

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
	<b>DATE</b> March 18, 2009

**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 15-08**

**TO:** ALL SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) GRANTEEES

**FROM:** DOUGLAS F. SMALL /s/  
Deputy Assistant Secretary

**SUBJECT:** American Recovery and Reinvestment Act (Recovery Act) Planning Instructions for All Current SCSEP Grantees.

1. **Purpose.** The purposes of this guidance are: 1) To provide all current SCSEP grantees with further instructions and procedures for the American Recovery and Reinvestment Act of 2009 (Recovery Act) funds that are available on February 17, 2009, with a period of performance to June 30, 2010; and 2) To extend the period of performance of current Program Year (PY) 2008 grants for an additional six months to December 31, 2009.
2. **References.** 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 part 641 subpart G; SCSEP Performance Accountability Interim Rule, 72 Fed. Reg. 35831 (June 29, 2007); Training and Employment Guidance Letter (TEGL) 26-07; TEGL 30-07; TEGL 12-06; Priority of Service for Covered Persons: Final Rule 20 CFR Part 1010, 73 Fed. Reg. 78132 (Dec. 19, 2008); OMB No. 1205-0040; the American Recovery and Reinvestment Act of 2009 (Public Law 111-05); March 4, 2009 Grant Allocation Letter from SCSEP Grant Officer.
3. **Background.** The Recovery Act, enacted by Congress and signed into law by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and assist those most impacted by the recession. Title VIII of Division A of that Act makes available \$120 million to the Department of Labor for use by SCSEP to serve additional

<b>RESCISSIONS:</b> None	<b>EXPIRATION DATE:</b> Continuing
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unemployed low-income senior citizens. SCSEP grantees are expected to expand the number of SCSEP participants assigned to community service work, especially in the growth industries emphasized in the Recovery Act (e.g., health care, child care, education, green jobs, energy efficiency and environmental services) and in expanded community service activities that utilize Recovery Act funds. For the SCSEP grant community to meet both the letter and the spirit of the law and fulfill its critical role in U.S. economic recovery, it must implement the Act expeditiously and effectively, with full transparency and accountability of the expenditure of funds. The system's implementation of the Recovery Act should yield not only increased services and training for unemployed low-income seniors, but also provide increased community services that will invigorate and advance prosperity in the communities in which they live. For grantees who are currently over-enrolled, the Department will approve a limited number of SCSEP participants enrolled between January 1, 2009 and the present to be served with Recovery Act funding. However, the overall intent of Recovery Act funding is to supplement, not supplant, current SCSEP activities.

4. **Overall Approach.** The Department's SCSEP Grant Office notified all current grantees on March 4, 2009 of its plans to distribute available funds in proportion to each grantee's PY 2008 SCSEP allocation and provided instructions on how to apply for those funds to be issued as new grants (copy attached). Initial signed grant documents, including an Initial Statement of Work, were due to the Department on March 10, 2009. This TEGP provides the additional instructions referenced in the Grant Officer's letter to address in greater detail each grantee's plans for program implementation. The funds are intended as a one-time addition to the current program as presently being implemented. For grantees that are currently over-enrolled, the Department will approve a limited number of SCSEP participants enrolled between January 1, 2009 and the present to be served with Recovery Act funding. The transfer utility in the SCSEP Performance and Results Quarterly Progress Report (SPARQ) system will be used for these approvals. However, the overall intent of Recovery Act funding is to supplement, not supplant, current SCSEP activities.

5. **Data Collection and Reporting Requirements.** The Department will issue separate guidance on the data collection and reporting requirements for the Recovery Act supported portions of the program, in accordance with the information on collection forms in OMB No. 1205-0040, the SCSEP Performance Measurement System. Based on Section 1512 of the Recovery Act, the Department expects grantees to comply with all data collection and reporting requirements determined by the Department to be necessary to provide timely and accurate information on the expenditure of stimulus

funds, persons served, and outcomes obtained. Financial reporting requirements will be provided in a separate document.

