

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. 
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

RESCISSIONS None	EXPIRATION DATE Continuing
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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.dhs.gov/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

Attachment IA

USDOL/ETA
Senior Community Service Employment Program
PY 2026 Authorized Positions and Funding*
for State Agencies and Territories, by State

States	Positions	Dollars
State Agencies		
Alabama	144	\$1,395,755
Alaska	166	1,610,958
Arizona	103	1,002,238
Arkansas	141	1,371,159
California	666	6,462,280
Colorado	79	762,439
Connecticut	85	823,925
Delaware	166	1,610,958
District of Col	45	436,558
Florida	458	4,445,508
Georgia	172	1,672,445
Hawaii	166	1,610,958
Idaho	41	401,077
Illinois	302	2,932,928
Indiana	204	1,973,732
Iowa	100	965,346
Kansas	79	768,587
Kentucky	148	1,432,647
Louisiana	131	1,272,780
Maine	48	467,301
Maryland	107	1,039,129
Massachusetts	169	1,641,702
Michigan	259	2,514,817
Minnesota	184	1,789,271
Mississippi	96	934,602
Missouri	192	1,863,055
Montana	49	473,450
Nebraska	60	577,977
Nevada	41	401,077
New Hampshire	41	401,077
New Jersey	219	2,127,449
New Mexico	44	424,260
New York	514	4,980,445
North Carolina	204	1,973,732
North Dakota	47	455,003
Ohio	339	3,289,553
Oklahoma	125	1,211,293
Oregon	114	1,106,765
Pennsylvania	416	4,033,545
Puerto Rico	107	1,032,981
Rhode Island	42	405,814
South Carolina	106	1,026,833
South Dakota	54	522,639
Tennessee	159	1,537,174
Texas	431	4,181,114
Utah	52	504,193
Vermont	43	418,111
Virginia	169	1,635,553
Washington	115	1,112,914
West Virginia	87	848,520
Wisconsin	199	1,930,690
Wyoming	41	401,077
State Agencies Total	8,269	\$80,215,394
Territories		
American Samoa	90	868,754
Guam	90	868,754
Northern Marianas	30	289,586
Virgin Islands	90	868,754
Territories Total	300	\$2,895,848

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

Senior Community Service Employment Program
 PY 2026 Authorized Positions* for Non-Minority National Sponsors, by State

