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| <b>EMPLOYMENT AND TRAINING ADMINISTRATION<br/>ADVISORY SYSTEM<br/>U.S. DEPARTMENT OF LABOR<br/>Washington, D.C. 20210</b> | <b>CLASSIFICATION</b><br>SCSEP      |
|   | <b>CORRESPONDENCE SYMBOL</b><br>OWI |
|   | <b>DATE</b><br>June 23, 2017        |

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 28-16

**TO:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)  
GRANTEES

**FROM:** BYRON ZUIDEMA  
Deputy Assistant Secretary

**SUBJECT:** Program Year (PY) 2017 Planning Instructions and Allotments for 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 2017 grant submission.

2. **References.**

- Older Americans Act Reauthorization Act of 2016, (Pub. L. 114-144), April 19, 2016;
- Consolidated Appropriations Act, 2017 (Pub. L. 115-31);
- TEGL 22-16, *2017 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (March 8, 2017);
- 2006 Older Americans Act Amendments (OAA), (Pub. L. 109-365), 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 20 CFR 641 (September 1, 2010);
- 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) CFR Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (December 26, 2013);
- Department of Labor (DOL) CFR Chapter II, Part 2900 et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (December 26, 2013);
- TEGL No. 15-14, *Implementation of the New Uniform Guidance Regulations* (December 19, 2014);
- Priority of Service for Covered Persons: Final Rule, 20 CFR Part 1010, (December 19, 2008);

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| <b>RESCISSIONS</b><br>TEGL 18-15 AND 18-15 Changes 1-4 | <b>EXPIRATION DATE</b><br>June 30, 2018 |
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- 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) (Pub. L. 107-288);
  - 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).
3. **Background.** SCSEP funds are allocated by a formula set forth in Section 506 of the OAA, and operate on a PY basis, from July 1 through the following June 30. Awards are renewed annually for all grants. The national non-profit organizations compete for the awards every 4 years (subject to annual appropriations), with an optional 1-year extension. The Employment and Training Administration (ETA) releases grant planning guidance each year to provide funding and authorized position amounts and to assist SCSEP grantees in preparing their budgets and document submissions for the annual OAA Title V appropriation.
  4. **Overall Approach.** ETA asks grantees to submit an SF-424, an SF-424A with a detailed budget narrative, a report on service to minorities, signed programmatic assurances and an updated SCSEP organizational chart annually. This year, ETA is also requesting copies of current Individual Durational Limit (IDL) policies and procedures; termination policies and procedures; and grievance policies and procedures. Grantees must provide their policies and procedures as attachments to the program narrative portion of the PY 2017 document submission. Grantees are reminded to factor the infrastructure costs that are governed by WIOA section 121(h) into their budgets. Grantees should also include staff travel costs to attend a SCSEP event sponsored by the national office during PY 2017 in their budget. Grantees must submit the required documents by **June 30, 2017**.
  5. **Notice of Award (NOA).** The Department will issue NOA with new grant numbers and allocation amounts to the SCSEP grantees for PY 2017.
  6. **PY 2017 Program Allotments.** See Attachment A for funding amounts and authorized positions for PY 2017. The allotments reflect reservations for program integrity and evaluation activities under the Consolidated Appropriations Act, 2017, Pub. L. 115-31.
  7. **Action Requested.** Grantees must submit the following documentation:
    - a. SF-424 [http://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf);
    - b. SF-424A <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>;
    - c. Detailed Budget Narrative;

- d. Program Narrative (including policies and procedures for IDL, termination and grievance); and
- e. Optional Special Requests (as applicable).

Please submit all documents to [grants.scsepdocs@dol.gov](mailto:grants.scsepdocs@dol.gov) on or before **June 30, 2017**.

**8. Inquiries.** Please direct questions to the appropriate Federal Project Officer.

**9. Attachments.**

- Attachment A: Funding Allocations and Authorized Positions
- Attachment B: Program Narrative
- Attachment C: Programmatic Assurances
- Attachment D: Optional Special Requests

USDOL/ETA

**Senior Community Service Employment Program  
PY 2017 Authorized Positions and Funding\*  
for State Agencies and Territories, by State**

