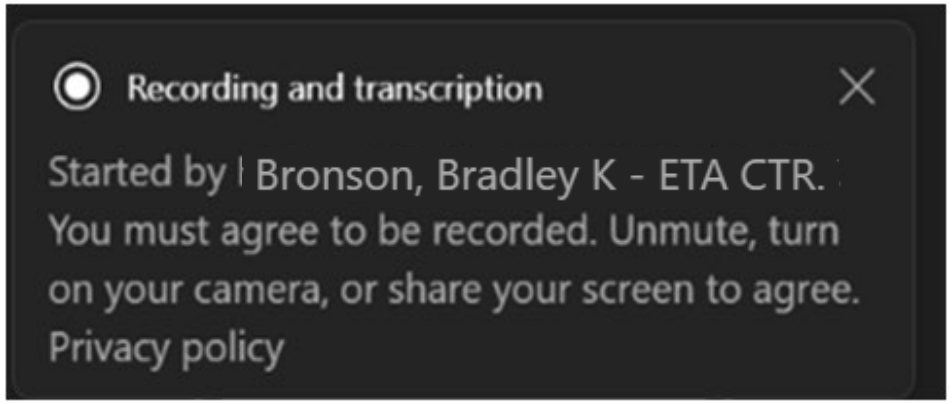
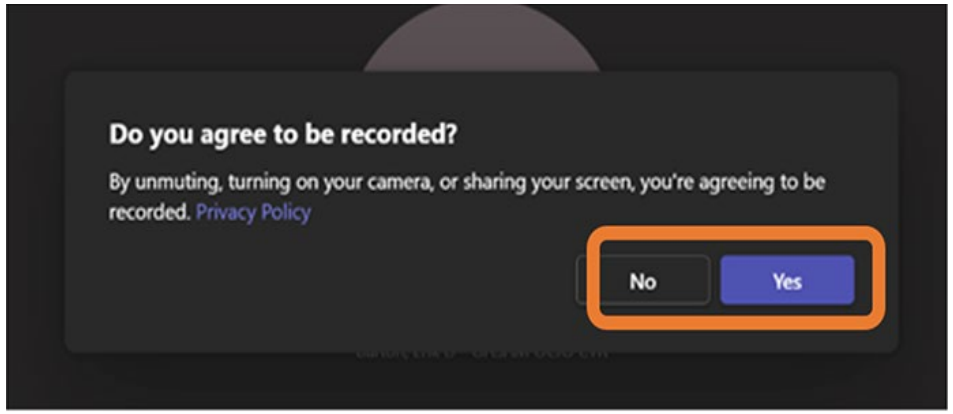
Grantee Orientation Day 2

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.

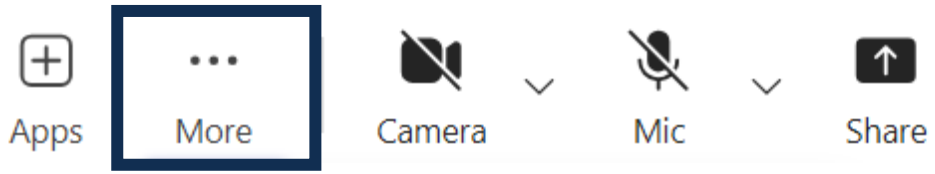
SCSEP Grantee Orientation

Need Assistance? Please email us!

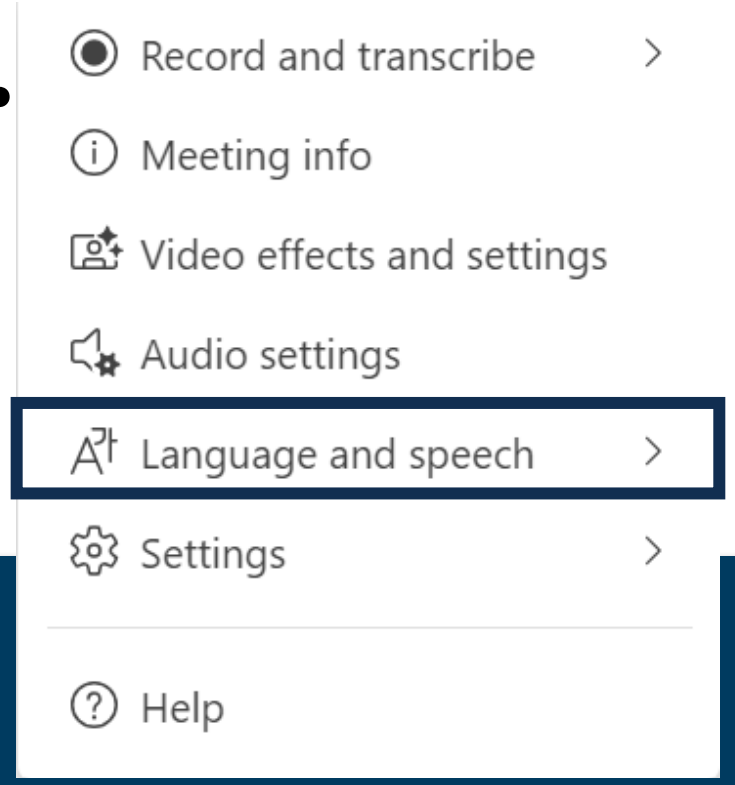
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Captioning

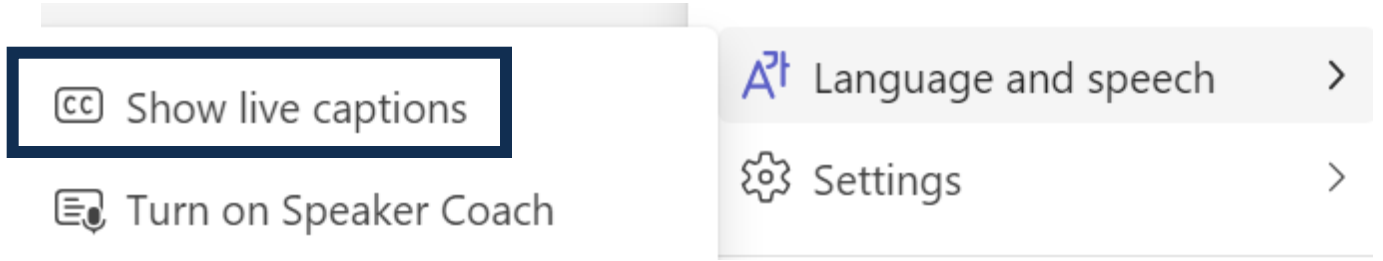
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4. Captions will be shown in English (US).