6. **Grant Application Requirements:** As provided in the Grant Officer's March 4, 2009, notification and the initial Recovery Act grant award documents, the Department requires the following items to address full program implementation for the supplemental Recovery Act funds:

*Program Narrative (Attachment A).* The program narrative must cover the following subject areas: recruitment of participants and host agencies; maintenance of effort strategies; simultaneous management of Recovery Act funding and regular SCSEP funding; relevant notice requirements for participants; efforts to manage the smooth transition of participants once Recovery Act funding is depleted; and strategies to expand the number of SCSEP participants assigned to community service work, especially in those growth industries emphasized in the Recovery Act (e.g., health care, child care, education, green jobs, energy efficiency and environmental services) and in expanded public service activities that utilize Recovery Act funds. Grantees should base their programmatic strategies on the funding allocations contained in the March 4, 2009, Grant Officer letter.

*Revised Budget Information.* Additional budget information, including detailed budget narrative, will be required in accordance with program strategies as outlined in the program narrative. The revised budget information will replace the budget and budget narrative initially supplied.

*Programmatic Assurances (Attachment B).* Per the PY 2008 guidance, grantees must submit signed programmatic assurances that reflect standard grant management requirements.

*Recovery Act Assurances (Attachment F).* Grantees must submit signed Recovery Act assurances, as contained in Attachment F.

*Optional Special Requests.* Additional optional narratives, described in Attachment C, are required from any applicant with special requests in one or more of the following areas:

Waiver for additional funds for training and supportive services;  
Administration cap limit changes;  
On-the-job experience (OJE) training option; and/or  
Cross-border agreements.

The items listed above are in addition to the documentation each grantee supplied in response to the Grant Officer's letter of March 4, 2009. When completed and approved, the program narrative (as described in Attachment A) will serve as a Revised Statement of Work to replace the Initial Statement of Work currently contained in the Notice of Obligation.

7. **Method of Submission.** Applicants must submit electronic copies of the items listed in Section 6 of this TEGL. The materials should be sent via e-mail to: **grants.SCSEP2009@dol.gov** and to their SCSEP Federal Project Officer (FPO) (Attachment E). If a grantee is unable to submit electronically, the grantee must submit hard copy applications via overnight delivery or by fax to 202-693-3817. If mailing, application packages must be mailed 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
8. **Grant Application Intergovernmental Review.** The assurance of efficient intrastate coordination contained in Section 502(d) of the OAA 2006 Amendments is deemed to have been met by the PY 2008 grant application requirements. Because this additional funding is based on current PY 2008 allocations and positions allotments, no changes in service areas will result.
9. **Schedule.** Grant materials meeting the requirements of this TEGL must be submitted to the address in section 7 no later than April 17, 2009. However, applicants are encouraged to submit their materials as soon as possible.
10. **Extension of PY 2008 Period of Performance.** The period of performance for all current PY 2008 grants will be extended for an additional six months to December 31, 2009. Under sec. 517(b) of the Older Americans Act, we have determined that this extension is necessary to ensure the effective use of such funds because of the severe economic downturn. Giving grantees the authority to obligate and expend for an additional six months any funds that remain unexpended at the close of PY 2008 (June 30, 2009) will allow more SCSEP participants to be served. The grant officer will issue the necessary PY 2008 grant modifications.
11. **Action Requested.** Grantees with Recovery Act grants must submit the additional materials required by this TEGL by April 17, 2009.

**12. Paperwork Reduction Act (PRA) Statement.** The public reporting burden for this collection of information is estimated to average approximately sixteen (16) hours per response including time for gathering and maintaining the data needed to complete the required disclosure.

This TEGL contains a new collection of information in the form of a grant application narrative, special requests, and SCSEP grant management assurances required to receive a grant under the Recovery Act. According to the Paperwork Reduction Act of 1995 (Public Law 104-13), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department is planning to submit an Information Collection Request (ICR) to OMB requesting a new OMB Control Number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number (see 44 U.S.C. Section 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (see 44 U.S.C. Section 3512). The Department will notify SCSEP Recovery Act grantees of OMB's decision upon review of the Department's ICR, including any changes that may result from this review process.

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

**14. Attachments.**

Attachment A:	Content of Program Narrative
Attachment B:	Programmatic Assurances
Attachment C:	Optional Special Requests
Attachment D:	Grant Officer's Letter of March 4, 2009, with funding allocations
Attachment E:	SCSEP Federal Project Officers
Attachment F:	Recovery Act Assurances