

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
	DATE May 24, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-17, Change 1

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Change 1, Revised Program Year (PY) 2018 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) provides SCSEP state, territorial, and national grantees with revised allocations, and the process and procedures for modifying their original PY 2018 grant submissions.
2. **Action Requested.** To adjust allocations for PY 2018 to include unexpended funds reserved for program integrity. SCSEP grantees must follow the instructions in this TEGL and submit all documents to grants.gov within 7 days of publication of this TEGL.
3. **Summary and Background.**
 - a. **Summary.** The Employment and Training Administration (ETA) released TEGL 17-17 in 2018 to provide grant planning guidance to SCSEP grantees with the number of authorized positions and associated allotments for the program year and ETA’s requirements for obligating funding to grantees pursuant to the Consolidated Appropriations Act, 2018, Public Law 115-141 (the Act), enacted March 23, 2018. The Act, Division H, Title I, sec. 106(b), allowed the Secretary to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity.
 - b. **Background.** SCSEP funds are allocated by a formula set forth in Sec. 506 of the Older Americans Act (OAA), and SCSEP operates on a program year basis from July 1 through June 30 of the following year. Section 106(b) and 107 of the Act allows the Secretary of Labor to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity and 0.75 percent of most operating funds for evaluations. This Change 1 TEGL reflects the restoration of \$1.2 million originally set aside for program integrity purposes to SCSEP state, territorial and national grantees.

RESCISSIONS TEGL 17-17	EXPIRATION DATE Continuing
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Note: Acceptance of these funds will require a revised SF-424, SF-424A and budget narrative submission. Grantees will also be required to expend all PY 2018 funding no later than June 30, 2019. Grantees declining to accept these funds must do so in writing through their Federal Project Officer.

4. Annual Grant Guidance.

- a. Program Allotments (Attachment I).** Attachment I details the adjusted funding amounts with the number of authorized positions for each grantee in PY 2018.
- b. Grant Application Requirements.** Grantees must submit a revised SF-424, SF-424A and budget narrative within 7 days in order to receive the remaining amount of adjusted funds. ETA will not obligate funds to any grantee that fails to provide all of the information outlined in this guidance. Additionally, grantees accepting these funds must ensure that the components of the grant application package are consistent with each other.

i. Application and Budget Information Form. Grantees must submit current versions of the SF-424 Application for Federal Assistance and the SF-424A Budget Information Form. Budgets must include the adjusted non-Federal share of at least 10 percent of the total cost (OAA Sec. 502(c)(1)). These interactive documents and accompanying instructions are available at: <https://www.grants.gov/forms/sf-424-family.html>.

ii. Budget Narrative. Grantees must update their budget narrative to reflect the total revised funding amount. In particular, ensure that the modified budget narrative includes updated figures for:

- Costs associated with each line item on the SF-424A Budget Information Form;
- Both the percentage and total dollar amount allocated to participant wages and fringe benefits as described at 20 CFR 641.565; and
- Both the percentage and total dollar amount allocated to administrative costs as described at 20 CFR 641.856.

5. Notices of Award. ETA will issue grant modifications to the existing grant number with the new allocation amounts to SCSEP grantees for PY 2018.

6. Inquiries. Please direct inquiries to the appropriate Regional Office.

7. References.

- Older Americans Act Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- Consolidated Appropriations Act, 2018, Pub. L. 115-141 (March 23, 2018);
- TEG 17-17 *Program Year (PY) 2018 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial and National Grantees* (June 13, 2018);

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013), published at 2 CFR Part 200; and
- TEGL 10-17, *2018 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (March 19, 2018);
- Older Americans Act of 1965, as amended by the Older Americans Act Amendments of 2006 (OAA), Pub. L. 109-365, codified at 42 U.S.C. 3056 et seq;
- SCSEP Final Rule, 75 Federal Register (FR) 537864 (September 1, 2010), published at 20 CFR part 641;

8. Attachments.

Attachments IA-IE: Funding Allocations and Authorized Positions