U.S. DEPARTMENT OF LABOR

Grantee Orientation Day 2

SCSEP Optional Special Requests (OSR)

Outline

- The Seven Ingredients to Optional Special Request (OSR)
- When to Submit an OSR
- OSR Requirements
- Those OSRs that Have Budget Impact



Seven Ingredients to Optional Special Requests

1. Change 48-Month Individual Durational Limit (IDL) Policy and Waiver Options
   - ✓ § 641.570 – Time Limit for participation in SCSEP - Eligible individuals may participate in the program for a maximum duration of 48 months
     - Request to change a current IDL policy
2. Extension of Average Project Duration
   - ✓ § 641.570 – Time Limit for participation in SCSEP
     - Request to increase the maximum average participation duration from 27 months to 36 months from 27 months in a given program year
3. Cross Border Agreements
   - ✓ § 641.515 - States may enter into agreements among themselves to permit cross border enrollment of eligible participants
     - For State Grantees only – who wish to enter into an agreement to permit cross border enrollment with other grantees (grantees enrolling participants from other service area operating under another grantee)
4. Rotation Policy
   - ✓ § 641.575 – May establish limits on the amount of time that participants spend at a particular host agency. The program encourages to rotate participants among different host agencies, or to different assignments within the same host agency if the rotation will increase participant's skills and employment opportunities.
   - ✓ No rotation policy will be approved that does not require an individualized determination that rotation is in the best interest of the participant and will further the acquisition of skills have listed in the IEP

All OSRs require DOL review and approval prior to Grantee implementation

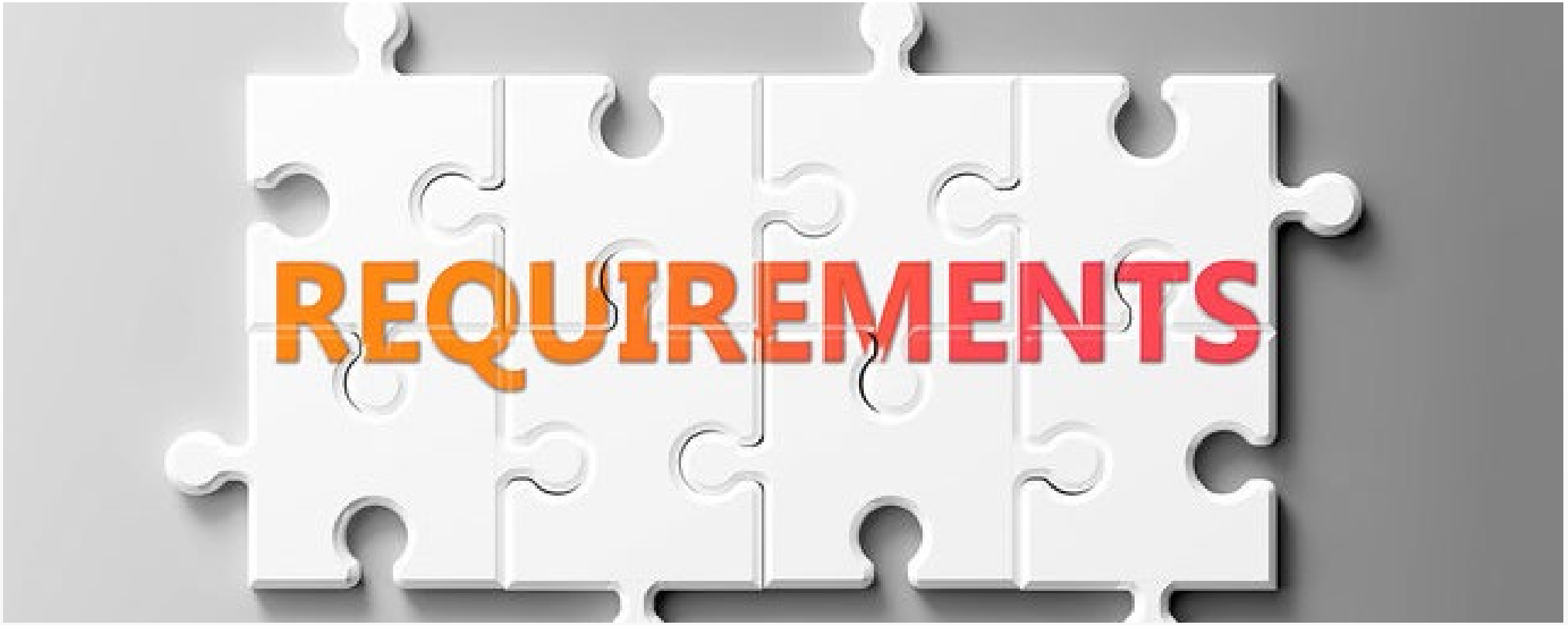
Seven Ingredients to Optional Special Requests (cont.)

