

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

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

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

**FROM:** BYRON ZUIDEMA /s/  
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);

<b>RESCISSIONS</b> TEGL 18-15 AND 18-15 Changes 1-4	<b>EXPIRATION DATE</b> 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