

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
	DATE May 21, 2026

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-25

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

FROM: HENRY MACK, ED.D. /s/
Assistant Secretary

SUBJECT: Program Year 2026 Planning Instructions and Allotments for Senior
Community Service Employment Program State, Territorial, and National
Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) provides Senior Community Service Employment Program (SCSEP) state, territorial, and national grantees with Program Year (PY) 2026 SCSEP allotments and the application instructions for PY 2026 grant submissions.
2. **Action Requested.** To apply for PY 2026 grant funds, SCSEP grantees must follow the instructions in this TEGL and submit all documents through [Grants.gov](https://www.dhs.gov/grants) no later than 30 days after publication of this TEGL.
3. **Summary and Background.**
 - a. Summary – This TEGL provides grant planning guidance to SCSEP grantees for PY 2026, including the number of authorized positions and associated allotments for the program year, as well as the Employment and Training Administration’s (ETA) requirements for obligating funding to grantees.
 - 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 B, Title I of the *Consolidated Appropriations Act, 2026*, Pub. L. 119-75 (from this point forward, referred to as “the Act”), the Secretary of Labor may set aside up to 0.5 percent of each discretionary ETA appropriation for activities related to program integrity and 0.75

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percent of most Department of Labor (DOL) appropriations for evaluations, and may transfer up to one percent to other programs, projects or activities funded by the Act. In PY 2026, after reducing the appropriation for set-asides and transfers authorized by the Act and authorizing legislation, \$380,321,305 is available for SCSEP program activities. ETA will distribute any funds not used for these reserve activities by formula to state, territorial, and national grantees.

4. Annual Grant Instructions. This section provides detailed submission instructions for state and territorial formula grantees, as well as current national grantees. Note that this TEGL is requesting that state, territorial, and national grantees submit copies of their current Individual Durational Limit, Termination, and Grievance policies with their responses to this TEGL.

a. **Application Requirements.** All grantees must submit the following documents through [Grants.gov](https://www.grants.gov) (Optional Requests must be submitted separately through grants.scsepdocs@dol.gov):

i. Electronically signed SF-424, *Application for Federal Assistance*

- The organization’s name, Employment Identification Number (EIN), and Unique Entity Identification Number (UEI) listed on the SF-424 must match its [System for Award Management](#) registration.
- 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.”

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 that includes annual updates on organizational structure, monitoring, and audits, and additional optional updates as necessary.

1. Required - Organizational structure, monitoring, and audits. Describe the structure of your SCSEP project and explain how you will effectively manage any sub-projects. Ensure that these descriptions are consistent with the information in your Budget Narrative. Include:
 - a. 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

- b. A description of how you will monitor projects for program and financial compliance.
- 2. Optional - Please provide the following, if updates are necessary:
 - a. A description of any new SCSEP key staff, including experience implementing SCSEP, primary responsibilities, and the amount of time each individual is assigned to the grant. If you have new 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; and
 - b. SCSEP organizational chart (may be included as an attachment) that depicts key SCSEP staff and includes sub-recipients or local affiliates involved in implementing the grant, including host agencies.

v. Additional Requested Attachments, as applicable:

- Optional Requests – Grantees may submit one or more of the seven optional requests described in Attachment III. Please note, this TEGL provides updated instructions and renames the request to use additional grant funds for training and supportive services activities to “Optional Additional Training and Supportive Services” or “OATSS” requests. This clarifies that, while ETA strongly encourages grantees to consider how incorporating such activities into their overall service strategy may help improve participant outcomes, it is an option and not a requirement. To facilitate the allotment review process, grantees may submit a copy of their OATSS request to their Federal Project Officer (FPO) and National Office Liaison prior to the grant submission due date for review. Grantee applicants should submit all Attachment III Optional Request documents, including OATSS requests, separately to grants.scsepdocs@dol.gov. Please note that Grantees will be notified of final Optional Requests decisions via GrantNotes in GrantSolutions.
- 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/Cost Allocation Plan – 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).

b. **Additional Application Considerations.** It is important to note the provisions of Executive Orders 14151, 14168, 14173, and 14190 as well as the U.S. Department of Justice’s July 29, 2025, non-regulatory “Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination.” State, territorial, and national grantees that have

implemented diversity, equity, and inclusion (DEI) activities, and any other initiatives that discriminate on the basis of race, color, religion, sex, or national origin may risk violating federal civil rights laws such as Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), and similar federal laws.

c. **Grants.gov Submission Process.** Applicants must submit the application package through [Grants.gov](https://www.grants.gov). ETA encourages application submission as soon as possible; however, applications must be received by 11:59 PM ET no later than 30 days after publication of this TEGL. 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 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays.

5. **Inquiries.** Questions regarding grant applications should be directed to scsep.ogm@dol.gov. Please direct all other questions to the appropriate Federal Project Officer.

6. **References.**

- [Older Americans Act \(42 USC 3056 et seq.\)](#), as amended through P.L. 116-131 (March 25, 2020);
- [Federal Poverty Guidelines, 91 FR 1797 \(January 13, 2026\)](#) (effective January 13, 2026);
- [Consolidated Appropriations Act, 2026 \(P.L. 119-75\)](#) signed into law on February 3, 2026;
- [SCSEP Performance Data Collection Approval \(Office of Management and Budget Control No. 1205-0040\)](#) (expiration date July 31, 2027); and
- [TEGL 05–24, Implementation of the 2024 Revisions to the Office of Management and Budget \(OMB\) Guidance for Federal Financial Assistance](#) (October 8, 2024).

7. **Attachment(s).**

Attachment I: Funding Allocations and Authorized Positions

Attachment II: Budget Narrative Instructions

Attachment III: Optional Requests