

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI
	DATE May 12, 2006

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 30-05

TO: ALL SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM GRANTEES

FROM: EMILY STOVER DeROCCO
Assistant Secretary



SUBJECT: Program Year 2006 Planning Instructions and Allotments for State
Applicants

1. **Purpose.** To provide State Senior Community Service Employment Program (SCSEP) applicants with grant application instructions and procedures for Program Year (PY) 2006 beginning July 1, 2006.
2. **References.** Older Americans Act (OAA) Amendments, Pub. L. 106-501; 20 CFR Part 641
3. **Background.** The Fiscal Year 2006 appropriation for title V of the OAA is \$432,811,200. This funding will be used to support over 60,500 authorized SCSEP community service positions and will result in approximately 97,000 people being served during PY 2006, beginning July 1, 2006.
4. **PY 2006 Program Allotments.** Please see the attachments for the state funding levels and authorized positions. The PY 2006 allotments are slightly lower than the 2005 allotments and grantees must make adjustments in their position distribution.

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5. **Grant Application Procedures.** All SCSEP grant applicants must submit a grant application package in order to be funded. No grant application that fails to provide any of the required information outlined in this guidance will be recommended for funding.

A complete grant application package must contain an original and two copies of the following:

- Project Narrative or Technical Proposal;
- An SF-424 Form, Application for Federal Assistance (one signed original and two copies);
- An SF-424A Form, Budget Information Form, with a detailed budget breakout;
- Assurances and Certifications; and
- Special Conditions/Clauses.

Other required supporting documents may include:

- If changes have been made or are required in the applicant's operating manuals and procedures (including orientation materials provided to participants on policies) since the PY 2005 submission, send one copy of the updated materials;
- If modifications have been made to the applicant's PY 2005 State Plan, send a copy of these modifications;
- Grantees must list the most recent available audit report and the most recent available monitoring reports. Applicants should be able to provide the documents if requested by the Federal Project Officer; and
- Grantees are encouraged to provide a copy of their participant training policy. If On-The-Job-Experience (OJE) is planned, a description of the plan must be included with a sample contract.

A Corrective Action Plan based on PY 2005 performance is not required with the PY 2006 grant application. However, any applicant whose PY 2005 baseline performance indicates that it has failed to achieve 80% of its PY 2005 goal for any SCSEP performance measure must describe in the technical narrative the steps it is

taking to address the deficiency in performance and specifically how it will meet its goal for that measure in PY 2006.

6. **Grant Application Intergovernmental Reviews.** In accordance with section 502(d) of the OAA Amendments, applicants must share applications on an intra-state basis and provide their Area Agencies on Aging (AAAs) with copies of the SF-424, Application for Federal Assistance, including a summary of the project locations and an explanation of the services that will be provided. In addition, procedures established by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, should be followed, unless the state SPOC has waived this requirement. Any comments received should be sent to the Older Worker and Disability Unit.
7. **Methods of Submission.** The Department requests that applicants apply on-line at <http://www.grants.gov>, which requires that applicants initiate and complete the steps to register with grants.gov at <http://www.grants.gov/GetStarted>. Please note that these steps could take several days to complete, which should factor into an applicant's submission timing to avoid the rejection of an application due to potential delays. Documents should be saved as .doc or .pdf prior to electronic submission through grants.gov.

Grant applications may also be submitted by U.S. Postal Service or overnight delivery.

8. **Eligibility Review/Responsibility Review/Grant Application Review.** The Department will conduct a pre-award eligibility review, responsibility review and grant application review as provided at sections 514(c) and (d) of the OAA Amendments and 20 CFR 641.430-440. Applicants will not be designated as grantees for PY 2006 if they:
 - a. Fail to meet the eligibility test of section 514(c) of the OAA Amendments and criteria as provided at 20 CFR 641.430;
 - b. Fail to meet the responsibility tests of section 514(d) of the OAA Amendments as provided at 20 CFR 641.440; or
 - c. Fail to meet the general requirements of the OAA Amendments and 20 CFR Part 641.

When appropriate, applicants will be advised of the Department's concerns by letter which may include, if appropriate, corrective action(s) specified as a funding condition, and a time frame for the completion of the corrective action(s).

9. **Performance Goals for 2006.** During the last complete program year, PY 2004, SCSEP operated with two mandated measures: placement rate and service level. Approximately 93,000 participants were served and over 15,000 were placed. The Department has established PY 2005 nationwide and individual grantee goals for placement rate, service level and the other measures mandated by 20 CFR 641.700 of the Final Rule and Older Worker Bulletin 04-06 based on data collected during PY 2005. The nationwide goals are:

- a. Placement Rate: 30%
- b. Service Level: 160%
- c. Service to Most-in-Need: 67%
- d. Employment Retention: 55%
- e. American Customer Satisfaction Index scores for employers (87 ACSI), participants (85 ACSI), and host agencies (84 ACSI)

As set forth in the regulations and the Bulletin, the Department will negotiate performance goals with each grantee for each of the above performance measures for PY 2006 based on performance through second quarter of PY 2005. These goals will be effective July 1, 2006, and will be incorporated into your PY 2006 grants. Your final goals will reflect national goals, your own performance, any adjustment to your goals based on the statutory factors, and the principles of continuous improvement.

Also in PY 2006, the Department plans to collect baseline data for two other measures that are under development: average earnings (a common measure) and community service.

10. **Administrative Costs.** As provided at 20 CFR 641.867, administrative costs are generally limited to no more than 13.5 percent of the SCSEP funds received for a Program Year. However, the Department may increase the amount available for administrative costs to not more than 15 percent. As provided at 20 CFR 641.870, the Department may honor the request if it determines that it is necessary to carry out the project, and the applicant demonstrates that:

- a. Major administrative cost increases are being incurred in necessary program components;
- b. The number of employment positions in the project or the number of minority eligible individuals participating in the project will decline if the amount available for paying the cost of administration is not increased; or
- c. The size of the project is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of the amount for such project.

General statements that costs have increased do not constitute adequate justifications. The applicant must identify which costs have increased, why they have increased, and how these costs relate to program operations.

11. **Schedule.** Applicants must comply with the following timetable:
- a. The SF-424 and SF-424A Grant Application forms and narrative should be provided to the State Office on Aging and the Area Agencies on Aging no later than submission to the Older Worker and Disability Unit; and
 - b. The PY 2006 Grant Application is due in the Older Worker and Disability Unit by June 1, 2006. However, applicants are encouraged to submit their applications as soon as possible.

Please mail or deliver completed application packages to:

Mr. Gale B. Gibson
Older Worker and Disability Unit
U.S. Department of Labor/ETA
200 Constitution Ave., N.W.
Room S-4206
Washington, D.C. 20210

12. **Inquiries.** Questions may be directed to the appropriate Federal Project Officer.

13. **Attachments.**

- I. Technical Proposal Instructions
- II. Budget Information Instructions
- III. Standard Forms SF-424 and SF 424A
- IV. Assurances and Certifications Notice
- V. General Special Clauses
- VI. Authorized Positions and Funding