State	A4TD	AARP	ABLE	ANPPM	CWI	ES	GII	IPDC	IR9WB	NAPCA	NCBA	NCOA	NEWS	NICOA[G]	NULI	SER	TWP	VANTAGE	Total
Alabama	0	0	0	0	378	185	0	0	0	0	0	0	0	0	0	0	0	0	563
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	0	137	0	159	0	0	0	0	0	0	0	0	0	0	0	0	296
Arkansas	0	189	0	0	0	0	0	0	0	0	364	0	0	0	0	0	0	0	553
California	0	0	0	511	0	0	0	156	0	374	0	342	169	0	0	763	0	0	2,315
Colorado	0	132	0	0	0	0	0	0	0	0	0	0	0	0	0	175	0	0	307
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	334	0	334
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	0	0	0	0	0	0	0	0	175	0	0	0	0	0	0	0	175
Florida	0	1,069	0	0	0	0	0	0	0	0	355	0	0	0	368	0	0	0	1,792
Georgia	0	218	0	0	0	0	0	0	0	0	0	455	0	0	0	0	0	0	673
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	0	146	0	0	0	0	0	0	0	0	0	0	0	0	146
Illinois	0	0	91	0	337	159	79	0	0	375	83	0	0	0	0	0	0	0	1,124
Indiana	0	183	0	0	189	0	263	0	160	0	0	0	0	0	0	0	0	0	795
Iowa	0	227	162	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	389
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	0	0	300
Kentucky	0	0	0	0	0	0	249	0	0	0	0	213	0	0	114	0	0	0	576
Louisiana	0	0	0	465	0	0	0	0	0	0	0	0	0	0	0	0	0	0	465
Maine	187	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	187
Maryland	0	0	0	0	418	0	0	0	0	0	0	0	0	0	0	0	0	0	418
Massachusetts	0	0	0	0	290	0	0	0	0	0	0	0	0	0	0	0	332	0	622
Michigan	0	0	0	0	0	0	0	0	0	0	760	0	0	0	207	0	0	0	967
Minnesota	0	0	0	0	706	0	0	0	0	0	0	0	0	0	0	0	0	0	706
Mississippi	0	0	0	0	226	0	0	0	0	0	148	0	0	0	0	0	0	0	374
Missouri	0	261	0	0	0	0	261	0	0	0	209	0	0	0	0	0	0	0	731
Montana	0	0	0	0	0	0	189	0	0	0	0	0	0	0	0	0	0	0	189
Nebraska	0	0	225	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	225
Nevada	0	149	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	149
New Hampshire	146	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	146
New Jersey	0	0	0	0	0	267	0	0	0	0	0	380	0	0	212	0	0	0	859
New Mexico	0	0	0	0	0	0	146	0	0	0	0	0	0	0	0	0	0	0	146
New York	433	0	0	0	509	121	0	0	0	81	0	210	0	0	285	0	314	0	1,953
North Carolina	0	0	0	0	413	0	0	0	0	0	181	201	0	0	0	0	0	0	795
North Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	182	0	0	0	0	182
Ohio	0	253	0	0	0	122	234	0	0	0	128	140	0	0	0	0	0	448	1,325
Oklahoma	0	0	0	0	0	365	0	0	0	0	0	0	0	0	0	0	0	0	365
Oregon	0	0	0	0	0	447	0	0	0	0	0	0	0	0	0	0	0	0	447
Pennsylvania	152	323	0	119	0	0	0	0	0	0	0	525	0	0	140	0	333	0	1,592
Puerto Rico	0	155	0	0	0	0	0	0	0	0	0	263	0	0	0	0	0	0	418
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	161	0	161
South Carolina	0	0	0	0	0	0	414	0	0	0	0	0	0	0	0	0	0	0	414
South Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	189	0	0	0	0	189
Tennessee	0	0	0	0	471	0	0	0	0	0	0	150	0	0	0	0	0	0	621
Texas	0	941	0	0	377	0	0	0	0	0	0	0	0	0	0	316	0	0	1,634
Utah	0	0	0	0	0	202	0	0	0	0	0	0	0	0	0	0	0	0	202
Vermont	166	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	166
Virginia	0	229	0	0	0	0	220	0	0	0	0	193	0	0	0	0	0	0	642
Washington	0	241	0	0	0	0	153	0	0	0	0	0	0	0	0	0	0	0	394
West Virginia	0	0	0	0	0	0	0	0	0	0	0	341	0	0	0	0	0	0	341
Wisconsin	0	0	0	0	223	0	0	0	0	0	0	0	0	0	0	531	0	0	754
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	146	0	0	0	0	0	146
Total	1,084	4,570	478	1,232	4,537	2,173	2,208	156	160	830	2,403	3,413	315	371	1,326	2,085	1,474	448	29,263

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

Senior Community Service Employment Program
 PY 2026 Authorized Funding* for Non-Minority National Sponsors, by State

