ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 26-11

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT
            PROGRAM STATE AND TERRITORIAL GRANTEES

FROM: JANE OATES /s/
            Assistant Secretary

SUBJECT: Program Year 2012 Planning Instructions and Allotments for Senior
            Community Service Employment Program (SCSEP) State and Territorial Grant
            Applicants

1. **Purpose.** To provide SCSEP state and territorial grant applicants with application instructions, procedures, and allotments for Program Year (PY) 2012 funds, with a period of performance beginning July 1, 2012.

2. **References.**
    - Department of Labor Appropriations Act, 2012, Title I of Division F of the Consolidated Appropriation Act, 2012, P.L. 112-74;
    - 2006 Older Americans Act Amendments (OAA), P.L. 109-365, 42 U.S.C. 3056 et.
    - 20 CFR Part 641;
        1. SCSEP Final Rule, 75 FR 53785 (Sep 1, 2010)
        2. SCSEP; Final Rule, Additional Indicator for Volunteering, 77 FR 4654 (Jan 31, 2012)
    - Training and Employment Guidance Letter (TEGL) 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility*;
    - TEGL 16-11, *2012 Federal Poverty Guidelines*;
    - Priority of Service for Covered Persons Final Rule, 20 CFR Part 1010, 73 FR 78132 (Dec 19, 2008);
    - Americans with Disabilities Act, as amended, P.L. 110-325;
    - SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040);
    - Jobs for Veterans Act, P.L. 107-288.

RESCISSIONS	EXPIRATION DATE
TEGL 25-10	June 30, 2013

3. **Background.** Under the OAA Title V, the Employment and Training Administration (ETA) provides annual grants to state and territorial grantees for all 56 state and territories. A planning guidance TEGL is released each year to provide funding and authorized position amounts and to assist SCSEP grant applicants in preparing their application for the annual OAA Title V appropriation (P.L. 112-74).

4. **Overall Approach.**   This year ETA is streamlining the grant application process. State and territorial grantees will be required to submit information on Organization Structure, Monitoring, and Audits, but no other narrative information will be required. We will provide a generic Statement of Work to state and territorial grantees for PY 2012 to use in place of a more detailed Program Narrative. Optional requests are in Attachment D, including the opportunity to revise grantee policy for the 4-year individual participant durational limits. All other documents listed as attachments for the TEGL are required: SF-424, 424A with budget narrative, and signed SCSEP programmatic assurances. State and territorial grantees should note that PY 2012 funding for SCSEP is slightly less than PY 2011 funding. The funding amounts and authorized position allocations are in Attachment A.

5. **Grant Application Procedural Requirements.** All SCSEP grant applicants must submit a grant application package in order to receive PY 2012 funding. The Grant Officer will not approve a grant application that fails to provide any of the required information outlined in this guidance. The Department of Labor requires the following items in the grant application package:

   Program Narrative (Attachment B). Applicants must provide a narrative in accordance with the description in Attachment B.

   Programmatic Assurances (Attachment C). Applicants must submit signed programmatic assurances that reflect standard program requirements based on the OAA and its regulations at 20 CFR Part 641.

   Optional Special Requests (Attachment D). Applicants may provide additional optional narratives, described in Attachment D, for any special requests in one or more of the following areas:

   - Waiver for additional funds for training and supportive services
   - Revision of 48 month individual participant durational limit policy
   - Administration cost cap increase
   - Extension of maximum project duration
   - On-the-job experience training option
   - Cross-border agreements

   Budget Forms (Attachments E-G). Applicants must include in their grant application a signed Application for Federal Assistance SF-424; a SF-424A Budget Information Form; and a detailed budget narrative. These forms and instructions are in Attachments E through G.

Applicants should not include manuals and operating procedures in the application. Federal Project Officers (FPOs) may request these separately as needed.

Geographic Areas to Be Served. The grant application must list the cities and counties the grant will serve; include the number of SCSEP <u>authorized positions</u> that you will establish in each jurisdiction with PY 2012 funds. Applicants serving a city, as well as its surrounding counties or jurisdictions, must list authorized positions in the surrounding counties and jurisdictions. This information can be submitted in an Excel spreadsheet as a separate attachment, and will serve to provide information for Item 14 on the SF-424.

6. **PY 2012 Program Allotments.** See Attachment A for funding levels and authorized positions.

7. **Schedule and Action Requested.** Applicants must comply with the following:
   - Provide forms SF-424 and SF-424A with narrative to the State Office on Aging (if not the grantee) and Area Agencies on Aging (AAAs) no later than the date of submission to the Department.
   - Submit the PY 2012 grant application to ETA, Office of Workforce Investment, Division of National Programs, Tools, and Technical Assistance no later than **May 21, 2012**. Applicants are encouraged to submit their applications as soon as possible.

8. **Method of Submission.** Applicants must submit the items listed in section 5 of this TEGL via e-mail to grants.scsep2012@dol.gov, with an electronic copy to the applicant's FPO (Attachment H). If an applicant is unable to submit electronically, the applicant must submit hard copy applications by fax to (202) 693-3817, or by overnight delivery to the address below:

   > Kimberly Vitelli
   > Chief, Division of National Programs, Tools, and Technical Assistance
   > U.S. Department of Labor
   > 200 Constitution Avenue, NW
   > Room S-4209
   > Washington, D.C. 20210-0001

   Please note that all application packages must have an electronic or actual date stamp no later than **May 21, 2012**. Applicants requiring receipt verification for grant documents from the grant e-mail box should use the Return Receipt Request under "Options" in their e-mail program.

9. **Grant Application Intergovernmental Review.** In accordance with Section 502(d) of the2006 Amendments to the OAA, applicants must share applications on an intrastate basis and provide appropriate AAAs with copies of the SF-424, Application for Federal Assistance, a summary of project locations, and an explanation of services that the applicant will provide in each state. In addition, state applicants should follow procedures established

by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, unless the state SPOC has waived this requirement. Applicants should include documentation supporting these requirements with the grant application.

10. **Eligibility Review/Responsibility Review/Grant Application Review.** The Department will conduct a grant application review as provided at Section 514 of the 2006OAA Amendments and 20 CFR 641.430-440 of the regulations. The Department will not issue final approval for PY 2012 funding if the grantee:

   - Fails to meet the eligibility tests of Section 514(c) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.430 of the current regulations.
   - Fails to meet the responsibility tests of Section 514(d) of the 2006 OAA Amendments and criteria as provided at 20 CFR 641.440 of the current regulations.
   - Fails to submit the materials listed in this TEGL.

11. **Inquiries.** Questions may be directed to the applicant's FPO.

12. **Attachments.**

Attachment A:	Funding Allocations and Authorized Positions
Attachment B:	Program Narrative Instructions
Attachment C:	Programmatic Assurances
Attachment D:	Optional Special Requests
Attachment E:	SF-424 Instructions
Attachment F:	SF-424
Attachment G:	SF-424A
Attachment H:	List of Federal Project Officers (FPOs)