| States                      | Positions    | Dollars             |
|-----------------------------|--------------|---------------------|
| <b>State Agencies</b>       |              |                     |
| Alabama                     | 151          | \$1,463,181         |
| Alaska                      | 174          | 1,688,782           |
| Arizona                     | 108          | 1,050,655           |
| Arkansas                    | 148          | 1,437,398           |
| California                  | 699          | 6,774,464           |
| Colorado                    | 82           | 799,271             |
| Connecticut                 | 89           | 863,729             |
| Delaware                    | 174          | 1,688,782           |
| District of Col             | 47           | 457,647             |
| Florida                     | 481          | 4,660,264           |
| Georgia                     | 181          | 1,753,239           |
| Hawaii                      | 174          | 1,688,782           |
| Idaho                       | 43           | 420,453             |
| Illinois                    | 317          | 3,074,614           |
| Indiana                     | 213          | 2,069,081           |
| Iowa                        | 104          | 1,011,980           |
| Kansas                      | 83           | 805,717             |
| Kentucky                    | 155          | 1,501,856           |
| Louisiana                   | 138          | 1,334,266           |
| Maine                       | 51           | 489,875             |
| Maryland                    | 112          | 1,089,329           |
| Massachusetts               | 177          | 1,721,010           |
| Michigan                    | 272          | 2,636,304           |
| Minnesota                   | 193          | 1,875,708           |
| Mississippi                 | 101          | 979,752             |
| Missouri                    | 201          | 1,953,057           |
| Montana                     | 51           | 496,322             |
| Nebraska                    | 62           | 605,899             |
| Nevada                      | 43           | 420,453             |
| New Hampshire               | 43           | 420,453             |
| New Jersey                  | 230          | 2,230,223           |
| New Mexico                  | 46           | 444,755             |
| New York                    | 538          | 5,221,043           |
| North Carolina              | 213          | 2,069,081           |
| North Dakota                | 49           | 476,984             |
| Ohio                        | 356          | 3,448,467           |
| Oklahoma                    | 131          | 1,269,810           |
| Oregon                      | 120          | 1,160,232           |
| Pennsylvania                | 436          | 4,228,401           |
| Puerto Rico                 | 112          | 1,082,883           |
| Rhode Island                | 44           | 425,419             |
| South Carolina              | 111          | 1,076,437           |
| South Dakota                | 56           | 547,887             |
| Tennessee                   | 166          | 1,611,433           |
| Texas                       | 452          | 4,383,098           |
| Utah                        | 55           | 528,550             |
| Vermont                     | 45           | 438,310             |
| Virginia                    | 177          | 1,714,565           |
| Washington                  | 120          | 1,166,678           |
| West Virginia               | 92           | 889,511             |
| Wisconsin                   | 209          | 2,023,960           |
| Wyoming                     | 43           | 420,453             |
| <b>State Agencies Total</b> | <b>8,668</b> | <b>\$84,090,503</b> |
| <b>Territories</b>          |              |                     |
| American Samoa              | 92           | 893,250             |
| Guam                        | 92           | 893,250             |
| Northern Marianas           | 31           | 297,750             |
| Virgin Islands              | 92           | 893,250             |
| <b>Territories Total</b>    | <b>307</b>   | <b>\$2,977,500</b>  |

\* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

U.S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2017 Authorized Positions\* for Non-Minority National Sponsors, by State**

