U.S. DEPARTMENT OF LABOR

SCSEP GRANTEE ORIENTATION 2025

JANUARY 28 – 30, 2025

Promoting Self-Sufficiency and Employment Opportunities for Older Adults

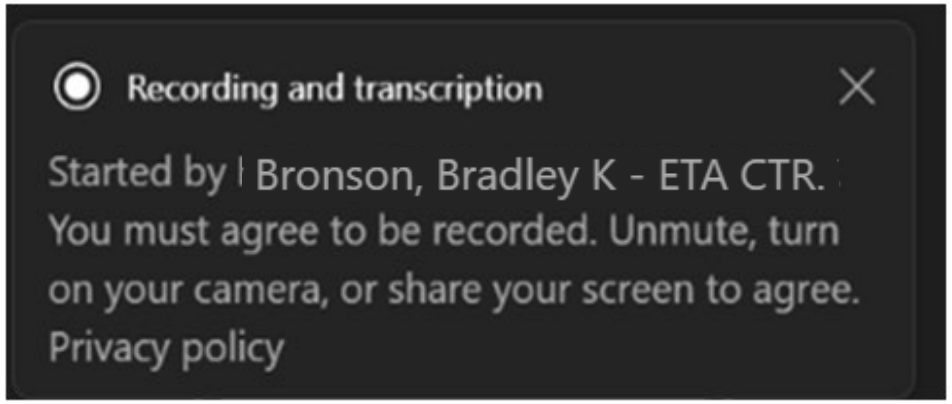
ICEBREAKER

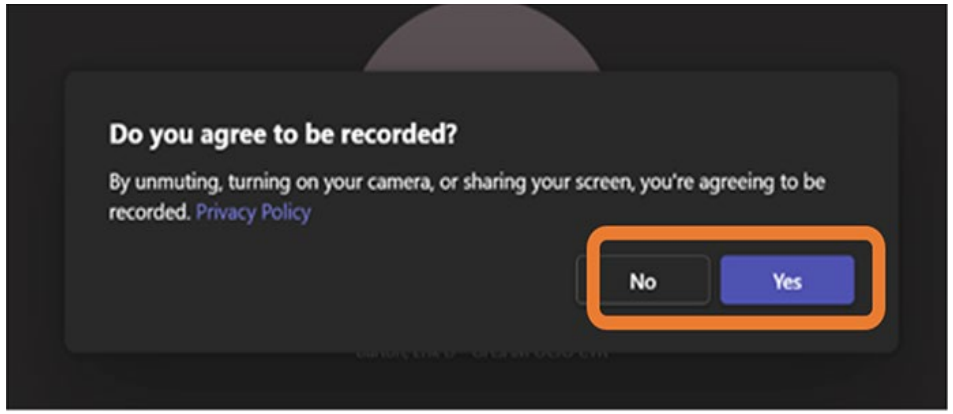
What are your favorite things about working with SCSEP?

Please add your answers in the chat!

Microsoft Teams Notification Display

This Meeting Will Be Recorded





Action Required: All Meeting Attendees

If you select **YES**, this will enable you to unmute your microphone and turn on your camera.

If you select **NO**, you will **not** be able to unmute or turn on your camera. You will be limited to text-based communications through the chat.

We will now begin the recording.

Housekeeping Guidelines

[● REC] This meeting will be recorded.



Please keep your microphone muted.



If you have a question, please type them in the chat.

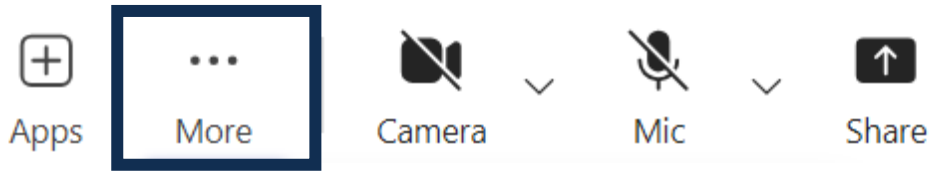
SCSEP Grantee Orientation

Need Assistance? Please email us!

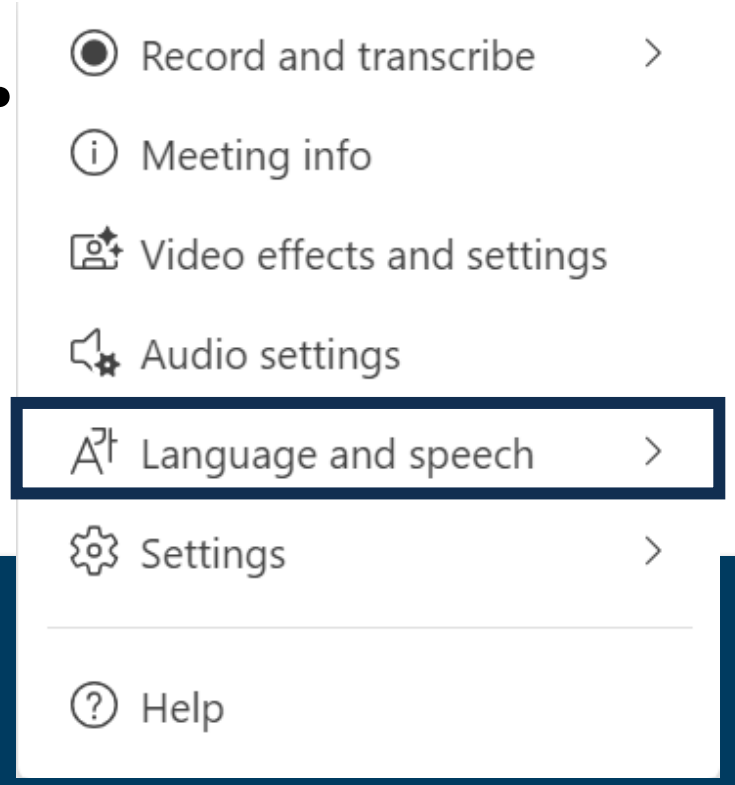
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Captioning

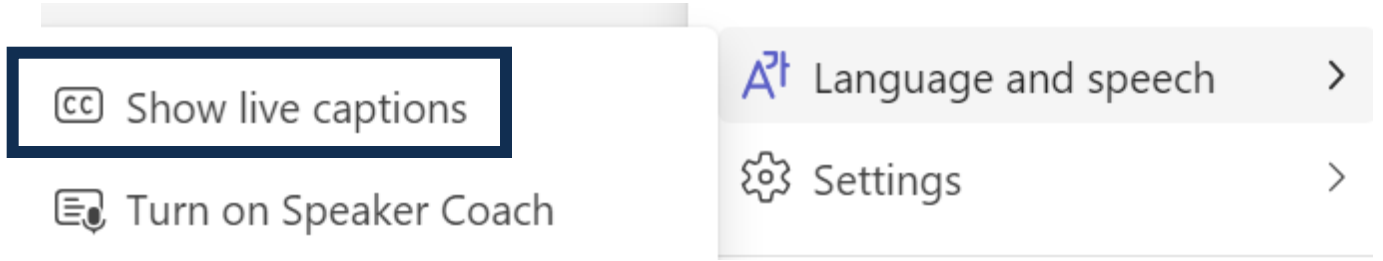
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WELCOME and INTRODUCTION



