

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	<b>CLASSIFICATION</b> SCSEP
	<b>CORRESPONDENCE SYMBOL</b> OWI-DAS
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**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 26-07**

**TO:** ALL SENIOR COMMUNITY SERVICE EMPLOYM PROGRAM  
(SCSEP) GRANTEES

**FROM:** BRENT R. ORRELL /s/  
Acting Assistant Secretary

**SUBJECT:** Program Year 2008 Planning Instructions and Allotments for All  
SCSEP Grant Applicants

1. **Purpose.** The purpose of this guidance is to provide all SCSEP grant applicants with application instructions and procedures for Program Year (PY) 2008, beginning July 1, 2008.
2. **Reference.** The following references may be used for additional information: 2006 Older Americans Act (OAA) Amendments, Pub. L. 109-365, 42 USC 3056 et. seq., 20 CFR 641; SCSEP Performance Accountability Interim Rule, 72 Federal Register 35831 (June 29, 2007); Training and Employment Guidance Letter (TEGL) 4-07.
3. **Background.** The United States Department of Labor (DOL) decided to streamline the grant planning instructions in order to achieve a more efficient grant application and review process for PY 2008. DOL has developed a list of Programmatic Assurances, as delineated in Attachment C, that will enable applicants to certify their conformance with standard grant requirements by check mark. As a result, the narrative requirements have been substantially reduced from prior PYs, thus relieving applicants of the unnecessary burden of restating standard grant requirements.
4. **New Approach for Narrative.** For PY 2008, DOL chose a targeted approach to narrative requirements. It will only require narratives from all applicants in certain critical subject areas that are universally essential for effective grant

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operation and that can vary significantly from grantee to grantee (see Attachment B). The Employment and Training Administration (ETA) has critical policy objectives in some of these areas, and grantees are asked to address these objectives as well. ETA will also require individual narratives from any applicant that has special requests in one or more of the following areas: 1) a waiver to use up to an additional 10 percent of grant funds for additional training and supportive services; 2) a request for an increase in the amount available for administrative costs from 13.5 to 15 percent; 3) a request to impose a lower durational limit for participants than the statutory 48-month limit; 4) a request to utilize the on-the-job-experience training option; and 5) any request for cross-state border agreements to permit cross-state border enrollment of eligible participants. (See Attachment D)

**5. Regional Innovation, Economic Competitiveness, and the SCSEP.** ETA policy and strategic priorities continue to reflect the vital role that regional economies play in innovation and economic growth. In regional economies across the country, employers are placing an increasing emphasis on hiring older workers; this focus will only increase in the future as employment opportunities expand and current workers retire. ETA continues to encourage applicants to support the WIRED framework by preparing SCSEP participants for employment opportunities in industries and occupations that are important in the regions in which they are providing SCSEP. Preparing SCSEP participants for these positions helps support the continued health of regional economies, while ensuring that participants have the skills they need to enter and remain in the labor market. There are several strategies that SCSEP grantees can utilize to help participants pursue these employment opportunities, including identifying key occupations for SCSEP participants in identified industries in the regions in which they are providing services and placing participants in these positions once they are ready to enter the labor market. The narrative instructions ask grantees to describe regions in which they will implement SCSEP, and identify specific ways in which their strategies will be aligned with key industries and occupations in their regions.

**6. Grant Application Procedures.** All SCSEP grant applicants must submit a grant application package in order to be funded. The Grant Officer will not approve a grant application for funding that fails to provide any of the required information outlined in this guidance. Attachments to this guidance provide detailed instructions.

A complete grant application package must contain the following:

- A narrative in accordance with Attachment B;

- Programmatic Assurances (Attachment C); and
- A signed SF-424 Form, Application for Federal Assistance and an SF-424A Form with a detailed budget narrative. (Attachment G)

If an applicant has a special request(s) as referenced in Section 4, an individual narrative(s) to support such request(s) must be submitted. (See Attachment D.)

Grantees should not include updated manuals and operating procedures in the application submission. SCSEP Federal Project Officers (FPOs) may request these under separate cover. (See Attachment I.)

The Grant Officer will incorporate the Programmatic Assurances in the grant agreement when the grant is returned to the applicant for signature.