| State           | AARP  | ABLE | ANPPM | ES    | EW    | GII   | Mature | NAPCA | NCBA  | NCOA  | NOWCC | NULL  | OPERABLE | SER   | SSAI  | TWP   | A4TD | Total  |
|-----------------|-------|------|-------|-------|-------|-------|--------|-------|-------|-------|-------|-------|----------|-------|-------|-------|------|--------|
| Alabama         | 0     | 0    | 0     | 181   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 409   | 0     | 0    | 590    |
| Alaska          | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 0      |
| Arizona         | 0     | 0    | 146   | 165   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 311    |
| Arkansas        | 188   | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 392   | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 580    |
| California      | 0     | 0    | 592   | 0     | 0     | 0     | 0      | 441   | 0     | 370   | 205   | 0     | 0        | 819   | 0     | 0     | 0    | 2,427  |
| Colorado        | 145   | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 177   | 0     | 0     | 0    | 322    |
| Connecticut     | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 350   | 0     | 0    | 350    |
| Delaware        | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 0      |
| District of Col | 0     | 0    | 55    | 0     | 0     | 0     | 0      | 0     | 128   | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 183    |
| Florida         | 1,118 | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 358   | 0     | 0     | 403   | 0        | 0     | 0     | 0     | 0    | 1,879  |
| Georgia         | 214   | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 492   | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 706    |
| Hawaii          | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 0      |
| Idaho           | 0     | 0    | 0     | 153   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 153    |
| Illinois        | 0     | 119  | 0     | 172   | 0     | 81    | 0      | 356   | 91    | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 1,178  |
| Indiana         | 199   | 63   | 0     | 0     | 383   | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 359   | 0     | 0    | 834    |
| Iowa            | 147   | 185  | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 76    | 0     | 0    | 408    |
| Kansas          | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 314   | 0     | 0     | 0    | 314    |
| Kentucky        | 0     | 0    | 0     | 0     | 0     | 267   | 0      | 0     | 0     | 0     | 0     | 119   | 0        | 0     | 0     | 0     | 0    | 603    |
| Louisiana       | 0     | 0    | 487   | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 487    |
| Maine           | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 0      |
| Maryland        | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 196  | 196    |
| Massachusetts   | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 344      | 0     | 0     | 0     | 0    | 438    |
| Michigan        | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 792   | 0     | 0     | 221   | 0        | 0     | 308   | 0     | 0    | 652    |
| Minnesota       | 0     | 0    | 0     | 188   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 552   | 0     | 0    | 1,013  |
| Mississippi     | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 165   | 0     | 0     | 0     | 0        | 0     | 228   | 0     | 0    | 740    |
| Missouri        | 259   | 0    | 0     | 0     | 169   | 0     | 0      | 0     | 223   | 0     | 0     | 0     | 0        | 115   | 0     | 0     | 0    | 393    |
| Montana         | 0     | 0    | 0     | 0     | 198   | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 766    |
| Nebraska        | 0     | 236  | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 198    |
| Nevada          | 156   | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 236    |
| New Hampshire   | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 153      | 0     | 0     | 0     | 0    | 156    |
| New Jersey      | 0     | 0    | 0     | 296   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 224   | 0        | 0     | 0     | 0     | 0    | 153    |
| New Mexico      | 0     | 0    | 0     | 0     | 153   | 0     | 0      | 0     | 0     | 380   | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 900    |
| New York        | 0     | 0    | 0     | 219   | 0     | 0     | 0      | 91    | 0     | 211   | 0     | 292   | 0        | 0     | 513   | 293   | 428  | 2,047  |
| North Carolina  | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 177   | 210   | 0     | 0     | 0     | 0        | 0     | 446   | 0     | 0    | 833    |
| North Dakota    | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 191    |
| Ohio            | 254   | 0    | 0     | 132   | 191   | 0     | 0      | 0     | 141   | 147   | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 1,389  |
| Oklahoma        | 0     | 0    | 0     | 383   | 0     | 249   | 466    | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 383    |
| Oregon          | 0     | 0    | 0     | 468   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 468    |
| Pennsylvania    | 336   | 0    | 120   | 0     | 0     | 0     | 0      | 0     | 0     | 545   | 0     | 155   | 0        | 0     | 0     | 347   | 166  | 1,669  |
| Puerto Rico     | 166   | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 272   | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 438    |
| Rhode Island    | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 0      |
| South Carolina  | 0     | 0    | 0     | 0     | 0     | 434   | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 169   | 0     | 0    | 169    |
| South Dakota    | 0     | 0    | 0     | 0     | 198   | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 434    |
| Tennessee       | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 198    |
| Texas           | 1,004 | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 149   | 0     | 0     | 0        | 502   | 0     | 0     | 0    | 651    |
| Utah            | 0     | 0    | 0     | 212   | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 310   | 399   | 0     | 0    | 1,713  |
| Vermont         | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 212    |
| Virginia        | 217   | 0    | 0     | 0     | 0     | 255   | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 174  | 174    |
| Washington      | 249   | 0    | 0     | 0     | 164   | 0     | 0      | 0     | 201   | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 673    |
| West Virginia   | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 413    |
| Wisconsin       | 0     | 0    | 0     | 0     | 0     | 0     | 0      | 0     | 358   | 0     | 0     | 0     | 0        | 0     | 0     | 0     | 0    | 358    |
| Wyoming         | 0     | 0    | 0     | 0     | 153   | 0     | 0      | 0     | 0     | 0     | 0     | 0     | 0        | 560   | 230   | 0     | 0    | 790    |
| Total           | 4,652 | 603  | 1,400 | 2,228 | 1,081 | 2,155 | 466    | 888   | 2,467 | 3,552 | 205   | 1,414 | 497      | 2,295 | 4,649 | 1,159 | 964  | 30,675 |

\* Based on cost per position of \$93,696, with enacted minimum wage increase effective 7/24/09

U.S. Department of Labor / Employment & Training Administration  
 Senior Community Service Employment Program  
 PY 2017 Authorized Funding\* for Non-Minority National Sponsors, by State