Steven Rietzke

Division Chief

Division of National Programs, Tools, and Technical Assistance



Toni K. Wilson

Unit Chief

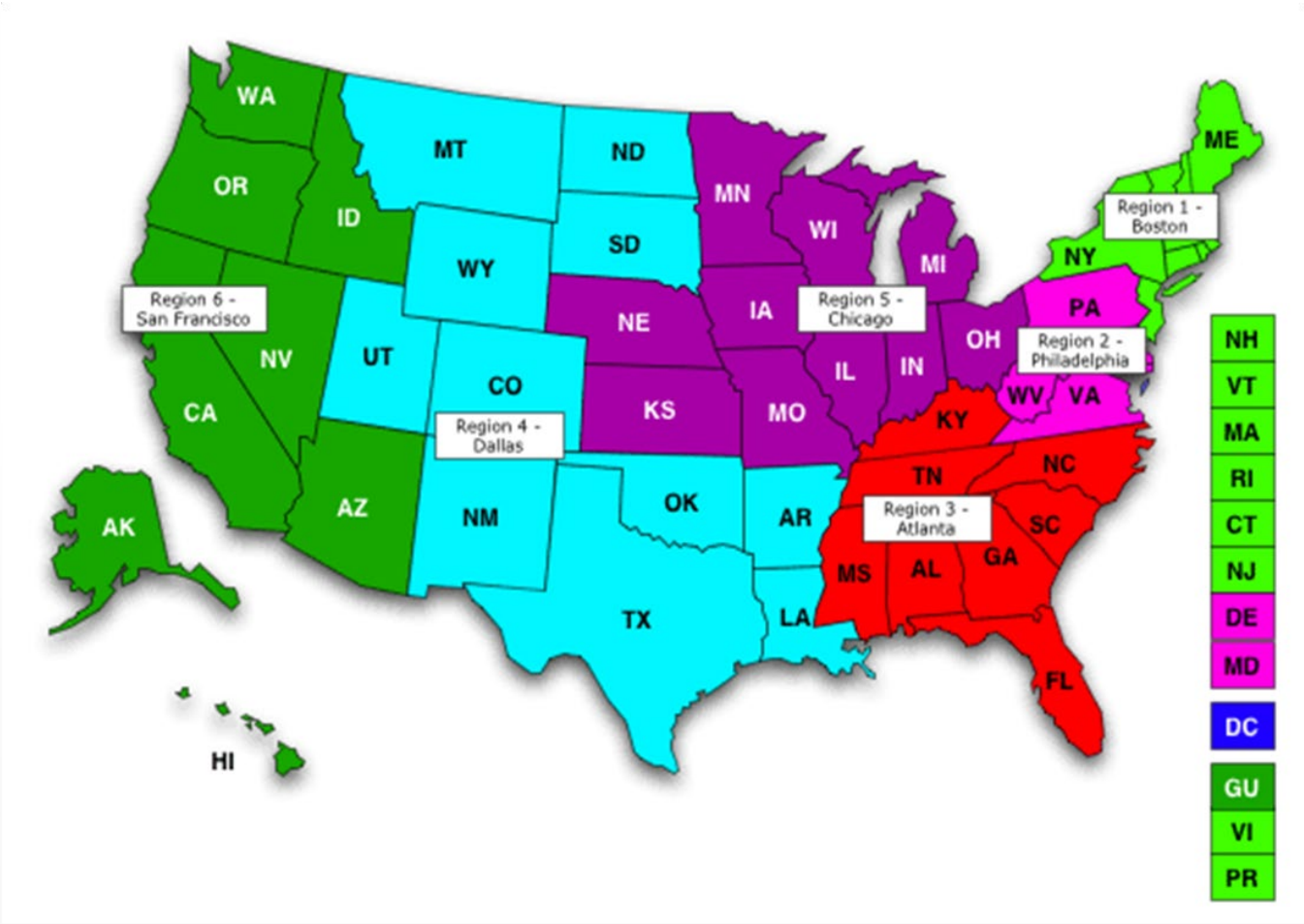
Senior Community Service Employment Program

TODAY'S AGENDA (Day 1)

- Welcome & Introduction
- Intro to SCSEP
- Program Overview
- History and Background
- Key Objectives and Goals of SCSEP
- Q & A



Introduction – Regional Offices



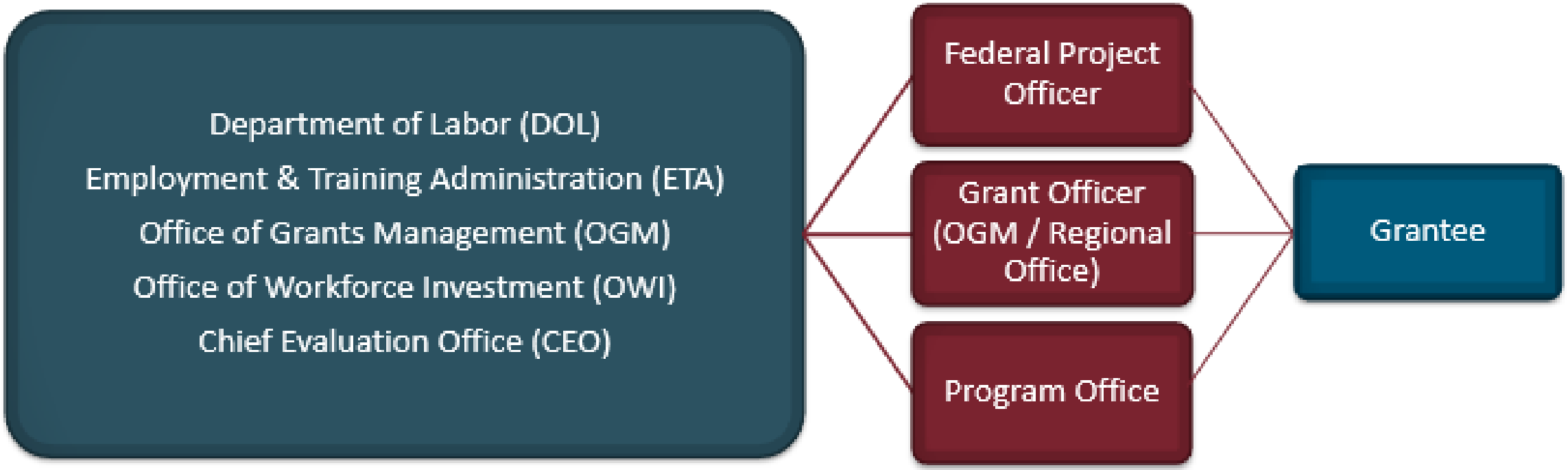
Introduction – Grantee Award Map

SCSEP NATIONWIDE

- 76 Total SCSEP grantees
- 20 National grantees
- 56 States & Territory grantees



THE DOL TEAM


Department of Labor (DOL)
Employment & Training Administration (ETA)
Office of Grants Management (OGM)
Office of Workforce Investment (OWI)
Chief Evaluation Office (CEO)
Federal Project Officer
Grant Officer (OGM / Regional Office)
Program Office
Grantee

Division of National Programs, Tools, and Technical Assistance (DNPTTA)

Our Mission…

- Implementation of an integrated national workforce investment system
- Provide workers with job search assistance
- Provide workers with information on labor markets, occupations, careers, and supportive services
- Improve the workforce system's capacity to deliver high-quality programs to job seekers and employers

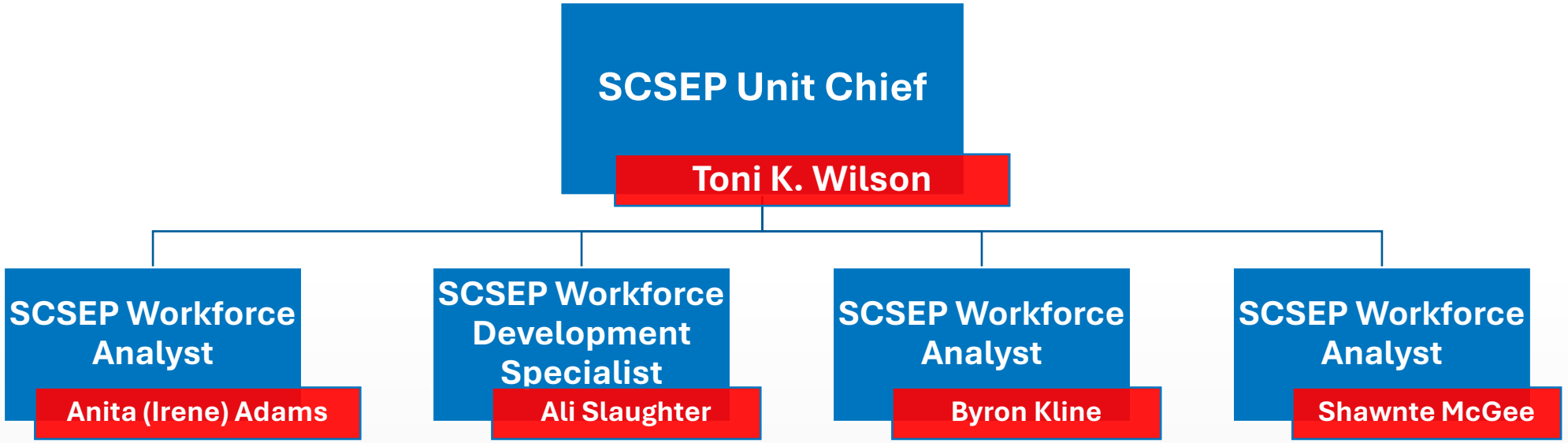
OLDER WORKERS UNIT

- Manages and oversees grants and investments, manages SCSEP national grant solicitations, and provides support for regional Federal Project Officers in managing SCSEP grantees.
- Oversees national reporting system for SCSEP grantees, GPMS, and reviews program and performance data to continuously improve program operations.
- Develop and promote system-wide capacity for delivery of services to older workers.