State	A4TD	AARP	ABLE	ANPPM	CWI	ES	GHI	IPDC	IR9WB	NAPCA	NCBA	NCOA	NEWS	NICOA[G]	NULI	SER	TWP	VANTAGE	Total
Alabama	\$0	\$0	\$0	\$0	\$3,665,705	\$1,794,062	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,459,767
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	0	1,330,443	0	1,544,090	0	0	0	0	0	0	0	0	0	0	0	0	2,874,533
Arkansas	0	1,834,440	0	0	0	0	0	0	0	0	3,532,997	0	0	0	0	0	0	0	5,367,437
California	0	0	0	4,956,501	0	0	0	1,513,139	0	3,627,655	0	3,317,267	1,639,234	0	0	7,400,804	0	0	22,454,600
Colorado	0	1,280,948	0	0	0	0	0	0	0	0	0	0	0	0	0	1,698,226	0	0	2,979,174
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,237,697	0	3,237,697
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	0	0	0	0	0	0	0	0	1,692,713	0	0	0	0	0	0	0	1,692,713
Florida	0	10,369,430	0	0	0	0	0	0	0	0	3,443,543	0	0	0	3,569,645	0	0	0	17,382,618
Georgia	0	2,115,472	0	0	0	0	0	0	0	0	0	4,415,321	0	0	0	0	0	0	6,530,793
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	0	1,418,989	0	0	0	0	0	0	0	0	0	0	0	0	1,418,989
Illinois	0	0	882,560	0	3,268,381	1,542,055	766,178	0	0	3,636,922	804,972	0	0	0	0	0	0	0	10,901,068
Indiana	0	1,775,356	0	0	1,833,565	0	2,551,468	0	1,552,224	0	0	0	0	0	0	0	0	0	7,712,613
Iowa	0	2,201,847	1,571,363	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,773,210
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,905,310	0	0	2,905,310
Kentucky	0	0	0	0	0	0	2,413,430	0	0	0	0	2,064,500	0	0	1,104,944	0	0	0	5,582,874
Louisiana	0	0	0	4,505,692	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,505,692
Maine	1,815,818	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,815,818
Maryland	0	0	0	0	4,050,199	0	0	0	0	0	0	0	0	0	0	0	0	0	4,050,199
Massachusetts	0	0	0	0	2,812,446	0	0	0	0	0	0	0	0	0	0	0	3,219,765	0	6,032,211
Michigan	0	0	0	0	0	0	0	0	0	0	7,367,795	0	0	0	2,006,755	0	0	0	9,374,550
Minnesota	0	0	0	0	6,844,714	0	0	0	0	0	0	0	0	0	0	0	0	0	6,844,714
Mississippi	0	0	0	0	2,194,519	0	0	0	0	0	1,437,119	0	0	0	0	0	0	0	3,631,638
Missouri	0	2,529,583	0	0	0	0	2,529,583	0	0	0	2,025,605	0	0	0	0	0	0	0	7,084,771
Montana	0	0	0	0	0	0	1,834,285	0	0	0	0	0	0	0	0	0	0	0	1,834,285
Nebraska	0	0	2,178,983	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,178,983
Nevada	0	1,446,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,446,500
New Hampshire	1,418,989	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,418,989
New Jersey	0	0	0	0	0	2,588,609	0	0	0	0	0	3,684,162	0	0	2,055,375	0	0	0	8,328,146
New Mexico	0	0	0	0	0	0	1,418,989	0	0	0	0	0	0	0	0	0	0	0	1,418,989
New York	4,199,172	0	0	0	4,936,209	1,173,441	0	0	0	785,526	0	2,036,550	0	0	2,763,889	0	3,045,127	0	18,939,914
North Carolina	0	0	0	0	4,003,481	0	0	0	0	0	1,754,552	1,948,426	0	0	0	0	0	0	7,706,459
North Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	1,766,576	0	0	0	0	1,766,576
Ohio	0	2,452,887	0	0	0	1,182,815	2,268,678	0	0	0	1,240,987	1,357,329	0	0	0	0	0	4,343,453	12,846,149
Oklahoma	0	0	0	0	0	3,539,308	0	0	0	0	0	0	0	0	0	0	0	0	3,539,308
Oregon	0	0	0	0	0	4,333,344	0	0	0	0	0	0	0	0	0	0	0	0	4,333,344
Pennsylvania	1,474,523	3,133,362	0	1,154,397	0	0	0	0	0	0	0	5,092,926	0	0	1,358,114	0	3,230,371	0	15,443,693
Puerto Rico	0	1,501,868	0	0	0	0	0	0	0	0	0	2,548,331	0	0	0	0	0	0	4,050,199
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,563,450	0	1,563,450
South Carolina	0	0	0	0	0	0	4,013,268	0	0	0	0	0	0	0	0	0	0	0	4,013,268
South Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	1,828,129	0	0	0	0	1,828,129
Tennessee	0	0	0	0	4,565,819	0	0	0	0	0	0	1,454,082	0	0	0	0	0	0	6,019,901
Texas	0	9,124,238	0	0	3,655,513	0	0	0	0	0	0	0	0	0	0	3,064,038	0	0	15,843,789
Utah	0	0	0	0	0	1,963,547	0	0	0	0	0	0	0	0	0	0	0	0	1,963,547
Vermont	1,612,693	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,612,693
Virginia	0	2,219,740	0	0	0	0	2,132,502	0	0	0	0	1,870,785	0	0	0	0	0	0	6,223,027
Washington	0	2,338,099	0	0	0	0	1,484,353	0	0	0	0	0	0	0	0	0	0	0	3,822,452
West Virginia	0	0	0	0	0	0	0	0	0	0	0	3,311,561	0	0	0	0	0	0	3,311,561
Wisconsin	0	0	0	0	2,162,721	0	0	0	0	0	0	0	0	0	0	5,149,797	0	0	7,312,518
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	1,418,989	0	0	0	0	0	1,418,989
Total	10,521,195	44,323,770	4,632,906	11,947,033	43,993,272	21,080,260	21,412,734	1,513,139	1,552,224	8,050,103	23,300,283	33,101,240	3,058,223	3,594,705	12,858,722	20,218,175	14,296,410	4,343,453	\$283,797,847

