

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL ONP
	DATE June 30, 2005

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 37-04

TO: ALL SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: EMILY STOVER DeROCCO
Assistant Secretary

SUBJECT: PROGRAM YEAR 2005 PLANNING INSTRUCTIONS AND ALLOTMENTS FOR ALL APPLICANTS

1. **Purpose.** To provide all SCSEP applicants with grant application instructions and procedures for Program Year (PY) 2005 beginning July 1, 2005.

NOTE: Separate instructions for the application for funding under the special private sector set-aside under section 506(a)(1) of the Older Americans Act Amendments of 2000 (OAA Amendments) will be published in the Federal Register, or in another appropriate medium.

2. **References.** OAA Amendments, Pub. L. 106-501; 20 CFR Part 641
3. **Background.** The Fiscal Year 2005 appropriation for Title V of the OAA is \$438,678,400. This funding will be used to support over 61,300 authorized SCSEP community service positions and will result in approximately 93,000 people being served during Program Year 2005 beginning July 1, 2005.
4. **PY 2005 Program Allotments.** Please see the attachments for the state funding levels and authorized positions.
5. **Grant Application Procedures.** All SCSEP grant applicants must submit a grant application package in order to be funded. No grant will be recommended for funding that fails to provide any of the required information outlined in this guidance.

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

- a. Project Narrative or Technical Proposal
- b. An SF-424 Form, Application for Federal Assistance (one signed original and two copies)*
- c. An SF-424A Form, Budget Information Form, with a detailed budget breakout*
- d. Assurances and Certifications
- e. Special Conditions/Clauses
- f. If changes have been made or required in the applicant's operating manuals and procedures (including orientation materials provided to participants on policies) since the PY 2004 submission, send one copy of the updated materials
- g. Required attachments: Most recent audit report, most recent monitoring report, cross border agreement, PY 2005 performance goals, and Corrective Action Plan (if performance was less than the 20 percent unsubsidized placement goal)

NOTE: If the applicant can demonstrate that it has met or is on target to meet the 20 percent Placement Goal in Program Year 2004 at the time of application, a Corrective Action Plan does not need to be submitted

*Clean copies of the forms may be obtained from the ETA Web site: <http://doleta.gov/seniors/>. Click on "Technical Assistance" and look for Government Forms.

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 Division of Older Worker Programs (DOWP).
7. **Methods of Submission.** Grant applications may only be submitted by U.S. Postal Service or overnight delivery. Electronic submissions are not acceptable.

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 section 514(c)–(d) the OAA Amendments and 20 CFR 641.430-440. Applicants will not be designated as grantees for PY 2005 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.
 - 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 2005.** During the last complete program year, PY 2003, SCSEP operated with two mandated measures: placement and service level. The Department established nationwide goals of 30% for placement and 140% for service level. Approximately 100,000 individuals were served and nearly 20,000 placed. PY 2004 was a baseline year for establishing performance goals on the measures mandated by 20 CFR 641.700 of the final rule and OWB 04-06:
- a. Placement Rate
 - b. Service Level
 - c. Service to Most-in-Need
 - d. Community Service (subject to sanctions in PY 2006)
 - e. Employment Retention
 - f. Customer satisfaction for employers, participants and host agencies
 - g. Earnings increase (subject to sanctions in PY 2006)

As set forth in the regulations and ETA advisories, the Department will negotiate performance goals with each successful applicant for each of the new performance measures. These goals will be effective July 1, 2005, and will be incorporated into PY 2005 grants. Final goals will reflect national goals based on the national baseline, grantee baseline performance, any adjustment to grantee goals based on the statutory factors, and the principles of continuous improvement.

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; or
- 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 upon submission to DOWP.
- b. The PY 2005 Grant Application is due in DOWP by July 22, 2005. However, applicants are encouraged to submit their applications as soon as possible.

Please mail or deliver completed application packages to:

Ms. Ria Moore Benedict
Chief, Division of Older Workers Program
U.S. Department of Labor/ETA
200 Constitution Ave., N.W.
Room C-4312
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
- V. General Special Clauses
- VI. Authorized Positions and Funding
- VII. Contacts for State and National Grantees

Instructions for Completion of the Grant Application Package

Contents:

- I. Technical Proposal Instructions
- II. Budget Information Instructions
- III. Standard Forms SF-424 and SF-424A
- IV. Assurances and Certifications
- V. General Special Clauses
- VI Authorized Positions and Funding
- VII. Contacts for State and National Grantees