Introduction

SCSEP National Office Team

SCSEP National Program Office



U.S. Department of Labor
Employment and Training Administration
Older Workers Unit

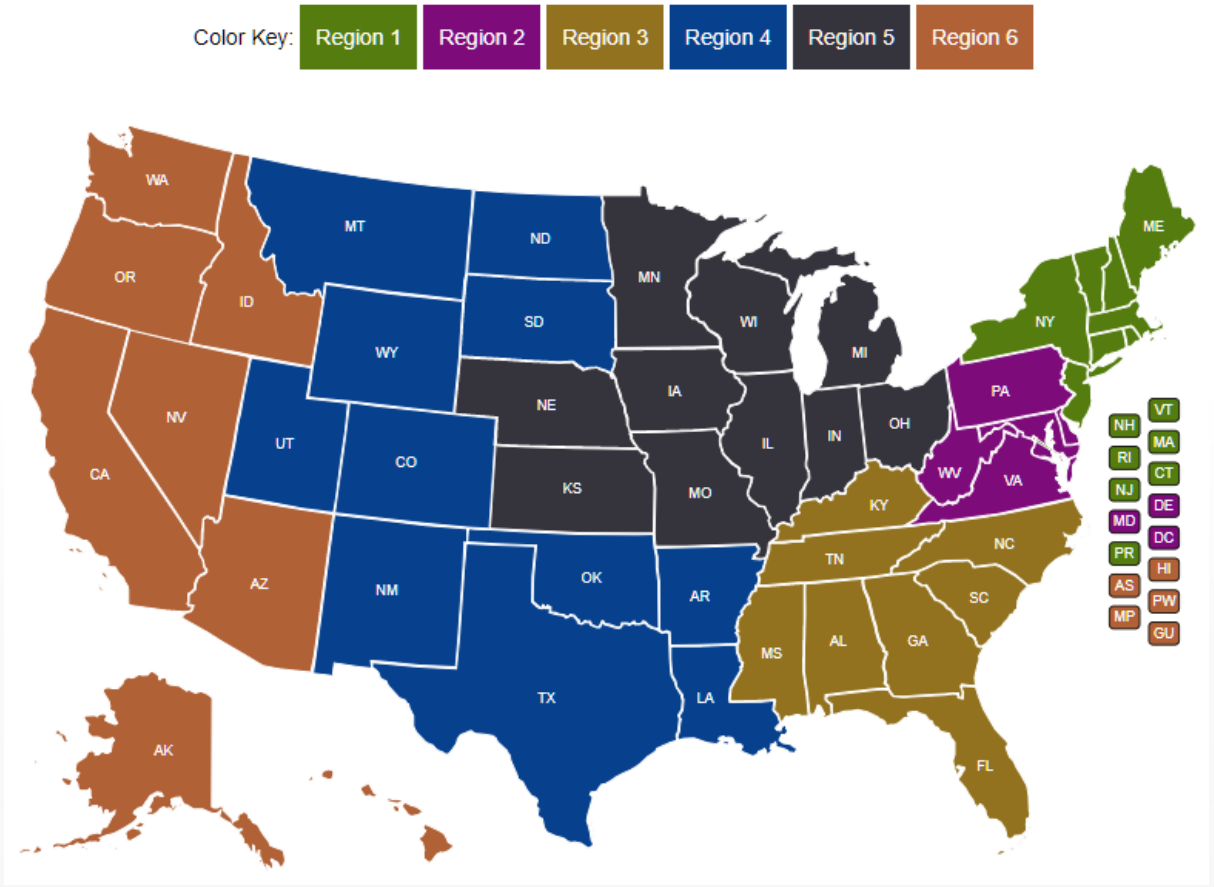
SCSEP National Office Team

- Support FPOs
- Provide policy clarification and guidance
- Provide technical assistance (TA)
- Provide SCSEP training for grantees
- Collect and assess performance data
- Review grant Optional Special Requests (OSRs)

Federal Project Officer (FPO)

The Role of the FPO is to…

- Assist you on grant-related matters
- Serve as your primary point of contact
- Provide compliance assistance
- Conduct oversight and review of grant performance
- Deliver or arrange for technical assistance



SCSEP National Technical Assistance Providers

TwoTech, Inc.

Project Lead

Meche McNeace

U.S. Department of Labor
Employment and Training
Administration
Older Workers Unit

SCSEP National Technical Assistance Providers

BCT Partners

Project Lead

Denise Thompson

U.S. Department of Labor
Employment and Training
Administration
Older Workers Unit

National Program Office

Program Office

Division of National Programs, Tools, and Technical Assistance, Senior Community Service Employment Program (SCSEP) Unit

The Program Office has several functions:

- Support Federal Project Officers (FPOs)
- Provide Technical Assistance and Training (TA)
- Manage, Collect and Negotiate Performance and Data
- Provide Policy and Guidance

SCSEP UNIT

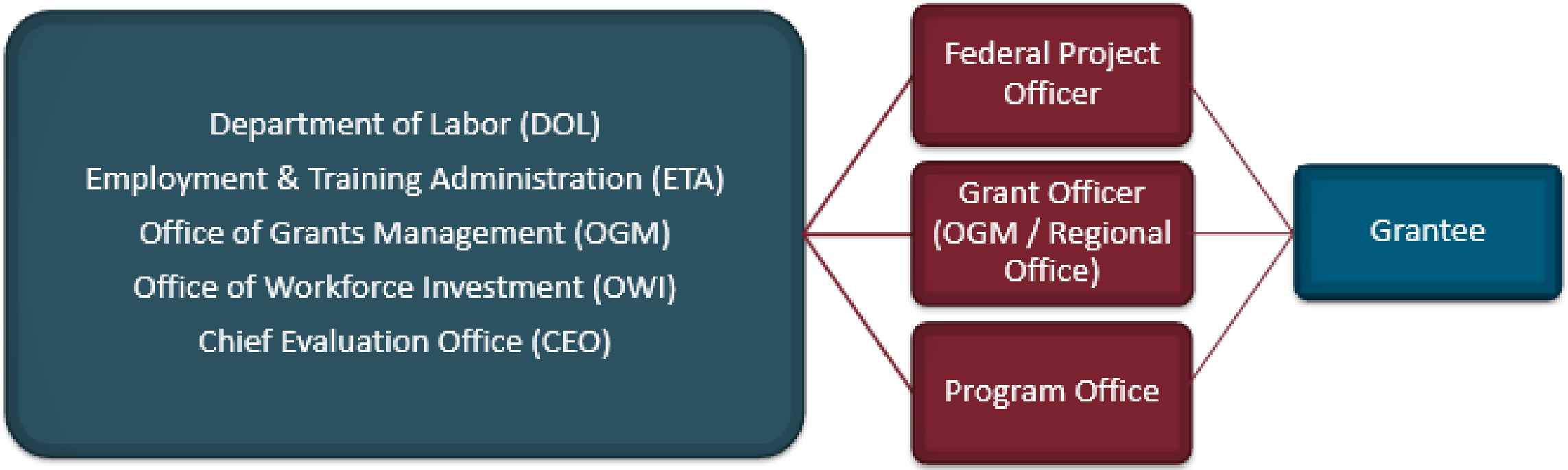
- Support Federal Project Officers (FPOs)
  - ✓ Grant Submission Reviews and Modifications
  - ✓ Technical Assistance and Training
- Technical Assistance (TA) & Training – Together With Our SCSEP Contractors
  - ✓ BCT Partners
  - ✓ Two Tech, Inc.