5. On The Job Experience (OJE)
   - ✓ § 641.540 – Grantee may arrange to provide skills training in addition to community service assignment
     - If Grantee request to implement OJE (OWB 04-04)
6. Additional Training and Supportive Services Funds
   - ✓ § 641.873 – Request for approval to use not less than 65 percent of grant funds to pay wages and benefits
   - ✓ § 641.874 - To use up to 10 percent of grant funds that would otherwise be devoted to wages and benefits under § 641.873 to provide participant training (as described in § 641.540(e)) and participant supportive services to enable participants to successfully participate in a SCSEP project
     - Grantee requesting approval to reduce the 75% of SCSEP funds to pay for participant wages and benefits of participants. This allows the use of not less than 65% of grant funds for PWFB.
7. Increase in Administrative Cost Limitation
   - ✓ § 641.867 – No more than 13.5% of SCSEP funds received for a program year may be used for administrative costs
   - ✓ § 641.870 – Grantees may request to increase the amount available for administrative costs to not more than 15%

➢ In addition to the SCSEP Final Rule 20 CFR 641, refer to most recent planning TEGL 13-23 for additional and current departmental guidance

When to Submit the OSR

- As part of the annual grant submission
- Any time during the Program Year
- Reference Resource for OSR submission
  - TEGL 13-23: PY24 Planning Instructions
  - SCSEP Final Rule 20 CFR 641
  - Older Worker Bulletin (OWB) 04-04
    - ✓ Framework for Permissible Training


REQUIREMENTS

Change 48-month Individual Durational Limit (IDL) Policy

- Request to change the Grantee's IDL policy must include:
  - The current, ETA-approved IDL policy and procedure
  - The new revised policy and Option being proposed
    - ✓ Option 1: No extensions for any participants; all participants exit at 48 months
    - ✓ Option 2: Extensions to every participant who meets at least one of the seven waiver factors, indicating the length of the extension (e.g., one-time, twelve-month only; three times, unlimited, etc.
    - ✓ Option 3: Extensions to every participant who meets a specific subset of the seven waiver factors, indicating the length of the extension as noted above
  - A reasonable transition plan addressing when and how participants will be notified of the change

Extension of Average Project Duration

- Time Limit for participation in the program
  - Grantee must manage its SCSEP project in such a way that the grantee does not exceed an average participation cap for all participants of 27 months in the aggregate
  - Grantee may request to DOL to extend the average participation cap of up to 36 months in the aggregate in a given program year
  - DOL will determine if extenuating circumstances exist to justify an extension if one or more of the following factors apply:
    - ✓ High rates of unemployment, poverty, or participation in block grants for temporary assistance for needy families exist in the areas served by the grantee
    - ✓ Significant downturn in the economy of an area served by the grantee or in the national economy
    - ✓ Significant number or proportions of participants with one or more barriers to employment, including "most-in-need" participants served by the grantee relative to such numbers or proportions for grantees serving in other areas of the state or nation
    - ✓ Change in Federal, State, or local minimum wage requirements
    - ✓ Limited economies of scale for the provision of community service training and other authorized activities in the areas served by the grantee

Cross-Border State Agreements

- Allow **States** to enter into agreements amongst themselves to permit cross-border enrollment of eligible participants
  - Cross-border agreements apply to State Grantee only
  - Agreements should cover both State and national grantee positions

Rotation Policy

- Grantees can establish a limit on the amount of time that participants can spend at a host agency
- Grantees are encouraged to rotate participants as rotation may increase participant's skills and employment opportunities
- Established limits must be in the grant agreement and must be approved by DOL.
- Rotation Policies must be based on individual determinations that the rotation is in the best interest of the participant to promote the acquisition of skills needed as outlined in the participant's Individual Employment Plan (IEP)
- The Department will not approve any policy that does not require an individualized determination that rotation is in the best interest of the participant and that will further allow the participant to attain skills outlined in their IEP

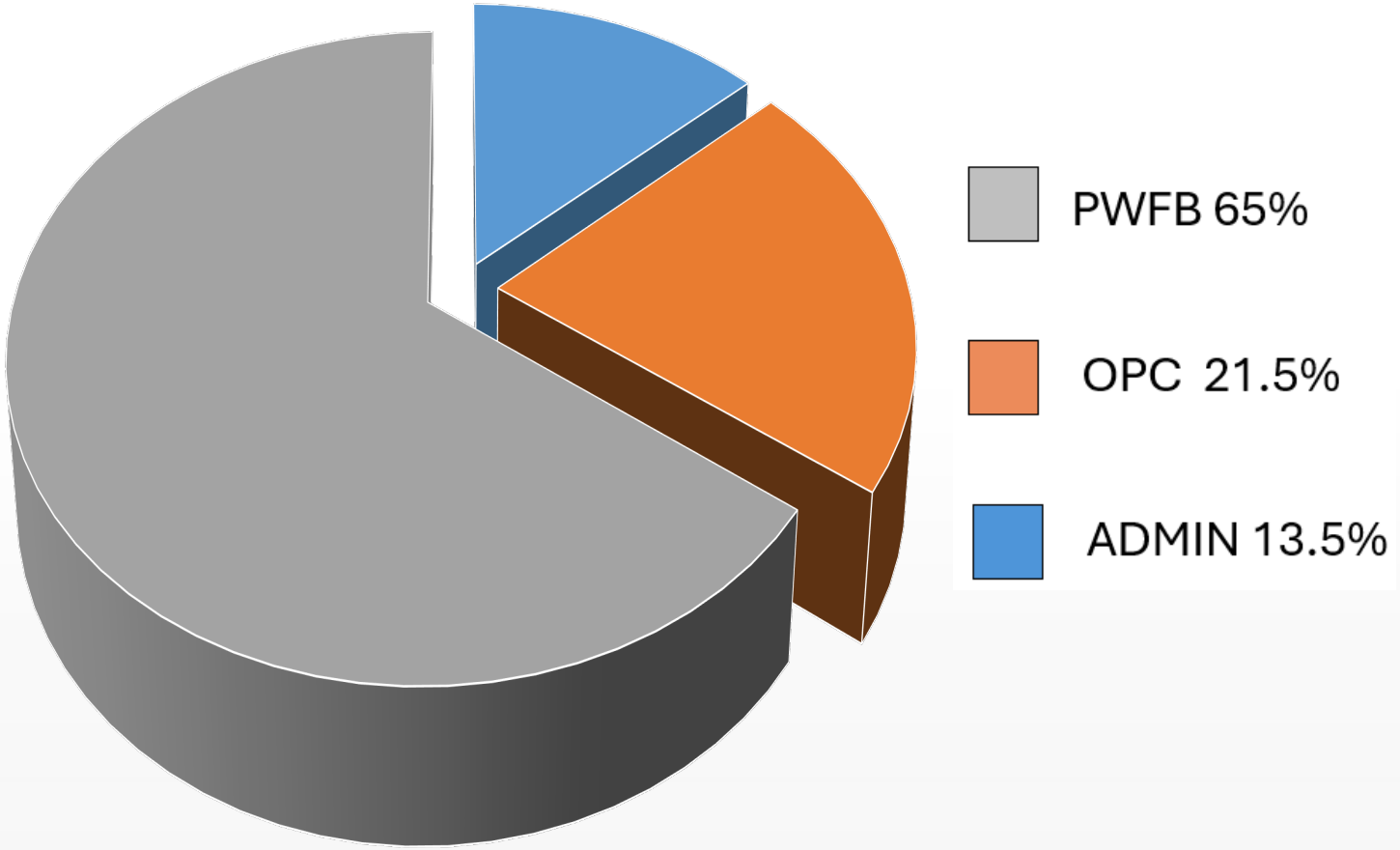
On the Job Experience (OJE)

