b>	0	0	0	<b>0</b>
<b>Wisconsin</b>	0	0	21	<b>21</b>
<b>Wyoming</b>	0	0	0	<b>0</b>
<b>Total</b>	<b>312</b>	<b>725</b>	<b>413</b>	<b>1,450</b>

\* 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**  
**Total Authorized Funding for PY 2024 (first 4 mo)\* including Reallotted Funds**  
**for Minority National Sponsors, by State**

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	514,104	514,104
Arkansas	203,694	0	0	203,694
California	0	931,227	0	931,227
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	268,384	0	268,384
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	452,682	0	0	452,682
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	316,874	0	316,874
Michigan	0	0	0	0
Minnesota	0	0	87,318	87,318
Mississippi	158,437	0	0	158,437
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	203,694	203,694
New York	0	248,988	0	248,988
North Carolina	0	0	0	0
North Dakota	0	0	51,723	51,723
Ohio	0	0	0	0
Oklahoma	0	0	384,796	384,796
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	84,085	84,085
Tennessee	0	0	0	0
Texas	239,290	232,788	0	472,078
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	449,450	0	449,450
West Virginia	0	0	0	0
Wisconsin	0	0	67,886	67,886
Wyoming	0	0	0	0
<b>Total</b>	<b>1,054,103</b>	<b>2,447,711</b>	<b>1,393,606</b>	<b>4,895,420</b>

\* 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. Please note that, consistent with the instructions in this TEGL, State and Territory Grantees' budget narratives will reflect all 12 months of funding for PY 2024 as allotted through this TEGL (see Attachment 1A), while current National Grantees' budget narratives will reflect only the first four months of funding as allotted through this TEGL (see Attachment 1C for non-minority national sponsors, or 1E for minority national sponsors).

1. **Detailed Description of Costs on SF-424A Budget Information Form** (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 and they 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 of time, 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, figure the average monthly salary for the entire year based on the sum of the two salary figures for the number of months the employee will receive each 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. Use of grant funds to purchase equipment with a unit cost of \$5,000 or more requires, prior to purchase, a subsequent amendment to the grant award for special review and approval from the grant officer.
- a. 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.
- g. Contractual.** Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1 means

an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

- h. Construction.** SCSEP regulations typically **do not allow** expenditures for construction (20 CFR 641.850(e)).
- i. 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.
- j. Total Direct Cost.** The sum of lines a through h.
- k. Indirect Cost.** 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.

or

- 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 Part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (defined by DOL below) 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.

- **Modified Total Direct Cost (MTDC) Definition:** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts 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 or subcontract in excess of \$25,000.
- You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.

- Per 2 CFR 200.1 “Participant Support Costs” 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.

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) **must not be classified as direct costs**; these types of costs are recovered as part of charging the de minimis or NICRA rate.

1. **Totals.** The sum of lines i and j.
2. **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 CFR 641.565 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.
3. **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 20 percent if you have requested and received approval from ETA per the instructions in Attachment V). 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.
4. **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 – SCSEP State and Territory Grantees**

All SCSEP state and territory grantees must provide a program narrative that concisely covers the areas below. State and territory grantees may use PY 2020 State Plan submissions to provide the following if it meets the criteria below. State and territory grantees that submitted WIOA Combined State Plans and SCSEP stand-alone plans may copy and paste that portion of their State Plan and attach it as applicable.

1. **Services to Minorities (OAA Title V, Section 515)**. 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. All other grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes. Using the PY 2022 SCSEP Minority Report (an interim report was distributed to grantees via email on March 12, 2020 for PY 2024 grant planning purposes), as well as GPMS and InfoSPACE data for PY 2023, grantees must describe:

Any significant disparities in enrollment levels or performance outcomes for minority individuals identified in the PY 2022 report, the extent to which those disparities existed in prior years, and the extent to which they continue to exist. Include:

- a. The factors that may have caused these disparities in enrollment and outcomes; and
- b. The steps you have already taken and/or plan to take to address any under-service or disparities in outcomes for minorities.

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 years of experience implementing SCSEP;
- b. A 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.



**Senior Community Service Employment Program Grantee Statement of Work for PY 2024 Funding – Current SCSEP National Grantees**

Senior Community Service Employment Program (SCSEP) grantees awarded funds for Program Year (PY) 2024 will use these funds to provide eligible unemployed, low-income seniors with training to acquire the skills necessary to secure employment. The subsidized wages paid to participants provide needed income to seniors 55 and older with an added benefit to their communities from their service.

***Authority for Funding, Activities, and Reporting:***

The Department of Labor expects grantees to adhere to the current statutory and regulatory requirements for SCSEP, as contained in the following:

1. Funding Opportunity Announcement, FOA-ETA-24-11 (March 7, 2024);
2. OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
3. Further Consolidated Appropriations Act, 2024, Pub. L. 118-47 (March 23, 2024);
4. SCSEP Regulations, published at 20 CFR Part 641;
5. TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
6. WIOA, Pub. L. 113-128, Sec. 121(h) (July 22, 2014), 29 U.S.C. § 3151(h), Funding of One-Stop Infrastructure;
7. Paperwork Reduction Act of 1995, Pub. L. 104-13 (May 22, 1995);
8. SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2024);
9. OMB and DOL Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published at 2 CFR Parts 200 and 2900;
10. TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
11. Fair Labor Standards Act of 1938, as amended, 29 U.S.C. §§ 201 *et seq.*;
12. *Annual Update of the HHS Poverty Guidelines*, 89 FR 2961 (January 17, 2024); and
13. Social Security Act of 1935, as amended, 42 U.S.C. §§ 301 *et seq.*