SCSEP UNIT (cont.)

- Manage, Collect and Negotiate Performance and Data
  - ✓ Program Guidance Materials (i.e. Data collection & validation handbook, QPR handbook, customer satisfaction survey, goal negotiations, performance and data validation reports, etc.) and much more

- Policy Guidance
  - ✓ Federal Regulations
  - ✓ Funding Opportunity Announcements
  - ✓ Training and Employment Guidance Letters (TEGL)
  - ✓ Training and Employment Notices (TENS)

THE DOL TEAM


Department of Labor (DOL)
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Chief Evaluation Office (CEO)
Federal Project Officer
Grant Officer (OGM / Regional Office)
Program Office
Grantee

Purpose of SCSEP



To foster individual economic self-sufficiency

To promote employment and training services to low-income older individuals who are seeking to enter or re-enter the workforce

To promote part-time work experiences in community service assignments for unemployed low-income participants who are 55 years of age or older

SCSEP HISTORY AND OVERVIEW

- Authorized by the Older Americans Act of 1965
- Provides community service assignments and job training
- Provides occupational, work skills and aptitude assessments, skills development and other job training opportunities, and employment assistance
- Program grants are awarded to: States, U.S. Territories, and public and private non-profit entities other than political parties (Section 506 of Act)

Applicant Organization Eligibility

The following organizations are eligible to apply for SCSEP National Grant competition funding:

- ✓ Non-Profit Organizations
- ✓ Federal Public Agencies
- ✓ Tribal Organizations

SCSEP TARGETED POPULATION

- Older Adults who are 55 years and older
- Has a family income of no more than 125% of the federal poverty level
- Unemployed



SCSEP Eligibility Priority

Priority SCSEP enrollment given to individuals that…

- are 65 years of age or older;
- have a disability;
- have limited English proficiency;
- have low literacy skills;
- reside in a rural area;
- are veterans;
- have low employment prospects;
- have failed to find employment
- are homeless
- are formerly incarcerated

SCSEP Service Delivery

- SCSEP is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income unemployed older adults
- Older individuals must be at least 55, unemployed, and have a family income of no more than 125% of the federal poverty level
- SCSEP participants gain work experience in a variety of community service activities at non-profit and public facilities.

SCSEP Service Delivery (cont.)

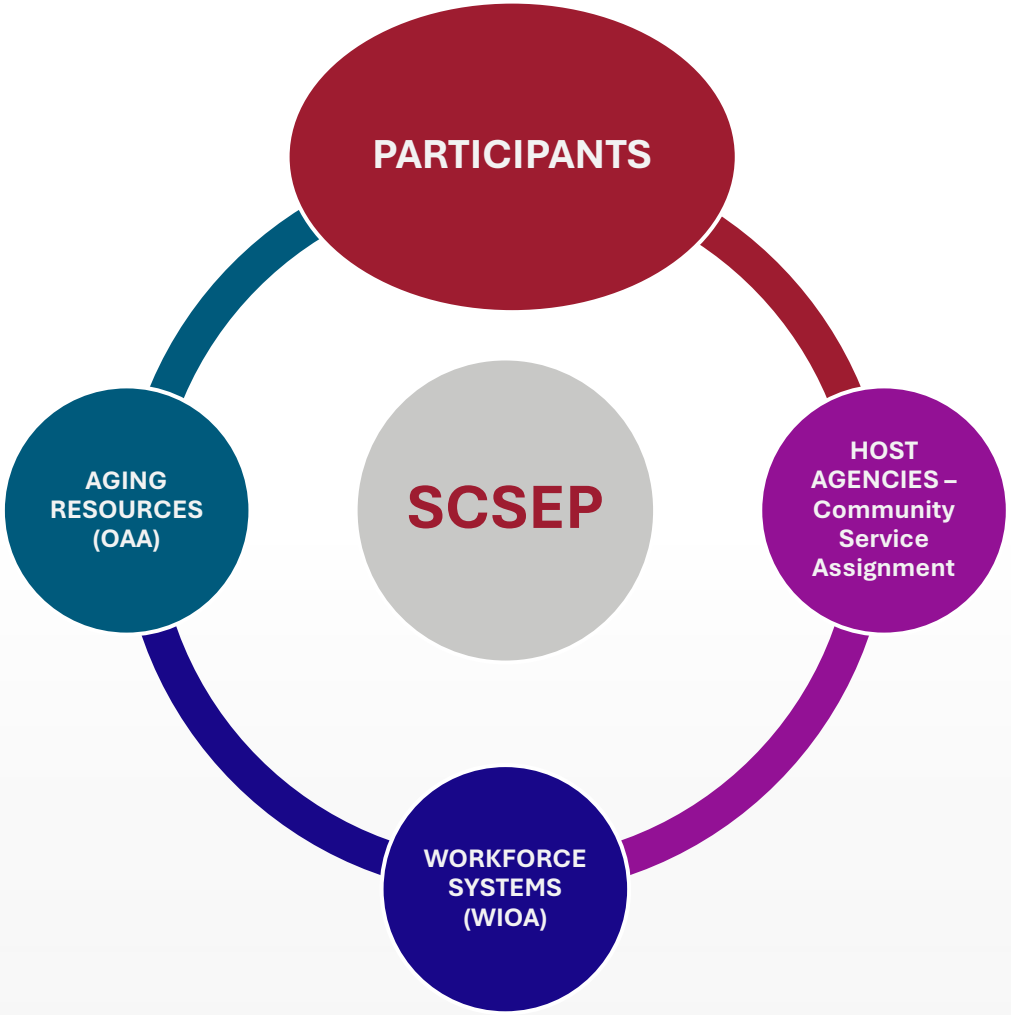
- The program provides over 30 million community service hours to public and non-profit agencies, allowing them to enhance and provide needed services
- Participants work an average of 20 hours a week and are paid the highest of federal, state or local minimum wage while in a community service assignment training
- The SCSEP training serves as a bridge to unsubsidized employment opportunities for participants

SCSEP Essential Partners

- **Host Agencies**
  - Must be a public agency or private nonprofit organization exempt from taxation under 501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants
  - Provides community service training opportunities
- **Workforce Innovation Opportunity Act (WIOA)**
  - Coordination with WIOA - SCSEP is a required partner
  - Americans Job Centers (AJC)
  - Local Workforce Development Boards (LWDB)
- **Aging Partnerships**
  - Coordination with the Department of Health and Human Services, Administration for Community Living (ACL) and other aging programs

SCSEP Service Delivery

- Participant Services
- Host Agency Partners
- Workforce and Aging Partnerships
- Employer Engagement



Participant Services

- Recruit and serve eligible low-income older adults
- Pay wages and benefits
- Provide Community Service Assignments (CSAs)
- Provide additional skills training that aligns with their Individual Employment Plan (IEP)
- Provide appropriate supportive services
- Coordinate with other aging and workforce partners
- Assist the participants in obtaining unsubsidized employment
- Adhere to the project duration

Host Agency – Community Service Assignment

Host Agency - A public agency or private nonprofit organization exempt from taxation under 501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants.