7. **Grant Application Intergovernmental Reviews.** In accordance with Section 502(d) of the OAA as amended in 2006 (the 2006 OAA Amendments), applicants must share applications on an intrastate basis and provide appropriate Area Agencies on Aging (AAAs) with copies of the SF-424, Application for Federal Assistance, including a summary of the project locations and an explanation of the services that the applicant will provide in each state. In addition, state applicants should follow procedures established by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, unless the state SPOC has waived this requirement. Applicants should include documentation supporting these requirements with the grant application.
8. **PY 2008 Program Allotments.** See Attachment H for funding levels and authorized positions.
9. **Method of Submission.** Applicants must submit hard copy applications via overnight delivery and must provide an original and one copy of each document in the grant application package. Applicants must also submit electronic copies of their applications to [ETA.SCSEP2008GRANTS@DOL.GOV](mailto:ETA.SCSEP2008GRANTS@DOL.GOV) and to their SCSEP FPOs.
10. **Eligibility Review/Responsibility Review/Grant Application Review.** DOL will conduct a pre-award eligibility review, responsibility review, and grant application review as provided at Section 514 of the 2006 OAA Amendments and 20 CFR 641.430-440 of the current regulations. The Department will not designate applicants as grantees for PY 2008 if they:

- Fail to meet the eligibility tests of Section 514(c) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.430 of the current regulations; or
- Fail to meet the responsibility tests of Section 514(d) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.440 of the current regulations; or
- Fail to submit an application that meets the requirements of the statute and this TEGL.

**11. Performance Improvement Plans (PIPs).** In the interests of continuous improvement and to help support grantees' efforts to provide the highest level of service provision to participants, grantees will be asked to submit PIPs if ETA projects that they will not meet all of their performance goals and/or are projected to fall below a standard rate for data quality. PIPs will be required for these selected grantees for failure to meet one or more of six measures and data quality requirements, based on analysis to be conducted in May 2008. (See Attachment E.) PIPs will be submitted separately from this application and are due June 30, 2008, after DOL conducts the Quarter (Q) three analysis of all grantees performance and negotiates final goals for PY 2008. PIPs must be approved and incorporated into the PY 2008 grant agreement by September 30, 2008.

**12. Schedule.** Applicants must comply with the following timetable:

- Provide the SF-424 and SF-424A Grant Application forms and narrative to the State Office on Aging and the Area Agencies on Aging no later than the date of submission to the Department of Labor/ETA, Division of Adult Services; and
- The PY 2008 grant application, with the exception of any required PIP, must be submitted to the United States Department of Labor, Employment and Training Administration, Office of Workforce Investment, Division of Adult Services no later than May 16, 2008. However, applicants are encouraged to submit their applications as soon as possible.

Complete application packages must be transmitted by overnight delivery to:

Ms. Alexandra Kielty  
Division of Adult Services  
U.S. Department of Labor

200 Constitution Avenue, N.W.  
Room S-4209  
Washington, D.C. 20210

As indicated in Section 8 of this issuance, electronic copies of the complete PY 2008 grant application package must also be transmitted to the appropriate SCSEP FPO and to [ETA.SCSEP2008GRANTS@DOL.GOV](mailto:ETA.SCSEP2008GRANTS@DOL.GOV). PIPs, if required, must be submitted electronically to the appropriate SCSEP FPO and to [ETA.SCSEP2008GRANTS@DOL.GOV](mailto:ETA.SCSEP2008GRANTS@DOL.GOV). PIPs must be submitted no later than June 30, 2008.

**13. Action Required.** Applicants for PY 2008 SCSEP national and state SCSEP grants must submit applications by May 16, 2008. Applicants that are required to submit PIPs must submit those documents by June 30, 2008.

**14. Inquiries.** Questions may be directed to the appropriate SCSEP FPO.

**15. Attachments.**

Attachment A: Table of Contents

Attachment B: Narrative Instructions

Attachment C: Programmatic Assurances

Attachment D: Special Requests

Attachment E: Performance Improvement Plan Requirements

Attachment F: Budget Information Instructions

Attachment G: Standard Forms SF-424 and SF-424A

Attachment H: Authorized Positions and Funding

Attachment I: SCSEP Federal Project Officers