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

Attachment ID

U.S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program
PY 2026 Authorized Positions* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	98	98
Arkansas	59	0	0	59
California	0	253	0	253
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	13	0	13
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	126	0	0	126
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	71	0	71
Michigan	0	0	0	0
Minnesota	0	0	42	42
Mississippi	34	0	0	34
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	24	0	24
New Hampshire	0	0	0	0
New Jersey	0	24	0	24
New Mexico	0	0	70	70
New York	0	54	0	54
North Carolina	0	0	0	0
North Dakota	0	0	27	27
Ohio	0	0	0	0
Oklahoma	0	0	97	97
Oregon	0	0	0	0
Pennsylvania	0	47	0	47
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	39	39
Tennessee	0	0	0	0
Texas	65	72	0	137
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	134	0	134
West Virginia	0	0	0	0
Wisconsin	0	0	34	34
Wyoming	0	0	0	0
Total	284	692	407	1,383

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

Attachment IE

U.S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program
PY 2026 Authorized Funding* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	950,396	950,396
Arkansas	572,177	0	0	572,177
California	0	2,453,572	0	2,453,572
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	126,073	0	126,073
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	1,221,937	0	0	1,221,937
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	688,552	0	688,552
Michigan	0	0	0	0
Minnesota	0	0	407,312	407,312
Mississippi	329,729	0	0	329,729
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	232,750	0	232,750
New Hampshire	0	0	0	0
New Jersey	0	232,750	0	232,750
New Mexico	0	0	678,854	678,854
New York	0	523,687	0	523,687
North Carolina	0	0	0	0
North Dakota	0	0	261,844	261,844
Ohio	0	0	0	0
Oklahoma	0	0	940,698	940,698
Oregon	0	0	0	0
Pennsylvania	0	455,802	0	455,802
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	378,219	378,219
Tennessee	0	0	0	0
Texas	630,364	698,250	0	1,328,614
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	1,299,521	0	1,299,521
West Virginia	0	0	0	0
Wisconsin	0	0	329,729	329,729
Wyoming	0	0	0	0
Total	2,754,207	6,710,957	3,947,052	\$13,412,216

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

U. S. Department of Labor
Employment and Training Administration (ETA)
Senior Community Service Employment Program (SCSEP)
Applicable Funding Restrictions and Budget Narrative Instructions

Funding Restriction: Administrative Cost Limitation

The administrative costs under this award are not to exceed 13.5 percent of the grant award. If necessary, certain exceptions can raise this limit to up to 15 percent of the grant amount, but only with prior written approval from the Grant Officer. Recipients must request prior approval to increase the administrative cost limitation each allotment year. It does not carry over from one program year to the next. Recipients must include the request to increase the administrative cost limitation within the Budget Narrative document, ensuring the requirements outlined at [20 CFR 641.870](#) and authorized by OAA section 502(c)(3) are addressed.

Administrative costs do not need to be itemized separately from program costs on the SF-424A Budget Information Form and Budget Narrative; however, they must be tracked through the recipient's accounting system.