Grantees should:

- Recruit viable host agencies that will provide soft skills training and skills development for participants
- Maintain a variety of host agencies that reflects the current in-demand labor market industries
- Ensure a safe and healthy training environment
- Adhere to Maintenance of Effort requirements

Workforce and Aging Partnerships

- **Workforce**
  - ✓ Coordination with WIOA
    - SCSEP is a required partner – grantees need to be familiar with WIOA requirements
    - Follow all applicable rules under WIOA
    - Collaborate with the States and other national grantees, if necessary, to provide a comprehensive framework for the State Plan
  - ✓ Americans Job Centers – One Stop Career Centers
    - Referral Services – Core and Intensive services
    - Co-Enrollment – with other Title I programs
    - SCSEP recruitment
  - ✓ Workforce Investment Boards (WIBS)
    - Continue collaborating and communicating with local WIBs

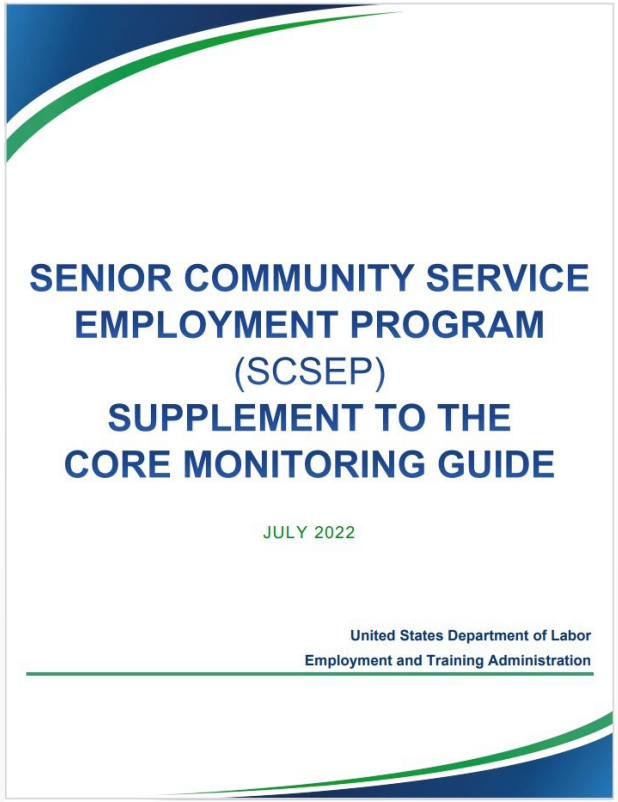
Workforce and Aging Partnerships (cont.)

- **Aging**
  - ✓ Coordination with the Department of Health and Human Services, Administration for Community Living (ACL) and other aging programs
    - Department of Aging
    - Area Agency on Aging
    - Aging and Disability Resource Centers
    - Advisory Groups

Employer Engagement

- Create and maintain strong long-lasting relationships with national and local employers
- Develop and nurture partnerships with employers that are of mutual support and understanding of the SCSEP
- Create opportunities for on-the-job experience (OJE) and direct hires
- Market the program to employers to get more involvement in the program and with the participants

SCSEP Resource

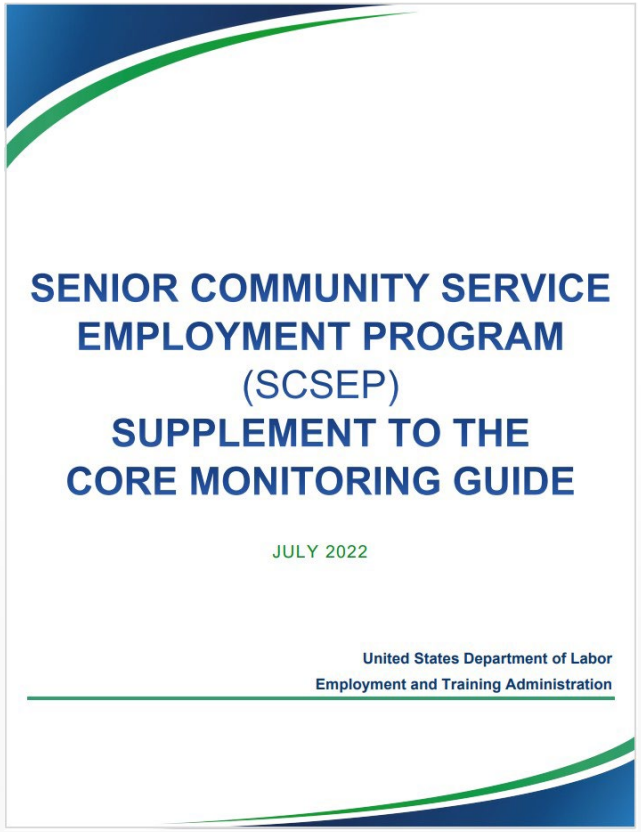


SCSEP Supplement to the Core Monitoring Guide

A handy resource for…

- Information about SCSEP grants implementation
- SCSEP compliance requirements
- Preparation for SCSEP monitoring visits
- Tips, questions, tools and resources to assess SCSEP program progress

SCSEP Resource (cont.)

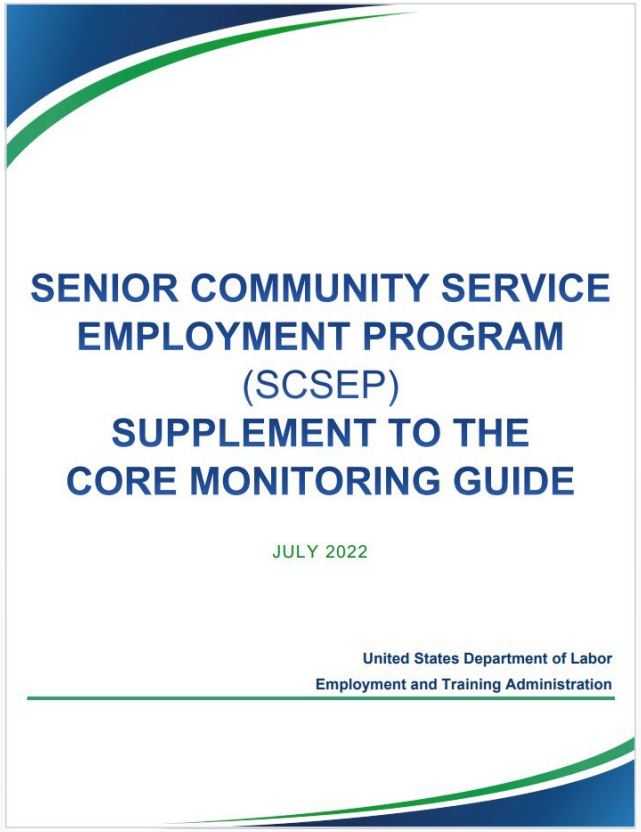


SCSEP Supplement to the Core Monitoring Guide

Select Key SCSEP Topics (by page #)

Priority of Service	pp. 47 - 48
Eligibility / Enrollment	pp. 49 - 52
Host Agencies	pp. 69 - 71
Designating Personnel, Staff, and Hiring	pp. 23 - 25
Partnerships	p. 28
Establishing Contracts and Subawards	pp. 32 - 33
Performance Reporting	pp. 100 - 104
Data Validation	pp. 109 - 111

SCSEP Resource Pt 3.

