

<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 DNPTTA
	<b>DATE</b> December 30, 2024

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-23, Change 1**

**TO:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)  
GRANTEES  
STATE AND TERRITORIAL GOVERNORS  
STATE AND TERRITORIAL WORKFORCE ADMINISTRATORS  
STATE WORKFORCE LIAISONS  
STATE WORKFORCE BOARD CHAIRS

**FROM:** JOSÉ JAVIER RODRÍGUEZ /s/  
Assistant Secretary

**SUBJECT:** Revisions to Training and Employment Guidance Letter (TEGL) 13-23, Planning Guidance for New National Grantees and Set-Aside Grantees for Remainder of Program Year (PY) 2024

1. **Purpose.** The purpose of this Training and Employment Guidance Letter (TEGL) is to publish final allocations for SCSEP National grantees for PY 2024 and provide the procedures for submitting Optional Special Requests and revised policies.
2. **Action Requested.** SCSEP National and Set-Aside grantees work with their Federal Project Officer (FPO) and the Employment and Training Administration national office via grants.scsepdocs@dol.gov to ensure all required documents have been submitted in accordance with grant amendment procedures no later than thirty (30) days after publication.
3. **Summary and Background.**
  - a. Summary – This TEGL publishes final allotments for SCSEP services for competitive National and Set-Aside grantee awards for the remainder of PY 2024, provides information on amending grants impacted by transfers and swaps, and includes instructions for submission of Optional Special Requests.
  - b. Background – ETA published [TEGL 13-23](#) on May 10, 2024, which explained the allotment formula and the funding available for PY 2024, provided complete PY 2024 funding to SCSEP State grantees, and provided initial funding for the first four months of PY 2024 to incumbent SCSEP National and Set-Aside grantees prior to announcing the results of the 2024 competition. This TEGL provides allotments for SCSEP National and Set-Aside grantees for the remaining 8 months of PY 2024, totaling \$203,156,244.

<b>RESCISSIONS</b> TEGL 22-19, Change 1 TEGL 13-23	<b>EXPIRATION DATE</b> June 30, 2025
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On September 20, 2024, the Secretary of Labor issued a [press release](#) announcing the award of 22 grants to provide SCSEP services for the next four years. In prior competition years, ETA has typically published a Change 1 to the allotment TEGL to collect updated grant documents that reflect the final award amount resulting from the competition. This year, ETA proceeded with grant issuance based on the information submitted in the grant application. However, the Notice of Award (NOA) included a Special Conditions page requesting that, within 30 days of receipt, grantees submit an updated SF424, SF424A, and Budget Narrative based on the amount awarded in the competition. This includes ensuring that the amount of matching funds is correct, and that the Budget Narrative identifies intended sources of match. Grantees must follow these instructions in the Special Conditions page of the NOA.

This TEGL provides instructions for circumstances under which grantees may be required to revise and resubmit one or more such grant documents, as well as instructions for submission of Optional Special Requests and other documents.

#### **4. Instructions.**

Incumbent (returning) grantees and new grantees must follow the instructions below to determine which documents they are required to submit, as well as which documents they may optionally submit.

- a. **SF-424 Application for Federal Assistance** – New and incumbent grantees that have made recent changes (i.e. since they submitted revised grant documents to satisfy the NOA conditions) to their service areas based on participant swaps and/or transfers must submit a revised SF-424 reflecting those changes in Item 14, “Areas Affected by Project.” Additionally, any grantee that has not already submitted a revised SF-424 that reflects the correct updated federal award amount, the required non-federal share of at least 10 percent of the total cost, and the correct areas affected by the project in Item 14, must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award. Grantees that have already submitted an updated SF-424 that reflects the correct funding information as described above do not need to resubmit the form.
- b. **SF-424A Budget Information Form** – Any grantee that has not already submitted a revised SF-424A that reflects the correct updated federal award amount and correct budget line-item amounts must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award. This includes grantees that need to update the SF-424A as a result of a new or updated request for Additional Training and Supportive Services (ATSS) per the instructions in Attachment III. Grantees that have already submitted an updated SF-424A that reflects the correct information as described above do not need to resubmit the form.
- c. **Budget Narrative** – Any grantee that has not already submitted a revised Budget Narrative that reflects the correct updated total federal award amount and aligns with the

correct budget line-item amounts on the updated SF-424A must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award.

d. **Termination, Grievance, and Individual Durational Limit (IDL) Policies** –

- Incumbent grantees must submit reviewed and revised copies of Termination and Grievance Policies that reflect current conditions and changes in host agencies, subgrantees and grantee staff. Grantees should submit their current approved IDL policy even if there are not changes.
- New grantees must submit Termination, Grievance, and IDL policies for DOL review and approval. Please note that the request for an approved IDL policy must include the chosen option, as well as a plan for transitioning participants from the program. The grievance process must be consistent with the grantee SCSEP organization chart and is either included or referenced in the termination and IDL policies.
- [The SCSEP Individual Durational Limits Guide](#) is available as a resource on the Older Workers Community Page.

e. **Optional Special Requests** – As applicable, any new or incumbent grantee may submit Optional Special Requests in accordance with the instructions in Attachment III.