Administrative costs, as defined in Section 502(c)(4) of the Older Americans Act ([42 U.S.C. 3056\(c\)\(4\)](#)) and at [20 CFR 641.856](#), are the costs, both personnel-related and non-personnel-related and both direct and indirect, associated with the following:

- The costs of performing general administrative functions and providing for the coordination of functions, such as the costs of accounting, budgeting, and financial and cash management; procurement and purchasing; property management; personnel management; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports; audits; general legal services; developing systems and procedures, including information systems, required for administrative functions; preparing administrative reports; and other activities necessary for the general administration of government funds and associated programs.
- The costs of performing oversight and monitoring responsibilities related to administrative functions.
- The costs of goods and services required for administrative functions of the project involved, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
- The travel costs incurred for official business in carrying out administrative activities or overall management.
- The costs of information systems related to administrative functions (such as personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems.

- The costs of technical assistance, professional organization membership dues, and evaluating results obtained by the project involved against stated objectives.

Funding Restriction: Use of Grant Funds for Participant Wages

Grant recipients must spend a minimum of 75 percent of their SCSEP federal grant funds on participant wages and fringe benefits. Subject to Departmental approval, a recipient may use up to 10 percent of SCSEP Federal grant funds that would otherwise be devoted to wages and benefits to provide optional additional training and supportive services to participants (see [20 CFR 641.874](#)).

Recipients must pay participants the highest applicable required wage for time spent in orientation, training, and community service assignments. The highest applicable required wage is either the Federal minimum wage applicable under the Fair Labor Standards Act of 1938; the State or local minimum wage for the most nearly comparable covered employment; or the prevailing rate of pay for people employed in similar public occupations by the same employer (see [20 CFR 641.565](#)).

Funding Restriction: Non-Federal Cost-Sharing for SCSEP Allotments

This award includes a non-Federal cost-sharing requirement, per the [Older Americans Act](#), section 502(c)(1)–(2):

FEDERAL SHARE. The Secretary may pay a Federal share not to exceed 90 percent of the cost of any grant, except that the Secretary may pay all of such cost if such project is (A) an emergency or disaster project; or (B) a project located in an economically depressed area, as determined by the Secretary in consultation with the Secretary of Commerce and the Secretary of Health and Human Services.

NON-FEDERAL SHARE. The non-Federal share shall be in cash or in kind. In determining the amount of the non-Federal share, the Secretary may attribute fair market value to services and facilities contributed from non-Federal sources. The costs that the award recipient incurs in fulfilling its cost-sharing requirement are subject to the same requirements, including the cost principles, that are applicable to the use of Federal funds. Such costs must be reasonable, allocable, and allowable to the program. In addition, those costs must adhere to the guidelines specified in [2 CFR 200.306](#) and be verifiable in the recipient's records with proof that prior approval, where required, was obtained. Cost-sharing funds must be expended as required at [2 CFR Part 2900](#) before they can be recognized and reported as cost-sharing on the ETA-9130 report. Whether in cash or in-kind, the non-Federal share is expected to adhere to the same cost limitations.

The cost-sharing requirement must be met at the time all such funds have been expended or the period of availability of such funds has expired, whichever comes first. If the required contribution is not met, award recipients will be responsible for reimbursing ETA the amount of unmet cost-sharing contribution when the award is closed. Cost-sharing must be reported on the quarterly ETA-9130 Federal financial report under the Recipient Share section. Cost-

sharing funds must be expended as required at [2 CFR Part 2900](#) before they can be recognized and reported as cost-sharing.

The formula for calculation of SCSEP cost-share is as follows:

$$[\text{Federal Expenditures} \div 0.90] - \text{Federal Expenditures} = \text{Required Cost-Share}$$

Example: For a grant expending \$1,000,000: $[1,000,000 \div .90] - \$1,000,000 = \$111,111$.

Requirements for Explaining the SF-424A Line-Item Categories in the Budget Narrative:

- **Personnel:** List all staff positions by title (including individuals hired by an employment contract) including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.
- **Fringe Benefits:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- **Travel:** For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
- **Equipment:** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, 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 \$10,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.
- **Supplies:** Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see [2 CFR 200.1](#) for the definition of Supplies).
- **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 contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal

agreement consistent with criteria in with [§ 200.331](#), including an agreement the pass-through entity considers a contract.