| State           | AARP       | ABLE      | ANPPM      | ES          | EW         | GII        | Mature    | NAPCA     | NCBA       | NCOA       | NOWCC     | NUJI       | OPERABLE  | SER        | SSAI        | TWP        | A4TD      | Total       |
|-----------------|------------|-----------|------------|-------------|------------|------------|-----------|-----------|------------|------------|-----------|------------|-----------|------------|-------------|------------|-----------|-------------|
| Alabama         | \$0        | \$0       | \$0        | \$1,755,860 | \$0        | \$0        | \$0       | \$0       | \$0        | \$0        | \$0       | \$0        | \$0       | \$0        | \$3,967,662 | \$0        | \$0       | \$5,723,522 |
| Alaska          | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Arizona         | 0          | 0         | 1,414,650  | 1,598,749   | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 3,013,399   |
| Arkansas        | 1,823,837  | 0         | 0          | 0           | 0          | 0          | 0         | 3,802,895 | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 5,626,732   |
| California      | 0          | 0         | 5,741,779  | 0           | 0          | 0          | 0         | 4,277,238 | 0          | 3,588,612  | 1,988,285 | 0          | 0         | 7,943,441  | 0           | 0          | 0         | 23,539,355  |
| Colorado        | 1,406,362  | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 1,716,732  | 0           | 3,394,107  | 0         | 3,123,894   |
| Connecticut     | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Delaware        | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| District of Col | 0          | 0         | 533,315    | 0           | 0          | 0          | 0         | 1,241,170 | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,774,485   |
| Florida         | 10,842,251 | 0         | 0          | 0           | 0          | 0          | 0         | 3,471,848 | 0          | 0          | 0         | 3,908,253  | 0         | 0          | 0           | 0          | 0         | 18,222,352  |
| Georgia         | 2,075,220  | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 4,771,067  | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 6,846,287   |
| Hawaii          | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Idaho           | 0          | 0         | 0          | 0           | 1,487,539  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,487,539   |
| Illinois        | 0          | 1,154,410 | 0          | 1,668,558   | 0          | 785,775    | 0         | 882,784   | 0          | 0          | 0         | 0          | 0         | 0          | 3,482,631   | 0          | 0         | 11,437,686  |
| Indiana         | 1,929,202  | 610,753   | 0          | 0           | 0          | 3,712,988  | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 1,832,258   | 0          | 0         | 8,085,201   |
| Iowa            | 1,425,139  | 1,793,543 | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 736,807     | 0          | 0         | 3,955,489   |
| Kansas          | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 3,045,663  | 0           | 0          | 0         | 3,045,663   |
| Kentucky        | 0          | 0         | 0          | 0           | 0          | 2,591,439  | 0         | 0         | 0          | 2,106,150  | 0         | 1,154,986  | 0         | 0          | 0           | 0          | 0         | 5,852,575   |
| Louisiana       | 0          | 0         | 4,723,357  | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 1,903,539 | 1,903,539   |
| Maine           | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Maryland        | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Massachusetts   | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 4,245,860   | 0          | 0         | 4,245,860   |
| Michigan        | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 7,683,434 | 0          | 0          | 0         | 2,143,988  | 3,336,388 | 0          | 2,987,232   | 0          | 0         | 6,333,620   |
| Minnesota       | 0          | 0         | 0          | 0           | 1,822,933  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 5,352,440   | 0          | 0         | 9,837,422   |
| Mississippi     | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 1,598,392 | 0          | 0          | 0         | 0          | 0         | 0          | 2,208,686   | 0          | 0         | 3,897,078   |
| Missouri        | 2,511,227  | 0         | 0          | 0           | 0          | 1,638,600  | 0         | 2,162,177 | 0          | 0          | 0         | 0          | 1,115,024 | 0          | 0           | 0          | 0         | 7,437,028   |
| Montana         | 0          | 0         | 0          | 0           | 1,922,897  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,922,897   |
| Nebraska        | 0          | 2,284,247 | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 2,284,247   |
| Nevada          | 1,516,379  | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,516,379   |
| New Hampshire   | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 1,487,539 | 0          | 0           | 0          | 0         | 1,487,539   |
| New Jersey      | 0          | 0         | 0          | 2,871,354   | 0          | 0          | 0         | 0         | 0          | 3,686,198  | 0         | 2,172,916  | 0         | 0          | 0           | 0          | 0         | 8,730,468   |
| New Mexico      | 0          | 0         | 0          | 0           | 0          | 1,487,539  | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,487,539   |
| New York        | 0          | 0         | 0          | 2,124,191   | 0          | 0          | 0         | 882,654   | 0          | 2,046,595  | 0         | 2,832,254  | 0         | 0          | 4,975,844   | 2,841,954  | 4,151,386 | 19,854,878  |
| North Carolina  | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 1,716,613  | 2,036,659  | 0         | 0          | 0         | 0          | 4,325,476   | 0          | 0         | 8,078,748   |
| North Dakota    | 0          | 0         | 0          | 0           | 1,851,918  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,851,918   |
| Ohio            | 2,462,599  | 0         | 0          | 1,279,776   | 0          | 2,414,122  | 4,517,996 | 0         | 1,367,033  | 1,425,205  | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 13,466,731  |
| Oklahoma        | 0          | 0         | 0          | 3,710,288   | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 3,710,288   |
| Oregon          | 0          | 0         | 0          | 4,542,683   | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 4,542,683   |
| Pennsylvania    | 3,259,292  | 0         | 1,164,033  | 0           | 0          | 0          | 0         | 0         | 0          | 5,286,650  | 0         | 1,503,543  | 0         | 0          | 0           | 3,365,995  | 1,610,246 | 16,189,759  |
| Puerto Rico     | 1,609,162  | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 2,636,698  | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 4,245,860   |
| Rhode Island    | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| South Carolina  | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 1,638,979  | 0         | 1,638,979   |
| South Dakota    | 0          | 0         | 0          | 0           | 1,916,444  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,916,444   |
| Tennessee       | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Texas           | 9,734,746  | 0         | 0          | 2,058,403   | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 3,005,748  | 3,668,689   | 0          | 0         | 16,609,183  |
| Utah            | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 0           |
| Vermont         | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 1,690,601 | 1,690,601   |
| Virginia        | 2,103,466  | 0         | 0          | 0           | 0          | 2,471,815  | 0         | 0         | 1,948,372  | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 6,533,653   |
| Washington      | 2,415,909  | 0         | 0          | 0           | 0          | 1,591,201  | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 4,007,110   |
| West Virginia   | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 3,471,538  | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 3,471,538   |
| Wisconsin       | 0          | 0         | 0          | 0           | 0          | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 5,633,969  | 2,231,808   | 0          | 0         | 7,865,777   |
| Wyoming         | 0          | 0         | 0          | 0           | 1,487,539  | 0          | 0         | 0         | 0          | 0          | 0         | 0          | 0         | 0          | 0           | 0          | 0         | 1,487,539   |
| Total           | 45,114,791 | 5,842,953 | 13,577,134 | 21,605,862  | 10,489,270 | 20,900,623 | 4,517,996 | 8,613,420 | 23,926,346 | 34,448,132 | 1,988,285 | 13,715,940 | 4,823,927 | 22,260,577 | 45,081,720  | 11,241,035 | 9,355,772 | 297,507,783 |

\* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2017 Authorized Positions\* for Minority National Sponsors, by State**

| State           | IID        | NAPCA      | NICOA      | Total        |
|-----------------|------------|------------|------------|--------------|
| Alabama         | 0          | 0          | 0          | 0            |
| Alaska          | 0          | 0          | 0          | 0            |
| Arizona         | 0          | 0          | 116        | 116          |
| Arkansas        | 46         | 0          | 0          | 46           |
| California      | 0          | 205        | 34         | 239          |
| Colorado        | 0          | 0          | 0          | 0            |
| Connecticut     | 0          | 0          | 0          | 0            |
| Delaware        | 0          | 0          | 0          | 0            |
| District of Col | 0          | 0          | 0          | 0            |
| Florida         | 0          | 0          | 0          | 0            |
| Georgia         | 0          | 0          | 0          | 0            |
| Hawaii          | 0          | 0          | 0          | 0            |
| Idaho           | 0          | 0          | 0          | 0            |
| Illinois        | 0          | 61         | 0          | 61           |
| Indiana         | 0          | 0          | 0          | 0            |
| Iowa            | 0          | 0          | 0          | 0            |
| Kansas          | 0          | 0          | 0          | 0            |
| Kentucky        | 0          | 0          | 0          | 0            |
| Louisiana       | 90         | 0          | 0          | 90           |
| Maine           | 0          | 0          | 0          | 0            |
| Maryland        | 0          | 0          | 0          | 0            |
| Massachusetts   | 0          | 73         | 0          | 73           |
| Michigan        | 0          | 0          | 0          | 0            |
| Minnesota       | 0          | 0          | 19         | 19           |
| Mississippi     | 37         | 0          | 0          | 37           |
| Missouri        | 0          | 0          | 0          | 0            |
| Montana         | 0          | 0          | 0          | 0            |
| Nebraska        | 0          | 0          | 0          | 0            |
| Nevada          | 0          | 0          | 0          | 0            |
| New Hampshire   | 0          | 0          | 0          | 0            |
| New Jersey      | 0          | 0          | 0          | 0            |
| New Mexico      | 0          | 0          | 37         | 37           |
| New York        | 0          | 57         | 0          | 57           |
| North Carolina  | 0          | 0          | 0          | 0            |
| North Dakota    | 0          | 0          | 14         | 14           |
| Ohio            | 0          | 0          | 0          | 0            |
| Oklahoma        | 0          | 0          | 88         | 88           |
| Oregon          | 0          | 0          | 0          | 0            |
| Pennsylvania    | 0          | 53         | 0          | 53           |
| Puerto Rico     | 0          | 0          | 0          | 0            |
| Rhode Island    | 0          | 0          | 0          | 0            |
| South Carolina  | 0          | 0          | 0          | 0            |
| South Dakota    | 0          | 0          | 31         | 31           |
| Tennessee       | 0          | 0          | 0          | 0            |
| Texas           | 32         | 55         | 0          | 87           |
| Utah            | 0          | 0          | 0          | 0            |
| Vermont         | 0          | 0          | 0          | 0            |
| Virginia        | 0          | 0          | 0          | 0            |
| Washington      | 0          | 56         | 0          | 56           |
| West Virginia   | 0          | 0          | 0          | 0            |
| Wisconsin       | 0          | 0          | 17         | 17           |
| Wyoming         | 0          | 0          | 0          | 0            |
| <b>Total</b>    | <b>205</b> | <b>560</b> | <b>356</b> | <b>1,121</b> |

\* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

U. S. Department of Labor / Employment & Training Administration  
**Senior Community Service Employment Program**  
**PY 2017 Authorized Funding\* for Minority National Sponsors, by State**

