

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSI FI CATI ON SCSEP
	CORRESPONDENCE SYMBOL OWI -DAS
	DATE April 28, 2010

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 24-09

**TO:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)  
GRANTEES THAT WERE AWARDED FISCAL YEAR 2010  
ADDITIONAL FUNDING

**FROM:** JANE OATES /s/  
Assistant Secretary

**SUBJECT:** Fiscal Year 2010 Additional Funding Planning Instructions

1. **1. Purpose.** The purpose of this guidance is to provide those SCSEP grantees that were awarded FY 2010 Additional Funds with further instructions and procedures for the funds that became available on January 29, 2010. The period of performance is from January 29, 2010 through June 30, 2011, even though the statute makes funding available through December 31, 2011.
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; Training and Employment Guidance Letter (TEGL) 26-07; TEGL 30-07; TEGL 12-06; 20 CFR Part 1010, Priority of Service for Covered Persons; OMB No. 1205-0040; Training and Employment Guidance Letter (TEGL) 10-09; Department of Labor Appropriations Act (Pub. L 111-117, Division D); 2008 Americans with Disabilities Act (ADA) Amendments (P.L. 110-325); American Recovery and Reinvestment Act of 2009 (ARRA), (P.L. 111-05); Jobs for Veterans Act (JVA), (P.L. 107-288); January 29, 2010 Notice of Obligation Letter from SCSEP Grant Officer.
3. **Background.** The Department of Labor Appropriations Act, 2010, enacted by Congress and signed into law by President Obama on December 16, 2010, is intended to appropriate funds to the Department of Labor (DOL) for its FY 2010 activities. The Appropriations Act makes available an additional \$225 million to DOL for use by SCSEP to serve unemployed low-income older adults. The Appropriations Act overrides the formula that ordinarily guides allocation in Section 506 and the competition rules in Section 514 of the Older Americans Act. Except for specific provisions superseded by the Act, all existing rules and regulations for SCSEP apply. The Appropriations Act provides that the additional funding will be awarded to current grantees that “can effectively utilize additional funding.” These funds are intended as a one-time addition to the current program as presently funded.

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To identify grantees to receive SCSEP FY 2010 Additional Funds, ETA's Grant Office undertook a competition which invited all current grantees to submit a signed Statement of Intent that included a description of their demonstrated need, capacity to utilize funding, past performance and amount of funds requested. Successful grantees were notified on January 21, 2010, of their grant amount and provided instructions for submitting initial grant documents due to the Department on January 26, 2010. The submission included an Initial Statement of Work, SF-424 (OMB No. 4040-0004) and 424A (OMB No. 4040-0006) with preliminary budget narrative. This TEGL provides additional instructions, referenced in the Grant Officer's letter, to address in greater detail each grantee's plans for program implementation.

4. **Overall Approach.** The implementation of SCSEP FY 2010 additional funds should increase services and training for unemployed low-income older adults, as well as enhance community services. Grantees are expected to implement the Act expeditiously and effectively with full transparency and accountability. The grantees must describe the process used to determine the areas to be served with the additional funds. The grantees are also required to identify recruitment methods that will expand the number of participants and host agencies that possess the capability of providing participants with employment skill training necessary to secure employment opportunities. Grantees must also demonstrate the method they will use to manage spending and enrollments.
5. **Service to Participants.** Grantees are expected to use the SCSEP FY 2010 additional funding to enroll additional participants into their regular program. Grantees may also use these additional funds to ease the transition for participants funded by the Recovery Act who are not job ready and must transfer to the regular program. The transfer utility in the SCSEP Performance and Results Quarterly Progress Report (SPARQ) system will be used to effect these transfers. Grantees may serve participants in some or all of the areas in which they are currently authorized to operate. (See Attachment C.)
6. **Financial Reporting Requirements.** For the purposes of financial reporting, SCSEP FY 2010 additional funds are considered a separate grant and require submission of separate quarterly reports (9130s) (OMB No. 1205-0461).
7. **Performance Reporting Requirements.** For the purposes of program performance reporting, participants enrolled with SCSEP FY 2010 additional funds are considered enrolled in the regular program. Performance reporting for this additional money will be incorporated in the reports for the PY 2009 and PY 2010 regular grants. Grantees will not individually identify participants served by the additional grant money, and no additional reporting is required. The number of individuals served with the additional grant funding will be proportional to the amount of additional funding in each program year, i.e., the total number of positions calculated at \$13,743 for the full 17 months grant period.
8. **Grant Application Requirements.** As provided in the January 29, 2010 Notice of Obligation Letter and the initial grant award documents, the Department requires the items listed below to address full program implementation for the SCSEP FY 2010 Additional Funds. 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.

***Program Narrative (Attachment A).*** The program narrative must cover the following subject areas: description of decision-making process regarding which geographic areas will be served; recruitment of participants and host agencies; and method to manage spending and enrollments in multiple grants.

***Authorized Positions (Attachment B).*** The grantee will reference Attachment B to determine the number of authorized positions to be served with this funding.

***Geographic Areas to Be Served (Attachment C).*** The grantee must indicate the location of SCSEP authorized positions established in each jurisdiction with the FY 2010 Additional Funds by entering the number of slots per county onto the form provided as Attachment C. Refer to Attachment B for a list of grantees' authorized positions. Grantees may serve participants in some or all areas in which they are currently authorized. Completion of Attachment C fulfills the requirement in SF 424 to list geographic areas to be served.

***Budget Information (Attachment D).*** Additional budget information, including a 424-A with 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 E).*** Grantees must submit signed programmatic assurances that reflect standard grant management requirements. These requirements are similar to those submitted with the PY 2009 grant application.

***Optional Special Requests (Attachment F).*** Additional narratives, described in Attachment F, 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;
- Reduction of maximum participant duration;
- Extension of maximum project duration;
- On-the-job experience (OJE) training option; and/or
- Cross-border agreements.

9. **Method of Submission.** Applicants must submit electronic copies of the items listed in Section 8 of this TEGL. The materials should be sent via e-mail to: **scsep.FY10addfund@dol.gov** and to their SCSEP Federal Project Officer (FPO) (Attachment G). If a grantee is unable to submit electronically, the grantee must submit hard copy applications via overnight delivery to the address below or by fax to 202-693-3817.

Ms. Alexandra Kiely  
Division of Adult Services  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Room S-4209  
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10. **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 2009 grant application requirements. Because this additional funding is based on current PY 2009 authorized service areas, no changes in service areas will result.
11. **Schedule.** Grant materials meeting the requirements of this TEGL must be submitted in accordance with the requirements of Section 9 no later than May 14, 2010. However, applicants are encouraged to submit their materials as soon as possible.
12. **Action Requested.** Grantees with SCSEP FY 2010 Additional Funding must submit the additional materials required by this TEGL by May 14, 2010.
13. **Inquiries.** Questions may be directed to the appropriate SCSEP FPO.
14. **Attachments.**

Attachment A: Content of Program Narrative  
Attachment B: Authorized Positions  
Attachment C: Geographic Areas to Be Served  
Attachment D: SF 424-A with Detailed Budget Narrative  
Attachment E: Programmatic Assurances  
Attachment F: Optional Special Requests  
Attachment G: SCSEP Federal Project Officers