**Extension of Four-Month Awards:**

ETA has issued a period-of-performance extension (to June 30, 2025) to incumbent national grantees for the initial four-month grant awards that ETA issued in June 2024. The additional time will allow these incumbent national grantees to more effectively comply with SCSEP spending and match requirements and to continue to use any remaining funds for SCSEP wages, services, and other allowable costs under the grant. No action is required for grantees to make a formal request for these extensions; ETA processed them on or before October 31, 2024. Grantees received notification of those amendments.

**Slot Allocations:**

The following section of this TEGL provides guidance regarding how a grantee’s PY 2024 authorized positions relate to their overall grant funding for the year, given this year’s grant funding is a mix of recaptured funds and regular appropriated funds. With this section, this TEGL formalizes the guidance previously conveyed to grantees via email.

The first, four-month increment of funding that ETA awarded to incumbent grantees included recaptured funds, while the post-competition, eight-month increment of funding did not. The allocation methodology used to make final competitive allotments best represents the post-competition slot allocations and established the correct intrastate award proportionally between grantees for subsequent years’ funding in this new four-year grant cycle.

ETA recognized that, based on the actual funding awarded, grantees most likely had small differences between the authorized positions served and the authorized positions reflected in

the equitable distribution numbers in the Grants Performance Management System (GPMS). To alleviate this issue, ETA has provided a new overall authorized position target for each grantee that accounts for the total funding awarded through the four-month and eight-month grants (see Attachment IV). SCSEP national grantees will serve the areas awarded by the FOA and will guide enrollment based on the equitable distribution of slots in each county. Grantees will manage their total enrollment to meet the authorized position target and ensure that they spend the required portion of the grant on participant wages and fringe benefits (PWFB). Grantees should still use GPMS equitable distribution reports to identify patterns and track under- and over-service and work to serve all areas equitably.

In terms of impact on actual performance measures, in PY 2024, similar to prior competition years, grantees will not receive goals for Service Level and Community Service – the two SCSEP goals based on authorized positions. Therefore, these goals will not be evaluated during the Grantee Performance evaluation for PY 2024.

5. **Inquiries.** For further information, please contact your Federal Project Officer (FPO).

6. **References.**

- [TEGL 13-23, Program Year \(PY\) 2024 Planning Instructions and Allotments for Senior Community Service Employment Program \(SCSEP\) State, Territorial, and National Grantees \(May 10, 2024\);](#)
- [Further Consolidated Appropriations Act, 2024, Pub. L. 118-47 \(March 23, 2024\);](#)
- [Supporting Older Americans Act of 2020, Pub. L. 116-131 \(March 25, 2020\);](#)
- [Annual Update of the HHS Poverty Guidelines, 89 FR 2961 \(January 17, 2024\);](#)
- [SCSEP Regulations, published at 20 CFR Part 641;](#)
- [TEGL 04-23, Requirements for Workforce Innovation and Opportunity Act \(WIOA\) State Plans for Program Years \(PY\) 2024 – 2027 \(October 31, 2023\);](#)
- [TEGL 09-23, Requirements, Priorities, and Technical Assistance for Senior Community Service Employment Program \(SCSEP\) Stand-Alone State Plans for Program Years \(PYs\) 2024-2027 for States, Territories, and Outlying Areas \(February 13, 2024\);](#)
- [TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System \(January 18, 2017\);](#)
- [Workforce Innovation and Opportunity Act \(WIOA\), Pub. L. 113-128, Sec. 121\(h\) \(July 22, 2014\), 29 U.S.C. § 3151\(h\), Funding of One-Stop Infrastructure;](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published at 2 CFR Parts 200;](#)
- [TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program \(SCSEP\) Eligibility \(December 28, 2006\);](#)
- [VOW \(Veterans Opportunity to Work\) to Hire Heroes Act of 2011, Pub. L. 112-56 \(November 21, 2011\);](#)
- [Fair Labor Standards Act of 1938, as amended, 29 U.S.C. §§ 201 et seq.; and](#)
- [Social Security Act of 1935, as amended, 42 U.S.C. §§ 301 et seq.](#)

7. **Attachments.**

- Attachment IA-ID: Funding Allocations and Authorized Positions for New Awards
- Attachment II: Programmatic Assurances (New Grantees only)
- Attachment III: Optional Special Request Instructions
- Attachment IV: PY24 Authorized Position Targets