EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
	DATE September 30, 2025

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 16-24, CHANGE 1**

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES
NATIONAL GRANTEES
STATE AND TERRITORIAL WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS

FROM: LORI FRAZIER BEARDEN /s/
Acting Assistant Secretary

SUBJECT: Revisions to Training and Employment Guidance Letter No. 16-24, *Program Year 2025 Planning Instructions and Allotments for the Senior Community Service Employment Program State and Territorial Grantees*

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) provides updated Program Year (PY) 2025 Planning Instructions and Allotments for the Senior Community Service Employment Program (SCSEP) National Grantees. This Change 1 and the materials and forms it discusses are in addition to the guidance outlined in TEGL No. 16-24, *Program Year 2025 Planning Instructions and Allotments for the Senior Opportunity Service Employment Program State and Territorial Grantees*.

2. **Action Requested.** SCSEP National Grantees must follow the instructions in this Change 1 TEGL to submit required application materials through Grants.gov no later than thirty (30) days after publication of this TEGL.

3. **Summary and Background.**

   a. Summary – This Change 1 TEGL provides updated Planning Instructions and Allotments for SCSEP National Grantees for PY 2025.

   b. Background – On July 1, 2025, TEGL No. 16-24 allotted $85,869,039 to state and territorial grantees, and indicated that U.S. Department of Labor (DOL) was reviewing the remaining $307,072,086 available for National Grantees. DOL has since completed its review of funds available for National Grantees, and this TEGL No. 16-24, Change 1 allots the full year grant period for National Grantees totaling $307,072,086. The total funds that ETA will allot to SCSEP grants in PY 2025 is $392,941,125.

RESCISSIONS None	EXPIRATION DATE Continuing

At their option, SCSEP National Grantees may submit only an SF-424 application form first. In such cases, the grant awards will include a Condition of Award requiring grantees to submit any remaining required and optional documents (including the SF-424A and budget narrative, as well as optional special requests if applicable) within thirty (30) days of receipt of their Notice of Award.

4. **Application Instructions for Annual Allotments.** This section provides detailed submission instructions for general and set-aside National Grantees.

   a. Application Requirements. In general, National Grantees must submit the following documents through www.Grants.gov. As noted above, National Grantees have the option to first submit only an SF-424 application form (Item i. below); in such instances, the grantee must then follow instructions in the Conditions of Award to submit the remaining required documents within 30 days of receipt.

      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." Grantees must list the states and counties the grant will serve.

      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 the information outlined in Attachment III of this TEGL, including:
         • Required - Organizational structure, monitoring, and audits.
         • Optional - National Grantees may choose to provide any relevant updates to the statement of work that was included in the grant award documents following the PY 2024 National Competition.

         Note: At this time, National Grantees are not required to submit the data and information on services to minorities, described in OAA Section 515 (also known as the Minority Report).

      v. Programmatic Assurances (See Attachment IV for complete instructions.)

- Grantees must review, sign, and submit the programmatic assurances in Attachment IV that outline program requirements based on the OAA and the SCSEP regulations at 20 CFR Part 641.
- Adobe digital signatures are acceptable.
- The signatory must be the same individual as the Authorized Representative listed in item 21 of the SF-424.

vi. Attachments, as applicable:

- Optional Requests (See Attachment V for complete instructions.) Grantees may submit one or more of the optional requests described in Attachment V.

- Optional Additional Training and Supportive Services – This TEGL provides updated instructions in Attachment V for the request to use additional grant funds for training and supportive services activities ("Optional Additional Training and Supportive Services" or "OATSS requests.") While ETA encourages grantees to consider how incorporating training and supportive services into their overall service strategy may help improve participant outcomes, it is an option and not a requirement. Grantees may submit a copy of their OATSS to their FPO and National Office Liaison prior to the grant submission due date for review.

- Geographic Service Area Attachment – Grantees must submit an attachment noting the states and counties included in the grantee's service area if the grantee chooses not to list them in the SF-424.

- Negotiated Indirect Cost Rate Agreement (NICRA)/cost allocation plan – Grantees that have an indirect cost rate must also submit a copy of their NICRA or cost allocation plan (if applicable).

- Copies of current Individual Durational Limit, Termination, and Grievance policies.

b. **Grants.gov Submission Process.** Applicants must submit the SF-424 application form through Grants.gov as soon as possible, as stated throughout this TEGL. ETA will provide additional instructions for submission of subsequent documents in the Conditions of Award page in the Notices of Award, as described above.

For technical issues encountered during application submission, applicants may call 800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or 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.**

- TEGL No. 16-24, July 1, 2025, TEGL 16-24, *Program Year 2025 Planning Instructions and Allotments for the Senior Community Service Employment Program State and Territorial Grantees* available at: https://www.dol.gov/agencies/eta/advisories/tegl-16-24
- Older Americans Act (42 USC 3056 et seq.), as amended through Public Law 116-131 (March 25, 2020);
- *Federal Poverty Guidelines,* 90 FR 5917 (January 17, 2025); or HHS website at https://aspe.hhs.gov/sites/default/files/documents/dd73d4f00d8a819d10b2fdb70d254f7b/detailed-guidelines-2025.pdf (effective January 15, 2025);
- Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4, March 15, 2025), available at https://www.congress.gov/119/plaws/publ4/PLAW-119publ4.pdf;
- SCSEP Performance Data Collection Approval (Office of Management and Budget Control No. 1205-0040) See https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202401-1205-001 (expiration date July 31, 2027); and
- TEGL No. 05–24, October 8, 2024, *Implementation of the 2024 Revisions to the Office of Management and Budget (OMB) Guidance for Federal Financial Assistance* available at: https://www.dol.gov/agencies/eta/advisories/tegl-05-24..

7. **Attachments.**

Attachment IA-ID:	Funding Allocations and Authorized Positions
Attachment II:	Budget Narrative Instructions
Attachment III:	Program Narrative Instructions
Attachment IV:	Programmatic Assurances
Attachment V:	Optional Requests and Waivers