- Grantees wanting to implement OJE must submit a request to DOL
- The request must specific requirements that are listed in the Older Workers Bulletin 04-04
- OJE can be combined with other training activities, such as the CSA and other training
- Participant identified to participate in OJE must complete at least two weeks of CSA
- Grantee must first negotiate a contract that specifies the skills, timelines and benchmark the participant must achieve to be hired by that employer
- OJE can be no more than 40 hours per week for up to twelve weeks
- Employer can be reimbursed for wages up to 100 percent that last no more than 4 weeks
- OJE that exceed 4 weeks, employers can be reimbursed for wages up to 50 percentage
- Grantees may opt to pay 100 percentage of wages instead of reimbursing the employer

Additional Training and Supportive Services (ATSS)

- Request to use up to 10% of grant funds otherwise devoted to Participant Wages and Fringe Benefits (PWFB) for participant training and supportive services directly benefiting participants
  - Grantees may reduce the amount of PWFB from the minimum of 75% to 65% to offset the cost of additional skills training (in addition to CSA) and supportive services for participants
  - Funds taken from PWFB for ATSS ***cannot*** be used for Administrative costs
  - ATSS can be submitted any time during the program year but no later than 90 days prior to the proposed implementation date

ATSS Budget Breakdown



The funds from PWFB will be allocated to other programmatic cost and cannot be used for Admin costs

ATSS Specifics

- ATSS is used supplement and enhance additional skills training and supportive services
  - For specific occupational skills development rather than soft skills and basic job readiness which should be provided while in CSA
  - For training leading to in-demand and high-growth occupations, and positions that offer good wages
  - Training requests should be based on research, best practices and participant needs to improve specific skills leading to them becoming competitive in the current labor market
  - Supportive Services that are not available through other sources, the grant funds are insufficient, or other extenuating circumstances

ATSS Requirements For Submission

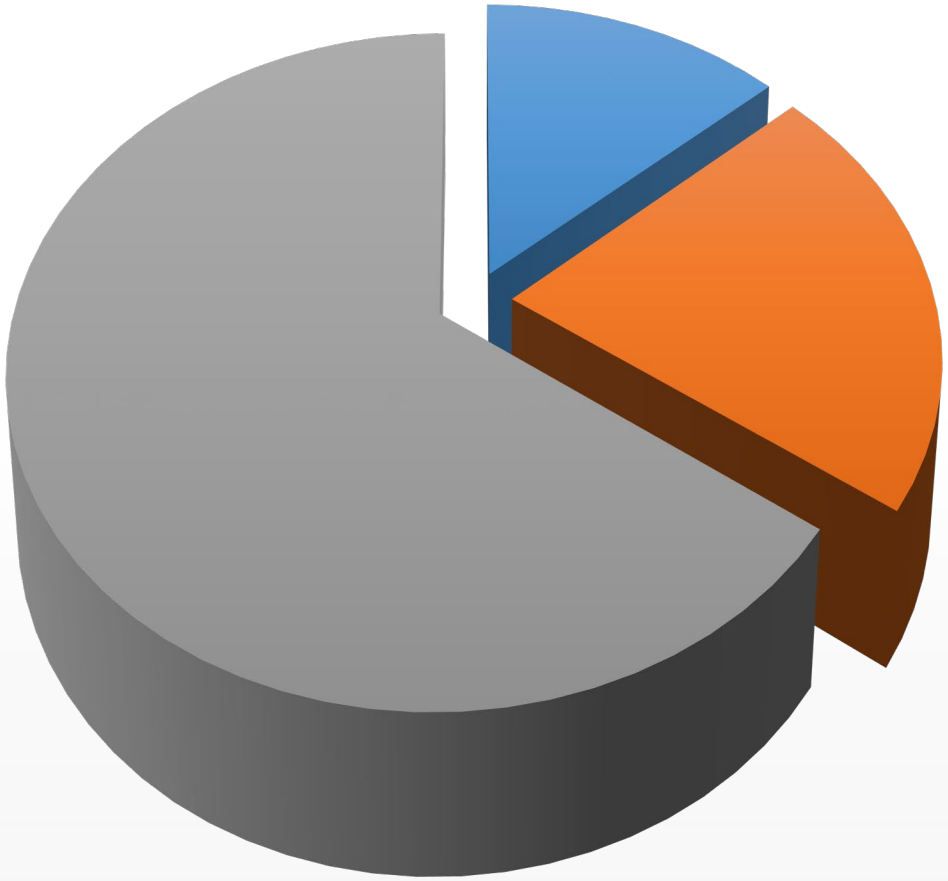
- **Workplan**
  - A clear description the delivery model including the intent, strategies and expected outcomes
  - The specific training activities, proposed vendors, cost for each activity, the number of participants planned to participate in each activity, the number of participant hours per activity, proposed start and end dates
  - Assurance all remaining grant funds will be used for participant training, job placement assistance, supportive services, outreach/recruitment, intake, orientation and assessment
- **Budget and Budget Narrative**
  - Must clearly document the total amount AND the percent of the total funds being requested (example: 5% ATSS request for $1,000,000 grant 75% of grant = $750,000 PWFB and 5% of $750,000 PWFB for ATSS = $37,500 requested)
  - Cost itemization for each proposed training activity and the costs supporting those activities (outside instructors, equipment required for training, etc.)
  - The participant wages paid while in the ATSS training activities as described in the workplan