| State           | IID              | NAPCA            | NICOA            | Total             |
|-----------------|------------------|------------------|------------------|-------------------|
| Alabama         | \$0              | \$0              | \$0              | \$0               |
| Alaska          | 0                | 0                | 0                | 0                 |
| Arizona         | 0                | 0                | 1,125,253        | 1,125,253         |
| Arkansas        | 446,221          | 0                | 0                | 446,221           |
| California      | 0                | 1,988,594        | 329,816          | 2,318,410         |
| Colorado        | 0                | 0                | 0                | 0                 |
| Connecticut     | 0                | 0                | 0                | 0                 |
| Delaware        | 0                | 0                | 0                | 0                 |
| District of Col | 0                | 0                | 0                | 0                 |
| Florida         | 0                | 0                | 0                | 0                 |
| Georgia         | 0                | 0                | 0                | 0                 |
| Hawaii          | 0                | 0                | 0                | 0                 |
| Idaho           | 0                | 0                | 0                | 0                 |
| Illinois        | 0                | 591,728          | 0                | 591,728           |
| Indiana         | 0                | 0                | 0                | 0                 |
| Iowa            | 0                | 0                | 0                | 0                 |
| Kansas          | 0                | 0                | 0                | 0                 |
| Kentucky        | 0                | 0                | 0                | 0                 |
| Louisiana       | 873,041          | 0                | 0                | 873,041           |
| Maine           | 0                | 0                | 0                | 0                 |
| Maryland        | 0                | 0                | 0                | 0                 |
| Massachusetts   | 0                | 708,134          | 0                | 708,134           |
| Michigan        | 0                | 0                | 0                | 0                 |
| Minnesota       | 0                | 0                | 184,309          | 184,309           |
| Mississippi     | 358,917          | 0                | 0                | 358,917           |
| Missouri        | 0                | 0                | 0                | 0                 |
| Montana         | 0                | 0                | 0                | 0                 |
| Nebraska        | 0                | 0                | 0                | 0                 |
| Nevada          | 0                | 0                | 0                | 0                 |
| New Hampshire   | 0                | 0                | 0                | 0                 |
| New Jersey      | 0                | 0                | 0                | 0                 |
| New Mexico      | 0                | 0                | 358,917          | 358,917           |
| New York        | 0                | 552,926          | 0                | 552,926           |
| North Carolina  | 0                | 0                | 0                | 0                 |
| North Dakota    | 0                | 0                | 135,806          | 135,806           |
| Ohio            | 0                | 0                | 0                | 0                 |
| Oklahoma        | 0                | 0                | 853,640          | 853,640           |
| Oregon          | 0                | 0                | 0                | 0                 |
| Pennsylvania    | 0                | 514,124          | 0                | 514,124           |
| Puerto Rico     | 0                | 0                | 0                | 0                 |
| Rhode Island    | 0                | 0                | 0                | 0                 |
| South Carolina  | 0                | 0                | 0                | 0                 |
| South Dakota    | 0                | 0                | 300,714          | 300,714           |
| Tennessee       | 0                | 0                | 0                | 0                 |
| Texas           | 310,415          | 533,525          | 0                | 843,940           |
| Utah            | 0                | 0                | 0                | 0                 |
| Vermont         | 0                | 0                | 0                | 0                 |
| Virginia        | 0                | 0                | 0                | 0                 |
| Washington      | 0                | 543,226          | 0                | 543,226           |
| West Virginia   | 0                | 0                | 0                | 0                 |
| Wisconsin       | 0                | 0                | 164,908          | 164,908           |
| Wyoming         | 0                | 0                | 0                | 0                 |
| <b>Total</b>    | <b>1,988,594</b> | <b>5,432,257</b> | <b>3,453,363</b> | <b>10,874,214</b> |

\* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09



**PROGRAM NARRATIVE INSTRUCTIONS FOR PY 2017 FUNDS**

*All grantees must provide a narrative that covers the following areas (items can be provided as a PDF attachment(s)):*

**A. Individual Durational Limit (IDL) Policy and Procedures.** ETA is requesting that grantees submit copies of their IDL policies and procedures. This submission must include the grantees' currently-approved IDL policy and indicate whether they intend to continue with this policy. Grantees must inform participants of their IDLs at enrollment and notify participants when their IDL is imminent. Procedures should outline the steps grantees take to communicate with participants about their IDLs, the timeline for this communication, and the activities the grantee will undertake to prepare participants for their exit date. If a grantee wants to change its IDL policy, it must follow the instructions in Attachment D-1 of this TEGL.

**B. Termination Policy and Procedures.** 20 CFR 641.580 (a)-(i) addresses circumstances by which a grantee may terminate participants from SCSEP. As described in 20 CFR 641.580 (g) grantees must "provide each participant at the time of enrollment with a written copy of its policies for terminating a participant for cause or otherwise, and must verbally review those policies with each participant".

Grantees must submit:

- (a) a copy of their current termination policies and procedures; and
- (b) a copy of their previously approved "for cause" termination policies, if applicable.

These policies will remain in effect until further notice. 20 CFR 641.580 (d) requires grantees to obtain the Department's approval for "for cause" termination policies. ETA will review "for cause" termination policies during PY 2017 and may request additional revisions; ETA will notify grantees once we have approved the policies. Note that other than the "for cause" termination policies, all other termination policies do not require ETA approval. If necessary, ETA will provide technical assistance for those other termination policies, but will not request additional revisions for ETA approval as it does with the "for cause" termination policy.

**C. Grievance Policy and Procedures.** Grantees are required by 20 CFR 641.910 to establish grievance procedures for handling applicant, participant, sub-recipient, and employee complaints. Grantees should submit a copy of their current written grievance policy and procedures as an attachment. Additionally, in this narrative, grantees should describe when and how the policy and procedures are conveyed to applicants, participants, and employees. ETA will not issue an approval for this policy, but will provide technical assistance, if required.

