ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO.** 25-14

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
        GRANTEES

FROM: PORTIA WU /s/
        Assistant Secretary

SUBJECT: Program Year (PY) 2015 Planning Instructions and Allotments for Senior
        Community Service Employment Program (SCSEP) Grantees

1. **Purpose.** To provide SCSEP grantees with application instructions, procedures, and allotments for PY 2015 funds, beginning July 1, 2015.

2. **References.**
   - FY 2015 Department of Labor Appropriations Act (Pub. L. 113-235)
   - 2006 Older Americans Act (OAA) Amendments (Pub. L. 109-365, 42 U.S.C. 3056 *et. seq.*
   - Provisions Governing the Senior Community Service Employment Program (20 CFR Part 641)
   - "Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility," Training and Employment Guidance Letter (TEGL) No. 12-06
   - "2015 Federal Poverty Guidelines for the Senior Community Service Employment Program Grants," TEGL No. 18-14
   - "Implementation of the New Uniform Guidance Regulations" TEGL No. 15-14
   - Americans with Disabilities Act (ADA) (42 U.S.C. 12101, et seq.)
   - SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040)
   - Jobs for Veterans Act (JVA) (Pub. L. 107-288)
   - Priority of Service for Covered Persons (20 CFR Part 1010)

RESCISSIONS	EXPIRATION DATE
TEGL No. 21-13	Continuing

3. **Background.** Under OAA Title V, the Employment and Training Administration (ETA) provides annual grants to 56 state and territorial grantees and 15 competitively-selected national grantees. Each year ETA releases guidance to provide funding and authorized position amounts to assist grantees with preparing their applications for the annual allotments.

   This guidance takes into account that SCSEP state grantees recently submitted modifications to 2012 State Plans. Please note the requirements as the document submission is streamlined for PY 2015.

4. **Overall Approach.** Like the SCSEP state planning process, the PY 2015 grant plans emphasize helping SCSEP participants find unsubsidized employment. This year, the narrative section of the submissions is streamlined for State grantees, which recently updated their State Plans. This year's SCSEP grant plan continues the practice of including the regulatory required Minority Report, using written assurances to cover all the basic programmatic activities (Attachment C), and allows grantee requests for optional activities (Attachment D). In addition, grantees may revise any programmatic policies, if needed.

5. **PY 2015 Program Allotments.** See Attachment A for funding levels and authorized positions.

6. **Grant Application Requirements.** SCSEP grantees must submit a complete grant application package in order to receive PY 2015 funds. The ETA Grant Officer will not approve a grant application that fails to provide all of the required information outlined in this guidance, including the following items.

   Application and Budget Forms. Grantees must submit current versions of the SF-424 Application for Federal Assistance and SF-424A Budget Information Form, including 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:
   a. Instructions: http://www.grants.gov/documents/19/55739/SF424-Instructions.pdf
   b. SF 424: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf,
   c. SF 424A: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf.

   Do not include manuals and operating procedures; Federal Project Officers (FPOs) will request these separately, as needed.

   Program Narrative (Attachment B). All National Grantees must provide a narrative that addresses the required topics described in Attachment B. State and Territory Grantees must provide the regulatory required Minority Report, as well as any program or service-delivery changes that may have occurred after the approval of the State Plan Modification that was approved in early 2015. See Attachment B for more information.

   Budget Narrative (Attachment C). All Grantees must provide a budget narrative. The budget narrative must provide a description of costs associated with each line item on the SF 424A. It should also include a description of leveraged resources provided to support

grant activities. Grantees choosing to use in-kind contributions, such as the supervisor's time at a host agency for leveraged resources, must submit the forms used to document and describe the process for calculating the in-kind contributions.

Programmatic Assurances (Attachment D). Grantees must submit signed programmatic assurances that reflect standard program requirements based on the SCSEP authorizing statute and its regulations at 20 CFR Part 641.

Optional Requests (Attachment E). Grantees may submit optional requests as described in Attachment D. Grantees must attach requests and required supporting materials in documents separate from the program narrative, Attachment B. Each grantee's current Individual Durational Limit (IDL) policy remains in effect until the grantee requests a change. All other optional special requests expire at the end of the PY 2014. If granted, ETA will provide written approval for all optional requests.

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 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.

7. **Submission Requirements and Methods.** Grantees must:

   a. Submit the PY 2015 grant application to ETA no later than May 15, 2015. ETA encourages grantees to submit their applications earlier, if possible.

   b. Submit the following documents to the State Office on Aging (unless the grantee is the State Office on Aging): program narrative, SF-424, SF-424A with budget narrative, and list of the states and counties the grantee will serve based on www.scseped.org. Provide the information no later than May 15, 2015. National grantees must also send this information to the State Office on Aging in each state in which they serve.

   c. Submit the required PY 2015 grant plan documents described in Section 6 via email to grants.scsepdocs@dol.gov, with an electronic copy to the grantee's FPO (see Attachment F). If a grantee is unable to submit electronically, the grantee may submit hard copy applications by fax to (202) 693-3015, or by overnight delivery to:

      Kimberly Vitelli, Chief
      Division of National Programs, Tools, and Technical Assistance
      U.S. Department of Labor
      200 Constitution Avenue, NW
      Room C-4510
      Washington, D.C. 20210-0001

All application packages must have an electronic or physical date stamp no later than **May 15, 2015**. Grantees requiring receipt verification from the grant email box should use the Return Receipt Request function when sending their email.

8. **Eligibility Review/Responsibility Review/Grant Application Review.** ETA will review grant applications as provided in the SCSEP regulations at 20 CFR 641.430-440. ETA will not issue final approval for PY 2015 funding if the grantee:
   a. Fails to meet the eligibility conditions found in 20 CFR 641.430.
   b. Fails to meet the responsibility conditions as provided in 20 CFR 641.440.
   c. Fails to submit the required materials listed in this TEGL.

9. **Inquiries.** Please direct questions to your FPO. See Attachment F for FPO contact information.

10. **Attachments.**

    Attachment A: Funding Allocations and Authorized Positions
    Attachment B: Program Narrative
    Attachment C: Budget Narrative
    Attachment D: Programmatic Assurances
    Attachment E: Optional Special Requests
    Attachment F: List of FPOs