Administrative Cost Increase

- **Request an increase of administrative funds from 13.5% to 15%**
- **Administrative Costs has two parts:**

1. Request proposal demonstrates one of the following conditions:
   - The project is incurring major administrative cost increases in necessary program components (i.e., liability insurance, payments for workers' compensation for staff, costs associated with achieving unsubsidized placement goals, or other operation requirements imposed by the Department of Labor)
   - The number of community service assignments or eligible minority individuals participating will decline if the amount to cover administrative costs is not increased
   - The project size is so small that the amount of administrative expenses to carry out the project exceeds 13.5% of the grant amount
2. Budget Narrative explains the necessity of the request
   - The Budget Narrative must align with the Administrative Cost Increase request, it must note the percentage and total amount of the increase in the administrative cost section of the budget narrative

Administrative Cost Increase Budget Breakdown



PWFB 75%

OPC 10%

ADMIN 15%

The increase to admin cost comes from other programmatic cost

Key Points

- **Justification -** Requests must be well-justified and demonstrate a clear need
- **Impact -** Requests should clearly outline the expected positive impact on participants and program outcomes
- **Compliance -** Requests must comply with all applicable federal regulations and guidelines
- **Budget -** If requesting additional funding, a detailed budget must be included
- **Evaluation -** A plan for evaluating the effectiveness of the OSR should be monitored
- **Submission -**
  - OSRs are typically submitted with the annual planning grant submission
  - OSRs can be submitted anytime during the grant period of performance
  - There are specific implementation timelines for change in IDL and ATSS if submitted during a grant period



For additional information and questions: SCSEPTechnicalAssistance@dol.gov

Essential Grantee Policies

Termination, Individual Durational Limit and Grievance Policies

Termination Policies must include these provisions:

- A clear definition of a “for cause” termination
- Various scenarios on what constitutes a “for cause” termination
- Ensure a 30-day notice for any termination
- Termination procedures
- The right to grieve and reference to grievance policy
- DOL Approval

Individual Durational Limit Policy requirements:

- Includes a participant notification plan
- Uniformly applied
- Include timely transition plans
- Termination procedures
- The right to grieve and reference to grievance policy
- DOL Approval

Individual Durational Limit Policy Waiver Factors:

- Have a severe disability;
- Is frail;
- 75 years of age;
- Meets Social Security age requirements but does not receive SS benefits;
- Lives in an area of persistent unemployment and has severely limited employment prospects;
- Has limited English proficiency;
- Has low literacy skills, and
- Is formerly incarcerated.

Three Options for an IDL Policy

- Option 1 - 48-month limit for each participant with no extensions allowed by the grantee for any participant.
- Option 2 - 48 months with an extension for each and every individual with one or more of the eight statutory waiver factors
- Option 3 - 48 months with an extension for each and every individual with more than one of the statutory waiver factors or a specific set of factors.

Grievance Procedure



A grievance policy should include:

- The right to grieve.
- How participants, applicants, subrecipients and employees are covered.
- A grievance process that begins at the grantee's lowest level of authority.
- A grievance process that moves up the grantee's chain of authority if grievance is unresolved.
- Contact information provided for each step.
- Time limits for response at each level.
- A final resolution process is within sixty (60) days.

A grievance policy should include this standard language:

Discrimination is illegal. If you believe that your civil rights were violated in relation to a DOL-funded program, you may file a complaint with supporting documentation to:

USDOL Civil Rights Center,
Room N- 4123, 200 Constitution Avenue, NW,
Washington, D.C. 20210
E-mail: CRCExternalComplaints@dol.gov
Voice: (202) 693-6500
Fax: (202) 693-6506
TRS: 7-1-1

A grievance policy should include this standard language (cont.):

Chief,
Division of National Programs, Tools, and Technical Assistance,
U.S. Department of Labor,
Room C-4518,
200 Constitution Avenue NW,
Washington, D.C. 20210
or grants.scsepdocs@dol.gov