- **Construction:** Construction costs are not allowed, and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. ETA does not consider this construction, and you must show the costs on other appropriate lines such as Contractual.
- **Other:** Provide clear and specific details, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.
- **Indirect Costs:** If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:
 - a. If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA; or,
 - b. If you intend to claim indirect costs using the 15 percent de minimis rate of modified total direct costs (MTDC), 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 MTDC 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 MTDC. See the definition below to assist you in your calculation.

- **Modified Total Direct Cost (MTDC) Definition:** To avoid a serious inequity in the distribution of indirect costs, ETA defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 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 \$50,000.

Please note participant support costs are not included in MTDC. As defined under [2 CFR 200.1](#), Participant Support Cost means direct costs that support participants and their involvement in a Federal award, such as stipends, subsistence allowances,

travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at [DOL Cost & Price Determination Division](#).

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. Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Applicants must list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative.

U. S. Department of Labor
Employment and Training Administration (ETA)
Senior Community Service Employment Program (SCSEP)
Instructions for SCSEP Optional Requests

Grantees that wish to make optional requests or optional request amendments 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 do you propose to adopt:
 - i. Option 1: No extension for any participants; all participants exit at 48 months.
 - ii. Option 2: Extension 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. **Optional Additional Funds for Participant Training and Supportive Services (OATSS) (Older Americans Act (OAA), Section 502(c)(6)(C))**. *Note: In the past, OATSS 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 OATSS funds, beginning in PY 2024, ETA encouraged grantees to consider submitting OATSS 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 OATSS, and streamlining the annual ETA grant review and approval processes. Prepare your Budget Narrative so that it is consistent with your OATSS 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 participants' 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.

OATSS 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 – For first-time requests

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

- a. **Identify the percentage of federal funds and the dollar amount** that will be dedicated to the training and/or supportive services (this is the "OATSS request" amount and must be less than or equal to 10 percent of your federal grant funds).
- b. **Describe the activities** for which you will spend the OATSS grant funds identified in item (a) above, and describe how the proposed activities will improve the effectiveness of your project, including, as applicable:
 - i) How the activities will better prepare participants for successful placement in unsubsidized employment in in-demand jobs, and how you estimate the activities will improve employment outcomes for individuals served; and/or
 - ii) How the activities will better support participants in overcoming barriers to participating in your SCSEP project.
- c. **Provide a proposed budget and work plan** for the activities identified in item (b) above, which must detail:
 - i) The additional training and/or supportive services that will be provided to SCSEP participants; and
 - ii) The associated cost for each activity, and the number of participants who will benefit.

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

- d. **Describe how you will allocate OATSS 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 OATSS funding that you will allocate to each sub-recipient.
- e. **Describe the impact of the OATSS request on overall service levels**, specifically:
 - i) Please state if there will be displacement of eligible individuals or if 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.

Instructions – For amendments to PY 2025 requests:

- a. **Identify the percentage of PY 2026 federal funds and the dollar amount** that will be dedicated to the training and/or supportive services (this is the "OATSS request" amount and must be less than or equal to 10 percent of your federal grant funds).
- b. **Describe any adjustments to the activities** for which you will spend the OATSS grant funds identified in item (a) above, and describe how the proposed activities have improved the effectiveness of your project, including, as applicable:
 - i) How the activities improved participants' preparation for successful placement in unsubsidized employment in in-demand jobs, and how you estimate the activities will improve employment outcomes for individuals served for this program year; and/or
 - ii) How the activities have and will better support participants in overcoming barriers to participating in your SCSEP project.

Important Considerations for OATSS Requests

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

- *Include OATSS costs in your overall grant budget request:* In responding to the instructions in this TEGl for submitting your PY 2026 grant documents, prepare your SF-424A and Budget Narrative so that they are consistent with your OATSS 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 OATSS request, you must resubmit a revised SF-424A and Budget Narrative.
- *Adhere to allowable training activities:* Participant training costs under an OATSS 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 OATSS 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 OATSS request, consistent with [20 CFR 641.874\(a\)\(4\)](#), you agree that any remaining grant funds (i.e., funds *other than* those allocated for OATSS, 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 OATSS 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 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 barriers 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.

- 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 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.