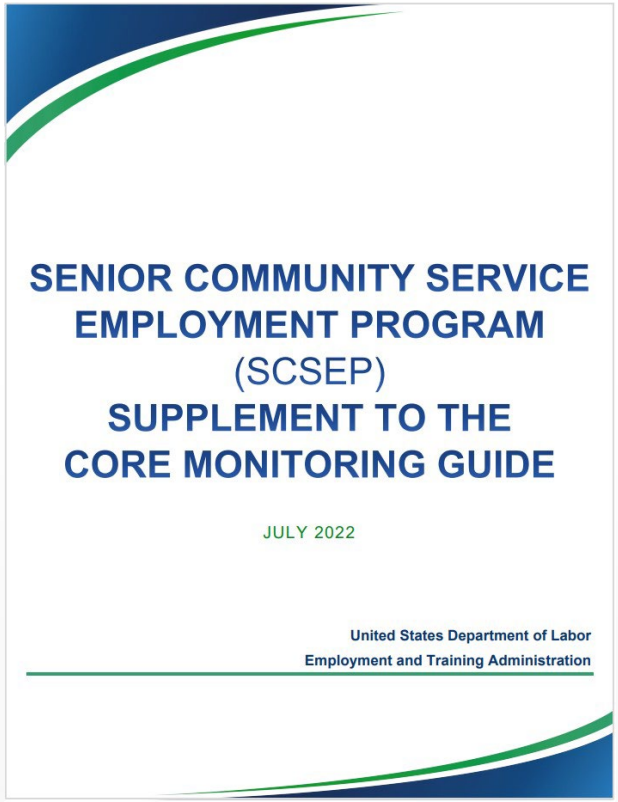


SCSEP Supplement to the Core Monitoring Guide

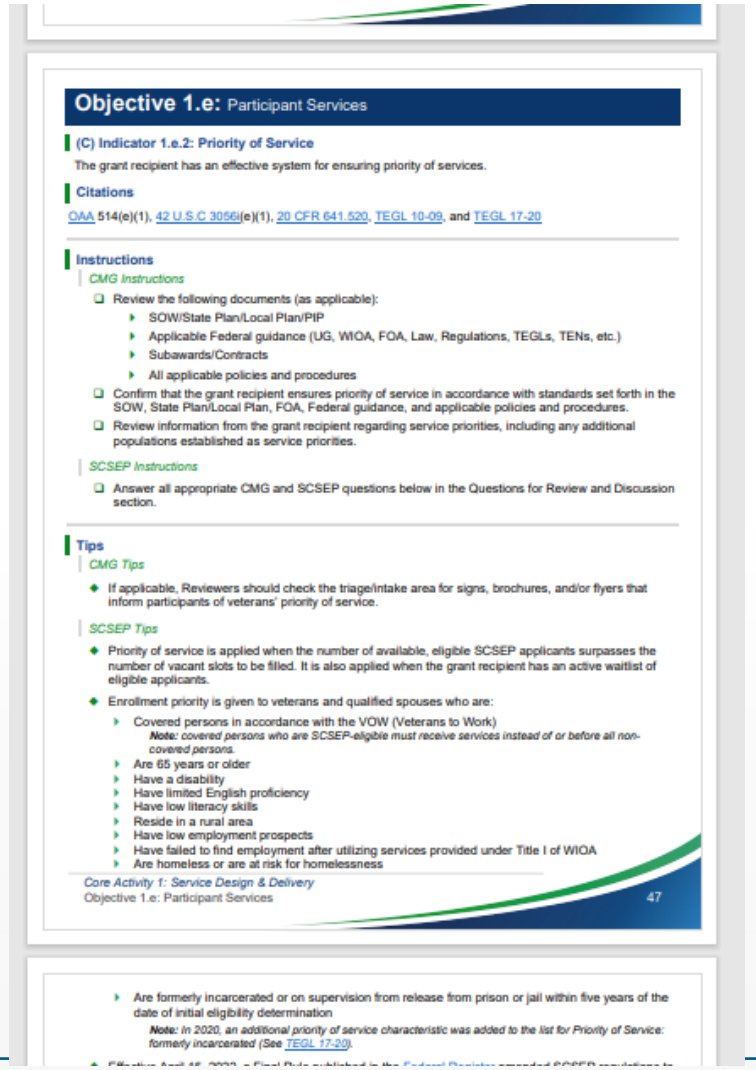
Select Key SCSEP Topics (by page #)

Budget Modifications	p. 81
Subrecipient Monitoring	pp. 117 - 118
Personnel Policy and Procedure	p. 124
Staff positions	p. 125
Grievance and Complaint System	p. 133 - 139
Match policies and procedures	p. 156

SCSEP Resource Pt 4.



Example
SCSEP Supplement
Topic page



Objective 1.e: Participant Services

(C) Indicator 1.e.2: Priority of Service

The grant recipient has an effective system for ensuring priority of services.

Citations

OAA 514(e)(1), 42 U.S.C 3056j(e)(1), 20 CFR 641.520, TEGL 10-09, and TEGL 17-20

Instructions

CMG Instructions

- Review the following documents (as applicable):
  - SOW/State Plan/Local Plan/PIP
  - Applicable Federal guidance (UG, WIOA, FOA, Law, Regulations, TEGLs, TENs, etc.)
  - Subawards/Contracts
  - All applicable policies and procedures
- Confirm that the grant recipient ensures priority of service in accordance with standards set forth in the SOW, State Plan/Local Plan, FOA, Federal guidance, and applicable policies and procedures.
- Review information from the grant recipient regarding service priorities, including any additional populations established as service priorities.

SCSEP Instructions

- Answer all appropriate CMG and SCSEP questions below in the Questions for Review and Discussion section.

Tips

CMG Tips

- If applicable, Reviewers should check the triage/intake area for signs, brochures, and/or flyers that inform participants of veterans' priority of service.

SCSEP Tips

- Priority of service is applied when the number of available, eligible SCSEP applicants surpasses the number of vacant slots to be filled. It is also applied when the grant recipient has an active waitlist of eligible applicants.
- Enrollment priority is given to veterans and qualified spouses who are:
  - Covered persons in accordance with the VOW (Veterans to Work)
    Note: *covered persons who are SCSEP-eligible must receive services instead of or before all non-covered persons.*
  - Are 65 years or older
  - Have a disability
  - Have limited English proficiency
  - Have low literacy skills
  - Reside in a rural area
  - Have low employment prospects
  - Have failed to find employment after utilizing services provided under Title I of WIOA
  - Are homeless or are at risk for homelessness

Core Activity 1: Service Design & Delivery
Objective 1.e: Participant Services
47

- Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination
  Note: *In 2020, an additional priority of service characteristic was added to the list for Priority of Service: formerly incarcerated (See TEGL 17-20).*



For additional information and questions: SCSEPTechnicalAssistance@dol.gov

U.S. DEPARTMENT OF LABOR

Grantee Orientation

SCSEP Grantee Responsibilities – Understanding Your Grant Obligation

Outline

- SCSEP Grantee Responsibilities
- Program Administration
- SCSEP Case Management
- SCSEP Participant and Host Agency Responsibilities



Grantee Responsibilities

- **Program Implementation**
  - Carry out the project as outlined in the grant agreement
  - Achieve program objectives and performance targets
  - Monitor progress and adjust as needed
- **Financial Management**
  - Use federal funds only for authorized purposes
  - Maintain accurate and complete financial records
  - Submit timely and accurate financial reports
  - Ensure Payment of Participant Wages and Fringe Benefits
  - Ensure Workers Compensation Insurance
- **Compliance**
  - Adhere to all applicable federal laws, regulations, and policies
- **Reporting**
  - Submit required reports to the funding agency on time
  - Provide accurate and timely data on program performance
  - Be prepared for audits and monitoring visits

Program Administration

- **Program Staffing and Support**
  - Recruit and hire key staff responsible for managing and implementing the program
- **Operationalize the Service Delivery Model**
  - Decide which service delivery model will best ensure overall program success across the service area
    - ✓ Comply with Equitable Distribution
- **Facilities and Resources**
  - Obtain the training space, equipment, and key resources necessary to carry out the SOW
- **Policy and Guidance**
  - Become familiar with all Federal policies and program-specific guidance related to your award and implementing all program required policies and procedures
- **Systems Access**
  - Ensure that you have established access to the Payment Management System (PMS) and E-Grants system for funding drawdowns and financial reporting
- **Data Management**
  - Ensure access to the Grantee Performance Management System (GPMS)

Program Administration Pt 2

- **Program Management:**
  - Comply with program regulations - Adhere to all federal and state regulations governing the SCSEP program, and programmatic assurances, including financial reporting requirements, participant services guidelines, and program performance standards
  - Maintain accurate records - Keep detailed records of all program activities, participant outcomes, and financial transactions.
  - Evaluate program effectiveness -Track participant progress, analyze program data, and use the findings to improve program operations and outcomes

Program Oversight

- **Monitor Financial & Expenditures**
  - Regular review of PWFB expenditures, Admin costs, and Other program cost
- **Performance Monitoring**
  - Performance Outcomes
  - Quality of Services
  - Compliance with Contract and Federal regulations
- Annual Program Monitoring
  - Develop a written monitoring tool
  - Develop an annual monitoring schedule
- **Sub-Grantee Management**
  - **Contractual Requirements**
    - ✓ Terms and Conditions of the SCSEP grant
    - ✓ Complying with Equitable Distribution
    - ✓ Performance Expectation
    - ✓ Policies and Procedures
    - ✓ Access to grant documents
    - ✓ Contract Termination Process and Transition