For additional information and questions: SCSEPTechnicalAssistance@dol.gov

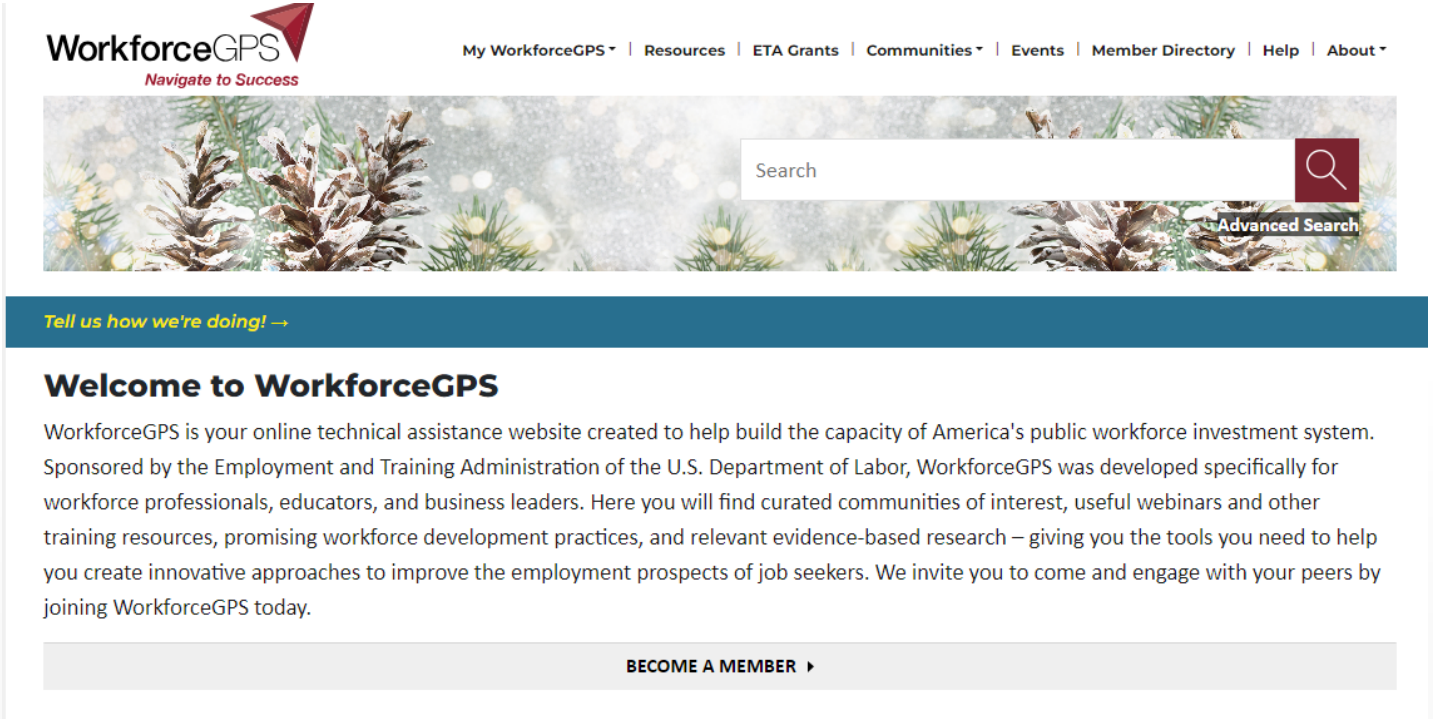
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Grantee Orientation

WorkforceGPS and Resources

Outline

- WorkforceGPS Overview
- How Join WorkforceGPS and Become a Member
- Joining a Community of Practice
- Live Demo of WorkforceGPS
  - Resources
  - Communication Protocol
- Technical Assistance & Training Support



WorkforceGPS Overview

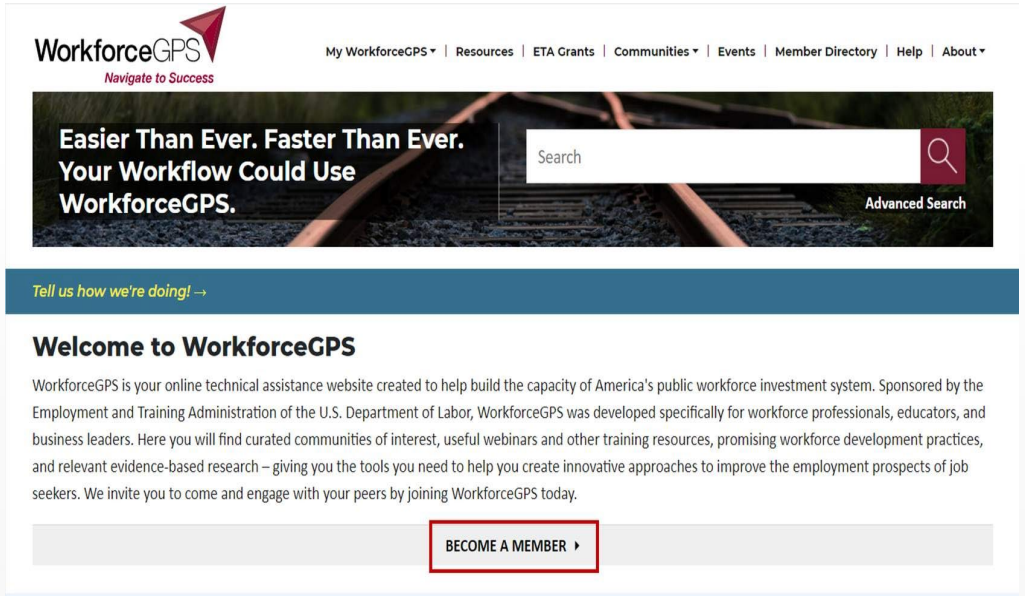
- WorkforceGPS is the online technical assistance website created to help build the capacity of America's public workforce investment system.
- Sponsored by the Employment and Training Administration (ETA) of the U.S. Department of Labor, WorkforceGPS was developed specifically for workforce professionals, educators, and business leaders.
- WFGPS is made up of various communities of interest, which all host useful webinars and other training resources, promising workforce development practices, and relevant evidence-based research – giving you the tools you need to help you create innovative approaches to improve the employment prospects of job seekers.

What Are Community of Practices (COP)

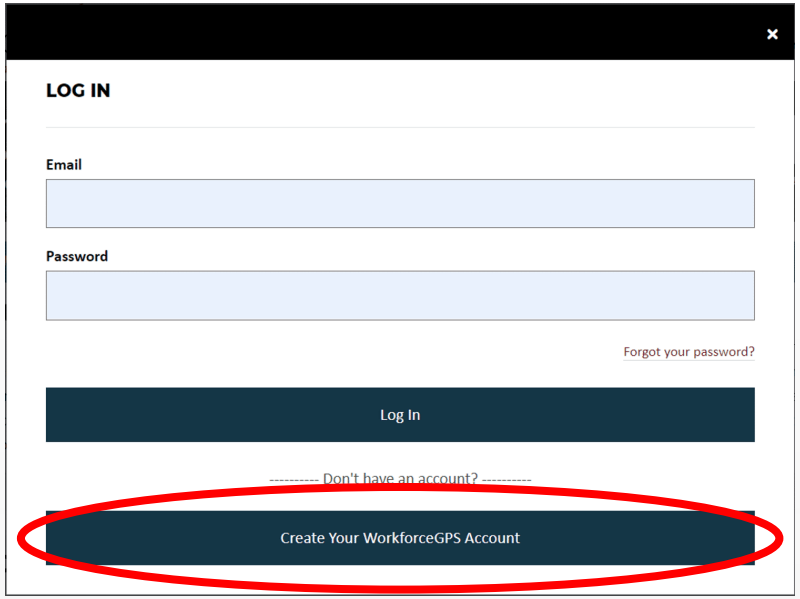
- A WorkforceGPS Community of Practice is a sub-section (or sub-site) focused on a grant, topic, or program
- COPs offer the opportunity to find curated content that focuses on specific topics, programs, or initiatives-- while engaging with peers on the matters that most interest you
- The Older Workers COP has relevant information for SCSEP grantees

Become a WorkforceGPS Member

- Go to the WorkforceGPS home page and click the **Become A Member** link.