***Grantee Activities:***

Accountability and transparency for use of PY 2024 funds are ensured through the following grantee activities:

- Track participation and document program activities and directly enter data using the SCSEP GPMS data collection and performance reporting system;
- Provide SCSEP services within the counties/geographic areas, only as authorized in accordance with Program Year Equitable Distribution;
- Develop and maintain appropriate management strategies to deal with fluctuations in funding, including recruitment and enrollment policies, and manage grant funds so as to avoid fluctuations in the number of hours per week in community service provided to participants;

- Evaluate and adhere to termination policies as appropriate;
- Ensure grievance policies are clear and available to all applicants and participants;
- Recruit new host agencies and expand opportunities at existing host agencies;
- Maintain individual durational limit (IDL) policies that ensure equitable and uniform practices for all SCSEP participants reaching their individual participation durational limits in PY 2024, including transition strategies, with any revised IDL policy approved by DOL to take effect no sooner than 120 days after approval;
- Monitor and report efforts to serve minority individuals;
- Protect against maintenance of effort violations;
- Track all SCSEP grant funds and submit all required financial reports in a timely manner as determined by the Department of Labor (USDOL);
- Follow Programmatic Assurances as prescribed; and
- Ensure the least disruption for participants transitioning into and out of service areas.

The submission of an SF-424 Application for Federal Assistance signed by the grantee's authorized representative, an SF-424A with a Budget Narrative, Program Narrative, and signed Programmatic Assurances, and any Optional Special Requests constitute acceptance of this Generic Statement of Work and the issuance of a PY 2024 grant agreement.

## Senior Community Service Employment Program (SCSEP) Programmatic Assurances Program Year 2024

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

### **You agree to:**

#### Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility as described in TEGL No. 12-06 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.

### Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Comply with maintenance of effort: Ensure that 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:

- a. Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
- b. Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
- c. Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

### Orientation

- Provide orientations for participants and host agencies, including information on:
  - a. Project goals and objectives;
  - b. Participant rights and responsibilities;
  - c. Community service assignments;
  - d. Opportunities for paid training outside the community service assignment;
  - e. Available supportive services; and
  - f. Availability of free physical examinations.
- Local staff must address the topics listed above and provide additional orientation to participants on:
  - a. SCSEP goals and objectives;
  - b. Grantee and local project roles, policies, and procedures;
  - c. Holiday and sick leave;
  - d. Assessment process;
  - e. Development and implementation of IEPs;
  - f. Evaluation of participant progress;
  - g. Health and safety issues related to each participant's assignment;
  - h. Role of supervisors and host agencies;
  - i. Maximum individual duration policy, including the possibility of an extension, if applicable, and the documentation required to support an extension;
  - j. Termination policy; and
  - k. Grievance procedure.

### Wages

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

### Participant Benefits

- Provide workers' compensation, other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Provide compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays, which may be paid or in the form of rescheduled work time, and establish written policies related to this compensation.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

### Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

### Durational Limits

#### *Maximum Average Project Duration - 27 Months*

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

#### *Maximum Individual Participant Duration - 48 Months*

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets the extension criteria.
- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

### Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.
- Begin transition planning for participants who will exit for durational limit at least 3-6 months prior to their exit date.

### Termination Policies

- Provide a 30-day written notice for all involuntary terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment:
  - a. Provision of false eligibility information by the participant;
  - b. Incorrect initial eligibility determination at enrollment;
  - c. Income ineligibility determined at recertification;
  - d. Participant has reached individual durational limit;
  - e. Participant has become employed while enrolled;
  - f. IEP-related termination; and
  - g. 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 <https://scsepapply.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, GPMS, or the successor data system 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 turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.

- Legally obligate new sub-recipients to collect and enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

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).

The signature of the Authorized Representative on the SF-424 of this grant application also certifies that the organization agrees to adhere to the programmatic assurances listed above in this Attachment IV.

\_\_\_\_\_  
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.)* 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 adopt:
    - 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 seven 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 seven waiver factors. *Indicate the length of the extension (e.g. one-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 Supportive Services (ATSS) (Older Americans Act (OAA), Section 502(c)(6)(C))**. *Note: In the past, ATSS requests were required with the grant document submission at the beginning of each new program year. To allow long-term strategic planning for use of ATSS funds, beginning in PY 2024, ETA encourages grantees to consider submitting ATSS requests that span the duration of the four-year cycle. This four-year approach remains consistent with the current SCSEP regulations while allowing for greater continuity and less year-to-year planning burden for grantees. This change will help grantees successfully support participants by providing continuity of service offerings from year to year, promoting the stability of employment for staff directly charged with implementing ATSS, and streamlining the annual ETA grant review and approval processes. Prepare your Budget Narrative so that it is consistent with your ATSS request. If ETA denies your request, you must resubmit a revised SF- 424A and Budget Narrative.*

The OAA permits ETA to grant an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use no less than 65 percent of program funds for participant's wages and fringe benefits, so that up to an additional 10 percent of funds are available for training and supportive services that directly benefit participants.

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:

- 1) **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).
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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 2024 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 in order 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)).** (*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 641.710(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 utilize OJE, you must address all of the requirements stipulated in Older Worker Bulletin 04-04 (<https://www.dol.gov/sites/dolgov/files/ETA/seniors/pdfs/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 for 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.