Key Points

- **Program Compliance:**
  - Adhere to Federal Regulations: Comply with all applicable federal regulations, guidelines, and program assurances outlined in the grant agreement.
  - Follow Grant Terms & Conditions: Fulfill all the terms and conditions of the grant agreement agency.
- **Maximize Participant Success**:
  - Work towards achieving positive outcomes for participants
- **Financial Management:**
  - Proper Budget Management
  - Accurate Record-Keeping
  - Timely Reporting
- **Monitoring & Evaluation:**
  - Track progress against the program plan,
  - Identify and assess potential risk
  - Analyze Data to track progress
  - Conduct Program Evaluations
- **Continuous Improvement:**
  - Regularly evaluate program performance and identify areas for improvement
  - Implement changes based on lessons learned and best practices

SCSEP Case Management

Program Staff

- Case management for participants
- Ensure compliance with the grant agreement and the programmatic assurances
  - Recruitment of eligible Participants
    - ✓ Screening and assessing potential participants' eligibility
    - ✓ Enrolling Participants and provide comprehensive program orientation
    - ✓ Conduct Assessment/Re-assessment and identifying supportive services needs
    - ✓ Develop IEP and update accordingly
    - ✓ Provide IDL transition services before IDL termination date
  - Host Agency Recruitment
    - ✓ Recruit a variety of host agencies that can provide CSA training options
    - ✓ Comply with Maintenance of Effort
    - ✓ Ensure safe and healthy training conditions at the CSA
  - Employer Engagement
    - ✓ Build strong, mutually beneficial relationships with employers

SCSEP Participant Responsibilities

- **Actively participate in the program:** This includes attending orientation, completing required training, and fulfilling community service training assignments
- **Perform assigned duties:** Train diligently and effectively at the host agency, following instructions and adhering to workplace rules and regulations
- **Maintain good attendance:** Arrive on time for work and notify the host agency and SCSEP program staff in advance of any absences
- **Participate in job search activities:** Work with SCSEP staff to develop and implement a job search plan that includes resume writing, interviewing skills, and networking
- **Seek unsubsidized employment:** One of the primary goals of SCSEP is to help participants find and secure unsubsidized employment - Participants are expected to pursue job opportunities actively



SCSEP Host Agency Responsibilities

- **Provide meaningful training experience:** Offer participants valuable training in a real-time work environment that aligns with their goals and interests.
- **Supervise participants:** Provide regular feedback and guidance to participants, ensuring their safety and well-being. And validate timesheets.
- **Create a supportive training environment:** Foster a welcoming and inclusive environment where participants feel valued and respected.
- **Identify potential job opportunities:** Assist participants in finding unsubsidized employment when possible.
- **Comply with program requirements:** Adhere to all SCSEP program guidelines and regulations, such as maintaining effort and ensuring participants are aware that the CSA is not a job.



Key Points

Recruit and enroll eligible participants

- Identify and recruit low-income older adults 55 + who meet the eligibility criteria for the program
- Conduct thorough eligibility determinations, including income verification and other necessary assessments

Provide comprehensive services to participants

- Offer a range of services, such as:
  - ✓ Job readiness training, basic computer training, soft skills, and additional skills training
- Supportive services (e.g., transportation assistance, childcare assistance, health insurance counseling)
- Job Development and assistance in obtaining unsubsidized employment

Manage community service assignments

- Recruit and maintain relationships with host agencies (non-profit organizations & public agencies,
- Place participants in meaningful community service assignments that provide valuable work experience.
- Monitor participant performance at host agencies and provide ongoing support and guidance

Promote the SCSEP program

- Raise awareness of the SCSEP program in the community through outreach and public relations efforts
- Build strong relationships with community partners to enhance program effectiveness
- These responsibilities are crucial for ensuring the success of the SCSEP program and helping low-income older adults gain valuable work experience and achieve their employment goals



For additional information and questions: SCSEPTechnicalAssistance@dol.gov

SCSEP GRANTEE ORIENTATION

SCSEP Requirements and Compliance

In This Portion We Will Discuss:

- Federal regulations governing SCSEP
- Compliance requirements for grantees
- Reporting and documentation standards
- WIOA Coordination

Federal Regulations Governing SCSEP

- Public Law 114-144 Older American Act of 1965 (2016 amendments)
- Workforce Innovation and Opportunity Act (2014)
- 20 CFR Part 641 – SCSEP Final Rule
- Additional Official Guidance
  - TEGLs, TENs and OWB
  - Programmatic Assurances

Compliance Requirements for Grantees

- Grantees can find detailed information about SCSEP compliance requirements in the following resources:
  - The Senior Community Service Employment Program (SCSEP) Regulations (20 CFR Part 641)
  - The Grantee Grant Award Package
  - The Grantee Handbook
  - The SCSEP Core Monitoring Guide (Resource)

Reporting and Documentation Standards

- Reporting and Due Dates for 9130 (Financials)
  - Reporting quarters
  - Date of quarter end
  - Report Due Date

Quarter	Quarter End	Report Due
1	July 1 -September 30th	November 15th
2	October 1 - December 31st	February 15th
3	January 1 - March 31st	May 16th
4	April 1 - June 30th	August 15th
Final	July 1 - June 30th	October 28th

Reporting and Documentation Standards

- Reporting and Due Dates for Quarterly Narrative Reports (QNRs)
  - Reporting quarters
  - Date of quarter end
  - Report Due Date

Quarter	Quarter End	Report Due
1	July 1 - September 30th	November 15th
2	October 1 - December 31st	February 15th
3	January 1 - March 31st	May 16th
4th and Final	April 1 - June 30th	August 15th

WIOA Coordination

- **Workforce Innovation Opportunity Act (WIOA)** Coordination with WIOA
  - SCSEP is a required partner –grantees need to be familiar with WIOA requirements
  - Follow all applicable rules under WIOA
  - Collaborate with the States and other national grantees, if necessary, to provide a comprehensive framework for the State Plan

- Americans Job Centers –One-Stop Career Centers Referral Services
  - Co-Enrollment
  - Post SCSEP participant recruitment with AJC

- Local Workforce Development Boards (LWDBs)
  - Collaborate with local Workforce Development Boards
  - Memorandum of Understanding (MOU)
  - Infrastructure Cost Agreements (IFA)



For additional information and questions: SCSEPTechnicalAssistance@dol.gov

BREAK

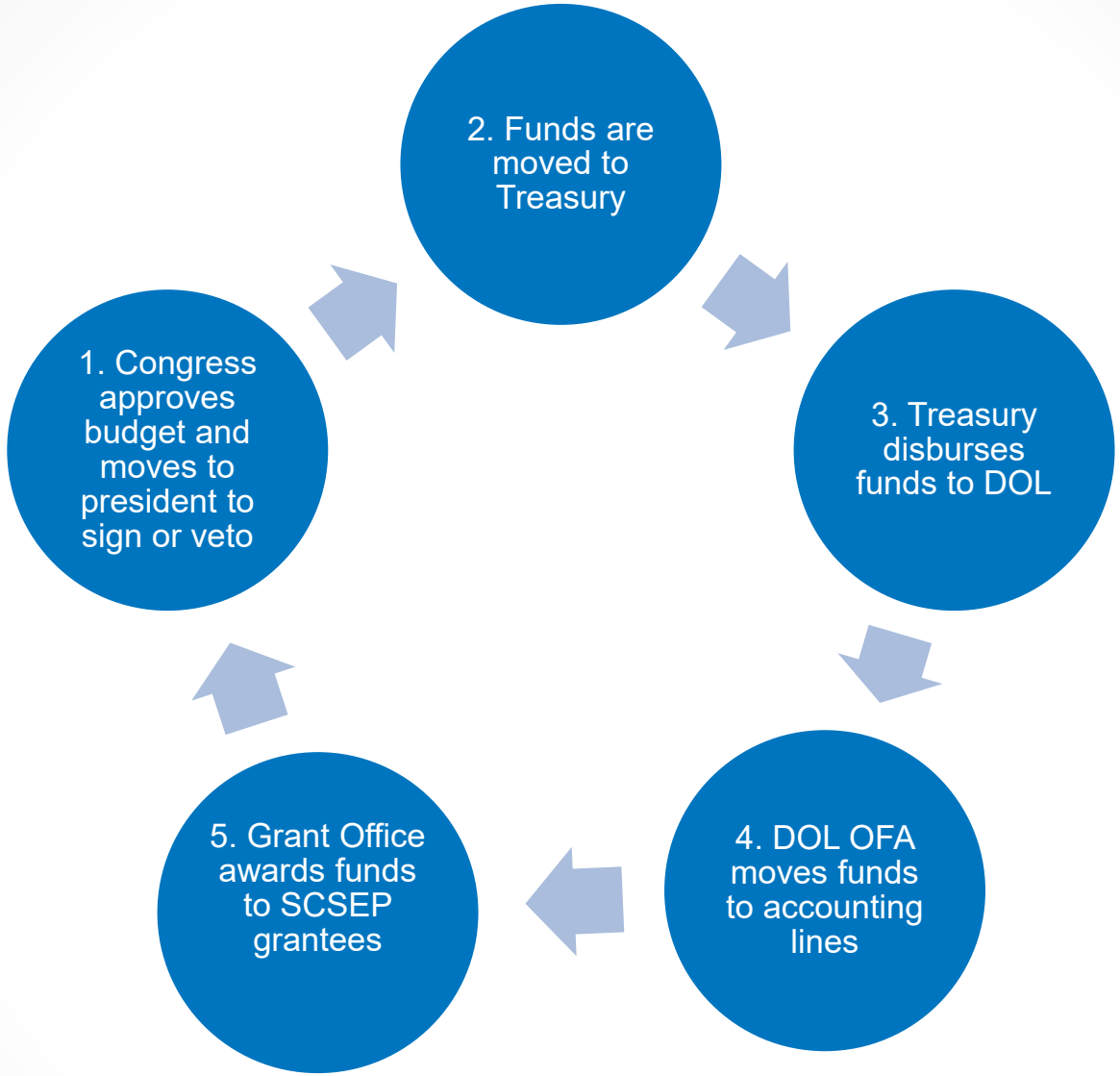
Next, We Will Discuss:

- Overview of Funding Source
- Financial Reporting and Accountability
  - Allowable and Unallowable cost
  - Budget Requirements
  - SF 424, 424 a and Budget Narrative
- SCSEP Cost Categories
  - Administrative and Programmatic Cost
  - Monitoring PWFB to Total Expenditures
- Close-Out Process

Funding and Financial Management



Overview of Funding Source



Financial Reporting and Accountability

Allowable and Unallowable Cost

- The 2 CFR Part 200 Uniform Guidance provides a comprehensive framework for allowable and unallowable costs for federal grants
  - Allowable Costs
    - ✓ Generally: Costs must be:
      - Reasonable: Not excessive in relation to the goods or services received
      - Allocable: Directly or indirectly benefit the federal award
      - Necessary: Required for the performance of the award
      - Consistent with accepted accounting principles (GAAP) and the terms and conditions of the award
  - Unallowable Costs
    - ✓ Generally: Costs that are:
      - Prohibited by law or regulation
      - Not necessary for the performance of the award
      - Not reasonable or allocable
      - Incurred before the award period
      - Related to unallowable activities

Financial Reporting and Accountability cont.

Budget Requirements

- Standard Form (SF) 424 & 424 a
- Budget Narrative



SCSEP Cost Categories

- 641.853 - All costs must be classified as “administrative costs” or “programmatic activity costs

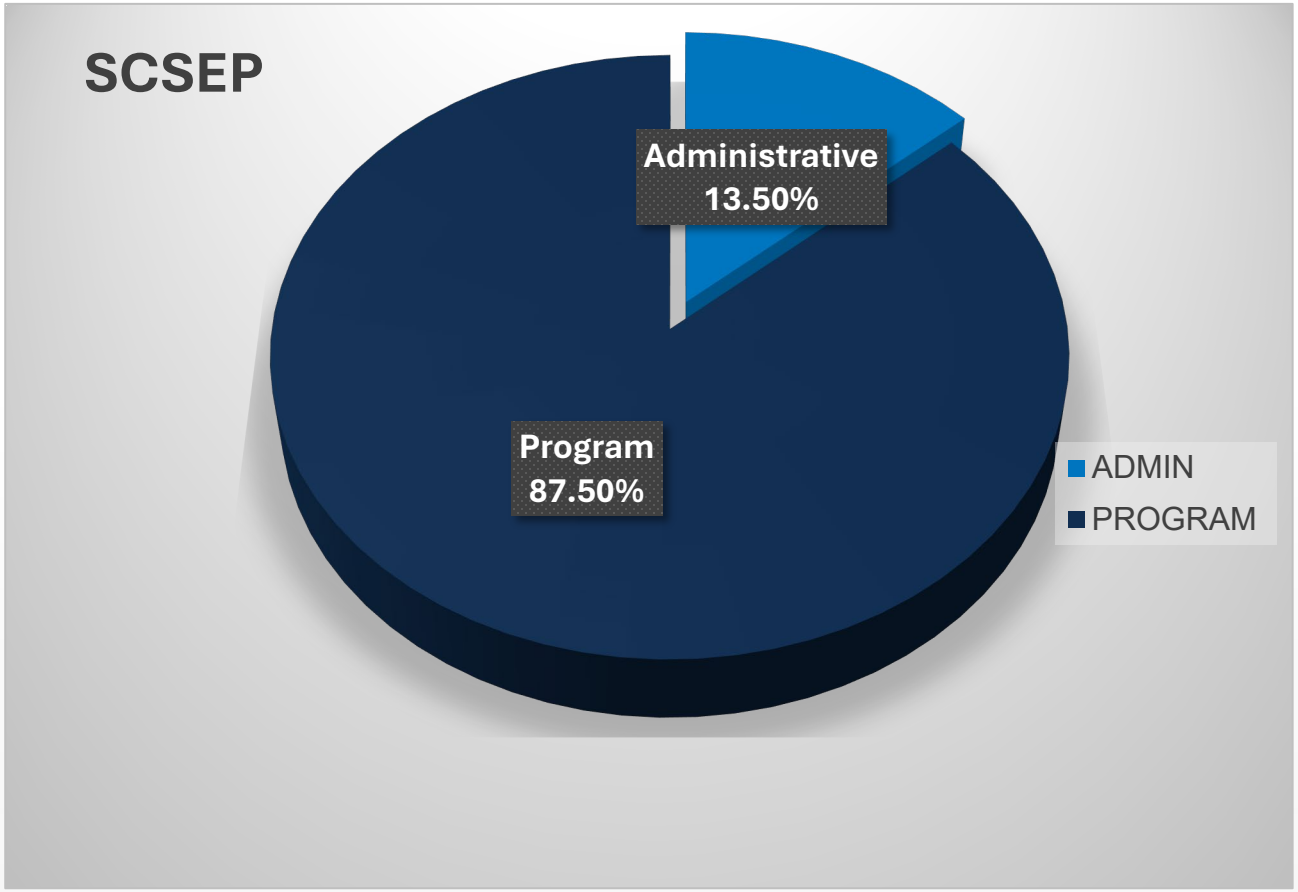
- SCSEP Budget Breakdown

  - ✓ Administrative Cost
    - 13 percent limit
    - Request to increase to 15 percent (OSR)

  - ✓ Programmatic Cost
    - 75 percent Participant Wages and Fringe Benefits (PWFB)
    - Request to reduce no less than 65 percent (OSR/ATSS)

SCSEP Cost Categories cont.

Administrative and Programmatic Cost Category Breakdown



Monitoring PWFB vs Total Expenditure

- Monitoring participant wages and fringe benefits against total budget expenditures is crucial to:
  - Ensures the program can operate within allocated funds and avoids potential funding shortfalls.
  - To manage overspending and underspending of PWFB and other cost
  - To allow for timely adjustments to the budget if needed
  - To help meet the close-out requirements that states in 20 CFR 641-873
    - ✓ SCSEP recipient is in compliance with this provision if at least 75 percent of the total expenditure of SCSEP funds provided to the recipient was for wages and benefits.

Close-Out Process

1. Close-Out officials receive notice that the grant is due to end.
2. Notices are sent to grantees to confirm the period of performance end date.
3. Once confirmed, the status is confirmed with the Program Office, including FPO.
4. Final 9130s are submitted

CLOSEOUT/FINAL YEAR REQUIREMENTS

- Documentation for all direct and indirect costs
- Approval letter for OSRs
- Grant Agreement or Cooperative Agreement for de minimis rate



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