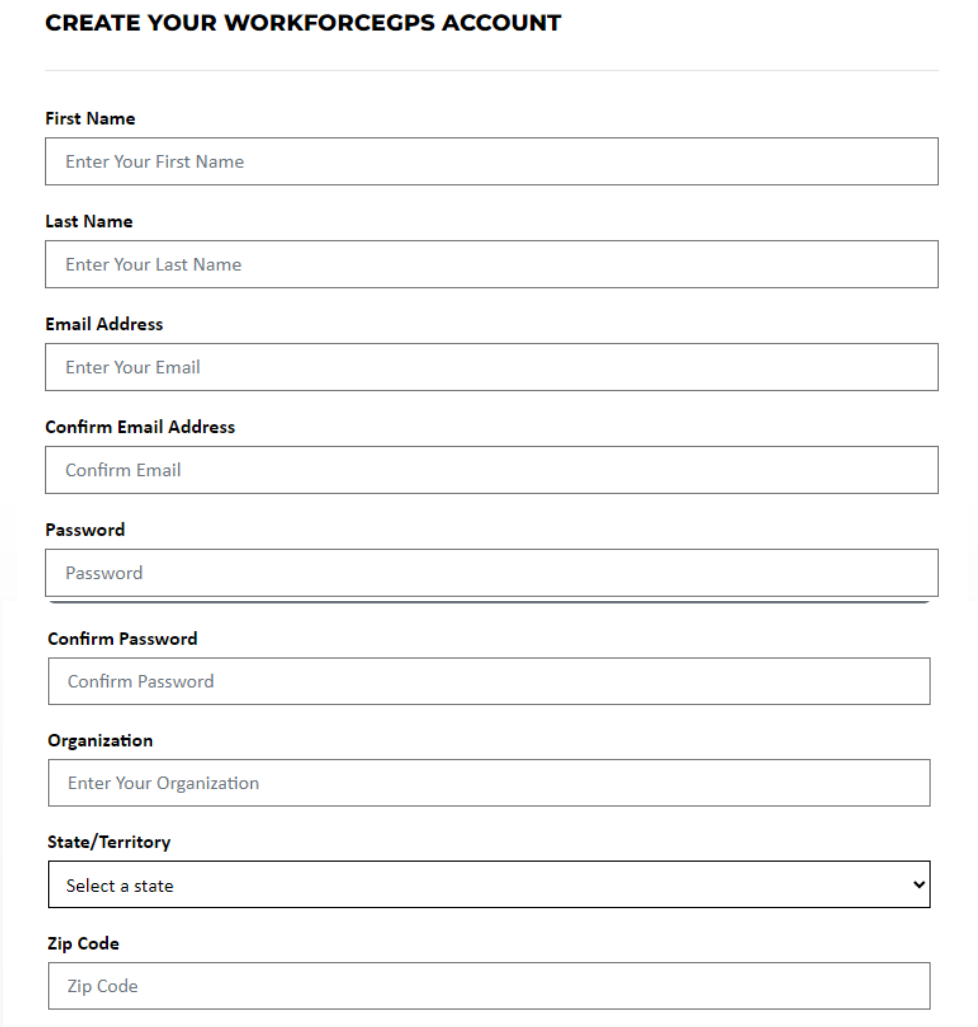


- On the log in page, you'll be prompted to either enter you Email and Password and log in
- Or, if you don't have an account – click on the **Create Your WorkforceGPS Account** button located at the bottom of the window.



