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**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-17**

**TO:** ALL SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

**FROM:** ROSEMARY LAHASKY /s/  
Deputy Assistant Secretary

**SUBJECT:** Program Year (PY) 2018 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) provides current SCSEP state, territorial, and national grantees with the application instructions, allocations, and the process and procedures for the PY 2018 grant submission.

2. **References.**

- Older Americans Act Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Consolidated Appropriations Act, 2018, Pub. L. 115-141 (March 23, 2018);
- TEGL 10-17, *2018 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (March 19, 2018);
- Older Americans Act of 1965, as amended by the Older Americans Act Amendments of 2006 (OAA), Pub. L. 109-365, codified at 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 75 Federal Register (FR) 537864 (September 1, 2010), published at 20 CFR part 641;
- WIOA; Joint Final Rule for Unified and Combined State Plans, Performance Accountability and the One-Stop System Joint Provisions, 81 FR 55791 (August 19, 2016);
- TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
- Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013), published at 2 CFR Part 200;
- Department of Labor (DOL) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (December 26, 2013), published at 2 CFR Part 2900;
- TEGL 15-16, *Competitive Selection of One-Stop Operators* (January 17, 2017);

<b>RESCISSIONS</b> TEGL 28-16	<b>EXPIRATION DATE</b> Continuing
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- TEGL 16-16, *One-Stop Operations Guidance for the American Job Center Network* (January 18, 2017);
- TEGL 16-16, *Change 1, Change 1 to Training and Employment Guidance Letter (TEGL) 16-16 One-Stop Operations Guidance for the American Job Center Network* (June 16, 2017);
- SCSEP; Performance Accountability; Interim Final Rule, 82 F R 56869 (December 1, 2017);
- TEGL No. 15-14, *Implementation of the New Uniform Guidance Regulations* (December 19, 2014);
- Priority of Service for Covered Persons; Final Rule, (December 19, 2008), published at 20 CFR Part 1010;
- TEGL 10-09, *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)* (November 10, 2009);
- Training and Employment Notice 15-10, *Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)* (November 10, 2010);
- Jobs for Veterans Act (JVA) as amended, Pub. L. 107-288 (November 7, 2002);
- Workforce Innovation and Opportunity Act (WIOA), (Pub. L. 113-128), Sec. 121, Funding of One-Stop Infrastructure; and
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date 08/31/2018).

3. **Background.** SCSEP funds are allocated by a formula set forth in Section 506 of the Older Americans Act (OAA), and operate on a Program Year (PY) basis, from July 1 through the following June 30. SCSEP grant awards are renewed on an annual basis except for SCSEP National grants, which are renewed on an annual basis only during non-competitive years. The national non-profit organizations compete for the awards every four years (subject to annual appropriations), with an optional one-year extension. The Employment and Training Administration (ETA) releases grant planning guidance each year to advise grantees of ETA requirements to obligate grantee funding and authorized position amounts. This grant planning guidance also assists SCSEP grantees in preparing their budgets and document submissions for the annual OAA Title V appropriation.
4. **Overall Approach.** ETA requires grantees to submit on an annual basis a grant application that includes a program narrative, a SF-424, SF-424A, a detailed budget narrative, a report on service to minorities, signed programmatic assurances, optional special requests and an updated SCSEP organizational chart. For PY 2018, ETA requires that grantees describe their efforts to strengthen and reinforce the coordination between SCSEP and WIOA. Grantees must submit the required documents no later than June 22, 2018.
5. **PY 2018 Program Allotments.** See Attachment A for PY 2018 funding amounts and authorized positions. The allotments reflect reservations for program integrity and evaluation activities under the Consolidated Appropriations Act, 2018, Pub. L. 115-141.

6. **Grant Application Requirements.** SCSEP National, state and territorial grantees must submit a complete grant application package in order to receive PY 2018 funds. The ETA Grant Officer will not obligate funds to grantees that fail to provide all of the required information outlined in this guidance.

***Application and Budget Forms.*** Grantees must submit current versions of the SF-424 Application for Federal Assistance and the SF-424A, Budget Information Form for their allotted funding amount as noted in Attachment A. Both forms must include the non-Federal share of at least 10 percent of the total cost (OAA Sec. 502(c)(1)). These interactive documents and instructions are available at the following links:

- SF-424 [https://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf);
- SF-424A <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>;

The budget narrative submission must provide a detailed description of costs associated with each line item on the SF 424A. Grantees must clearly list the percentage and total funding amount allocated to Participant Wages and Fringe Benefits and Administrative Costs.

Since SCSEP is a required partner in the WIOA workforce system, grantees must also continue to factor in the infrastructure costs governed by WIOA section 121(h) and its implementing regulations into their SCSEP budgets. For more information about these requirements, grantees should refer to TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System, which outlines how one-stop partners (including SCSEP) must determine and pay for infrastructure and additional costs in a local one-stop delivery system.

***Program Narrative (Attachment B).*** All grantees must provide a narrative that addresses the required topics described in Attachment B:

- *SCSEP Operational Policies and Procedures (Section 1).* Grantees must provide documentation of their duration limit policies, termination policies, and grievance policies.
- *Services to Minorities (Section 2).* SCSEP grantees must analyze and explain their efforts to serve individuals from minority populations using the 2016 Minority Report. State and territory grantees are required to provide this information as prescribed in Attachment B.
- *Organizational Structure, Monitoring and Audits (Section 3).* SCSEP grantees are required to provide the organizational structure of the project and how subprojects will be managed.

***Programmatic Assurances (Attachment C).*** Grantees must review the programmatic assurances in Attachment C that reflect standard program requirements based on the SCSEP authorizing statute and its regulations at 20 CFR Part 641. Grantees should submit a signed and dated copy of these assurances; these assurances will be incorporated into each grantee's award document.

***Optional Requests (Attachment D).*** Grantees may submit optional requests as described in Attachment D.

***Geographic Areas to be served.*** In Item 14 on the SF 424, we require a list of the “Areas Affected by Project.” Each grantee must list the states and counties the grant will serve, and must use [www.scseped.org](http://www.scseped.org) to obtain that information. Grantees can export the data for their service area(s) to an Excel spreadsheet and attach the list as a separate document.

Please submit all documents to [grants.scsepdocs@dol.gov](mailto:grants.scsepdocs@dol.gov) by June 22, 2018.

7. **Notices of Award.** The Department will issue Notices of Award with new grant numbers and allocation amounts to the SCSEP grantees for PY 2018.
8. **Inquiries.** All Grantees should direct inquiries to your Federal Project Officer.
9. **OMB Approval.** To conform with the PRA, the President’s Office of Management and Budget (OMB) has reviewed and approved this information collection (OMB Control Number 1205-0040), whose authorization expires 08/31/2018. 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.
10. **Attachments.**
  - Attachment A: Funding Allocations and Authorized Positions
  - Attachment B: Program Narrative Instructions
  - Attachment C: Programmatic Assurances
  - Attachment D: Optional Special Requests