**D. Service to Minorities (OAA Title V, Section 515, as reauthorized Pub. L. 114-144 (April 19, 2016)).** The minority report does not have participation and enrollment data for three overseas territories and the U.S. Virgin Islands; these four grantees will answer the questions about their outcomes only. The remaining grantees must describe efforts to serve individuals from minority populations. Using the PY 2015 SCSEP Minority Report and SPARQ data for PY 2016, grantees must describe:

- (a) any significant disparities in enrollment levels or outcomes for minority individuals during PYs 2015 and 2016;
- (b) the factors that may have caused these disparities in enrollment and outcomes; and
- (c) the steps the grantee has taken and will take to address any under-service or disparities in outcomes for minorities.

**E. Organizational Structure, Monitoring and Audits (Uniform Administrative Guidance 2 CFR 200).** Grantees must describe their SCSEP organizational structure, including:

- (a) An identification of the grant's key staff, including their primary responsibilities and the amount of time they are assigned to the grant.
- (b) An organizational chart depicting key SCSEP staff and the time allocated on the grant (may be an attachment), and indicating whether the grantee has sub-recipients or local affiliates implementing the grant. If the grantee has sub-recipients or local affiliates, include a table with their names, locations, the number of authorized positions for which they are responsible, and their experience (if any) in implementing SCSEP.
- (c) A description of how the grantee ensures that policies, procedures and other important information are communicated and implemented throughout the program.

## PROGRAMMATIC ASSURANCES FOR PY 2017 FUNDS

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

### You agree to:

#### Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility, as described in [TEGL No. 12-06](#) ([https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2291](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2291)), to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area.
- Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA).  
Individuals with priority include those who:
  - Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before non-covered persons);
  - Are 65 years or older;
  - Have a disability;
  - Have limited English proficiency;
  - Have low literacy skills;
  - Reside in a rural area;
  - Have low employment prospects;
  - Have failed to find employment after utilizing services provided through the American Job Center (previously referred to as the One-Stop Center);
  - Are homeless or are at risk for homelessness.

#### Assessment

- Assess participants at least twice per 12-month period.
- Use assessment information to determine the most appropriate community service assignments (CSAs) for participants.

#### Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to transition to other services.

- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by DOL in the grant agreement and only when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment (CSA)

- Base the initial CSA on the assessment done at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at CSA through annual monitoring.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Maintenance of Effort:* Ensure that CSAs do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that CSAs do not:
  - Displace currently-employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
  - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
  - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

- Provide orientations for its participants and host agencies, including information on:
  - Project goals and objectives
  - Participant rights and responsibilities
  - CSAs
  - Training opportunities
  - Available supportive services
  - Availability of free physical examinations
  - Host agencies

- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
  - SCSEP goals and objectives
  - Grantee and local project roles, policies, and procedures
  - Documentation requirements
  - Holiday and sick leave
  - Assessment process
  - Development and implementation of IEPs
  - Evaluation of participant progress
  - Health and safety issues related to each participant's assignment
  - Role of supervisors and host agencies
  - Maximum individual duration policy, including the possibility of a waiver, if applicable
  - Termination policy
  - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers' compensation and other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Establish written policies relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

Durational Limits

*Maximum Average Project Duration – 27 Months*

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

*Maximum Individual Participant Duration – 48 Months*

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets extension criteria.

- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.

Termination Policies

- Provide a 30-day written notice for all terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment for:
  - Provision of false eligibility information by the participant
  - Incorrect initial eligibility determination at enrollment
  - Income ineligibility determined at recertification
  - Participant has reached individual durational limit
  - Participant has become employed while enrolled
  - IEP-related termination
  - Cause (must be approved by the ETA prior to implementation)

Equitable Distribution (ED)

- Comply with the equitable distribution plan for each state in which grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.
- Comply with the authorized position allocations /ED listed in [www.scseped.org](http://www.scseped.org).
- Collaborate with all grantees authorized to serve in your state to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits, and provides this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the FPO approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients' and local project operators' skills, knowledge, and abilities.

- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipients and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that SCSEP may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce investment boards, American Job Centers (previously known as One-Stop Centers), vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees should give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored separately by grantee or sub-recipient from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media, *e.g.*, personal identification numbers (PINs) and SPARQ logins.
- Ensure that the ETA/SCSEP national office is immediately notified by grantee in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under its grant comply with all SPARQ access and security rules.

Documentation

- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and recertifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances, *e.g.*, TEGs, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice.
- Ensure data are entered directly into the WDACS/SPARQ.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.



**ATTACHMENT C**

*If any box is not checked, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to those standard grant requirement(s).*

**By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

## PROGRAM YEAR (PY) 2017 OPTIONAL SPECIAL REQUESTS

Grantees with special requests in one or more of the following areas must submit each request in a separate, clearly-titled document. Requests must adhere to the statute and regulations, and provide a substantive rationale such as improved program management, better service to participants, or least disruption possible to participants.

1. **Change 48-Month Individual Durational Limit (IDL) Waiver.** *(This section is relevant only if the grantee is requesting a change.)* To change your current IDL policy, you must request and receive Departmental approval for one of the IDL policies listed below. If a grantee changes the current IDL policy to a more restrictive policy it must have an effective date of at least 120 days after written approval.

If a grantee proposes to change the existing IDL policy, you must describe:

- a) The currently-approved IDL policy and procedure.
- b) Which of the options below you propose to adopt:
  - i. *Option 1:* No extensions to any participants; all participants exit at 48 months.
  - ii. *Option 2:* Extensions to every participant who meets at least one of the seven waiver factors. *Grantee must indicate the length of the extension. (i.e. one-time twelve-month only.)*
  - iii. *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors, and/or extensions are limited to one-time only. *Grantee must indicate the length of the extension. (i.e. one-time twelve-month only)*
- c) A reasonable transition plan that addresses when and how the grantee will notify participants of the change, and the planned activities to prepare participants for exit from the program.

2. **Additional Funds for Participant Training and Supportive Services (ATSS) – Older Americans Act (OAA), Section 502(c)(6)(C).** *(Approvals for this option expire at the end of each program year so grantees must submit a new request for approval each year in order to exercise this option.)* The 2006 Amendments to the OAA permit an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use no less than 65 percent of program funds for participant's wages and fringe benefits, so that up to an additional 10 percent of funds are available for training and supportive services that directly benefit participants.

If a grantee wishes to request the use of additional funds for training and supportive services for PY 2017, you must provide:

- a) A description of the activities for which the grantee will spend the grant funds described in paragraph 20 CFR 641.874 (a)(3) and to ensure the remaining grant funds are used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake, orientation and assessment. (20 CFR 641.874 (a)(4))
- b) Description of how the provision of such activities will improve the effectiveness of the project, including:

- An explanation of whether any displacement of eligible individuals or limitation of positions for such individuals will occur.
  - Information on the number of individuals to be displaced and number of positions to be eliminated.
  - Clarification of how the activities described will improve employment outcomes for the individuals served.
- c) A proposed budget and work plan for the activities, including a detailed description of how the funds will be spent on the activities described in paragraphs (a)(3) and (a)(4) of 20 CFR 641.874. The budget and work plan should detail both the additional training and support services that will be provided to SCSEP participants and the associated cost for each activity. Please ensure that items discussed in the work plan are included clearly in the budget or budget narrative.
- d) Grantees with approved requests for up to ten percent additional funds may choose to apply the provision unilaterally for all sub-recipients, or to individual sub-recipients, but need not provide this opportunity to all their sub-recipients. If the grantee applies this provision to their sub-recipients, the grantee should provide a detailed description of how the funds will be allocated and must include a detailed budget and work plan for each sub-recipient, if they are not applying the provision unilaterally.

**3. Increase in Administrative Cost Limitations – 20 CFR 641.870.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* The Department may authorize an increase in the amount available for administrative costs to no more than 15 percent if it determines that it is necessary to carry out the project, and if you demonstrate *one* of the following:

- a) You are incurring major administrative cost increases in necessary program components.
- b) The number of community service assignment positions or eligible minority individuals participating in the project will decline if administrative costs are not increased.
- c) The project size is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of project funding.

**4. Extension of Average Project Duration – 20 CFR 570(5)(c)(2).** *(Approvals for this option expire at the end of each program year. Grantees must submit a new request in order to exercise this option.)* The maximum average project duration based on overall participation is 27 months, but a grantee may request permission from the Department to increase your maximum average project duration to 36 months. The request must:

- a) Include a statement of the current average duration with an estimate of the average duration for the coming program year.
- b) Provide a description of the efforts to achieve an average duration of 27 months.
- c) The exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations:
  - i. High rates of unemployment, poverty, or participation in the program of block grants to states for temporary assistance for needy families established under part A of title IV of the Social Security Act, in the areas served by the grantee, relative to other areas of the state or nation;
  - ii. Significant downturns in the economy of an area served by you or in the national economy;

- iii. Significant numbers or proportions of participants with one or more barriers to employment (including “most-in-need” individuals as described in 20 CFR 641.710(a)(6)) served by you, relative to such numbers or proportions for grantees serving other areas of the state or nation;
- iv. Changes in Federal, state, or local minimum wage requirements; or
- v. Limited economies of scale for the provision of community service employment and other authorized activities in the areas served by you.

5. **On-the-Job Experience (OJE) Training Option.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* If you wish to utilize OJE, you must address all of the requirements stipulated in Older Worker Bulletin 04-04. You must provide a copy of your OJE policy and sample contracts to the Department for approval before you can exercise this option.
6. **Cross-Border Agreements 20 CFR 641.515(c).** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee slots, and must be submitted for Departmental approval.
7. **Rotation Policy 20 CFR 641.575.** *(Approvals for this option expire at the end of each program year so you must submit a new request if you would like to exercise this option.)* You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. Your policy must assure that it will make an individualized determination that a rotation is in the best interest of the participant, and that it will further the acquisition of skills listed in the participants’ individual employment plan (IEP).