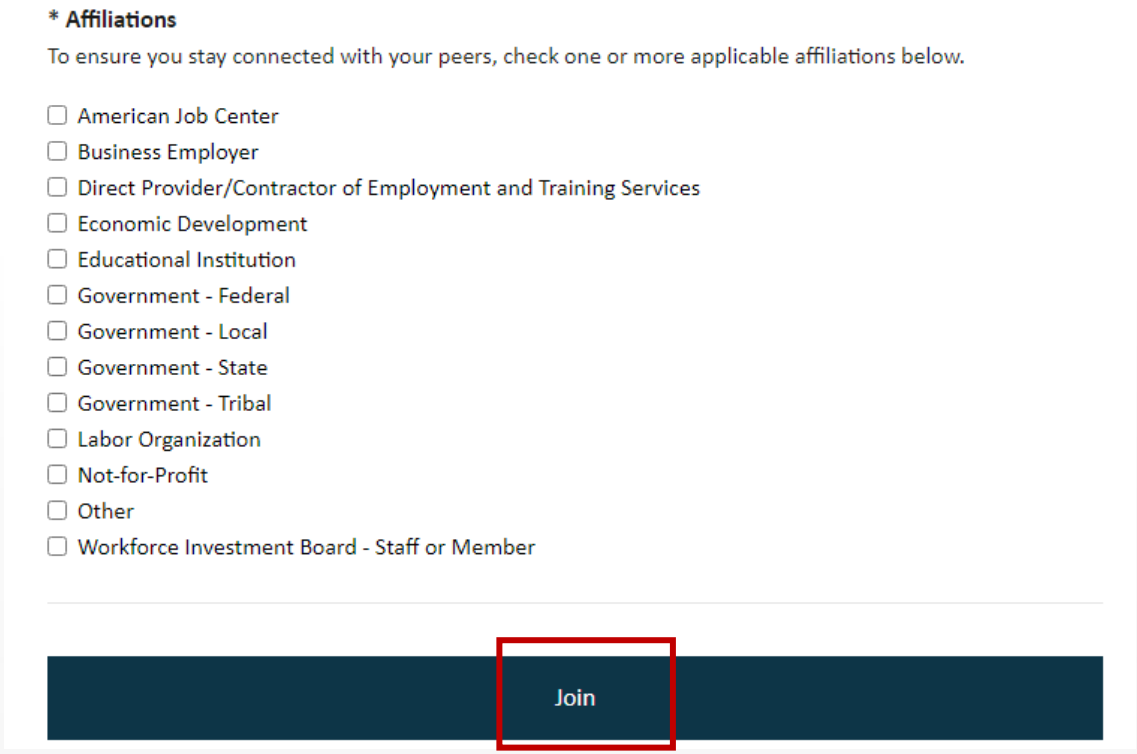
Completing Basic Information

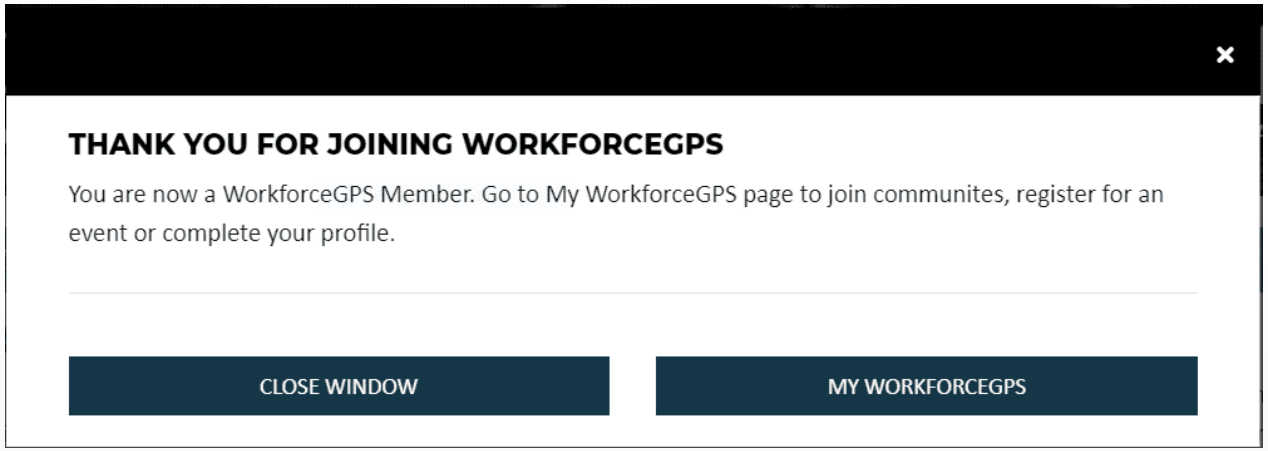
- Enter your information and create your password



Completing Basic Information (cont.)

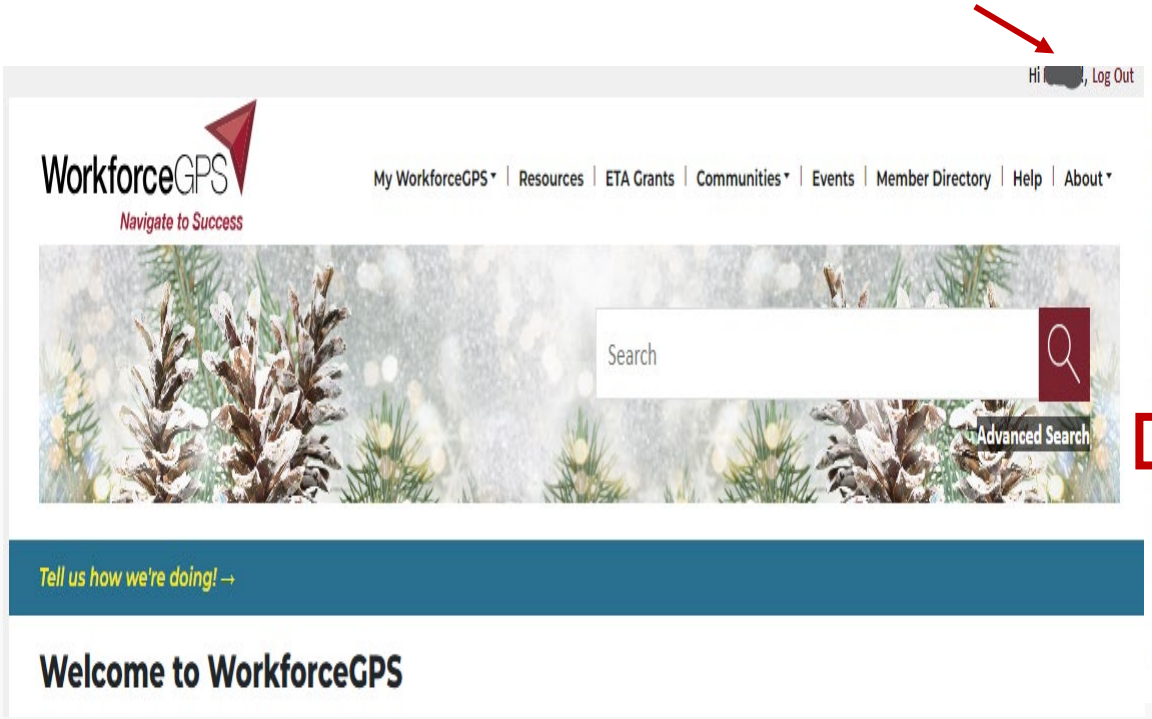
- Select any workforce affiliation that you'd like so you can stay up to date on those topics
- Click on **Join** at the bottom of the screen
- The Thank You For Joining WorkforceGPS will appear, you're all set and click on **close window**

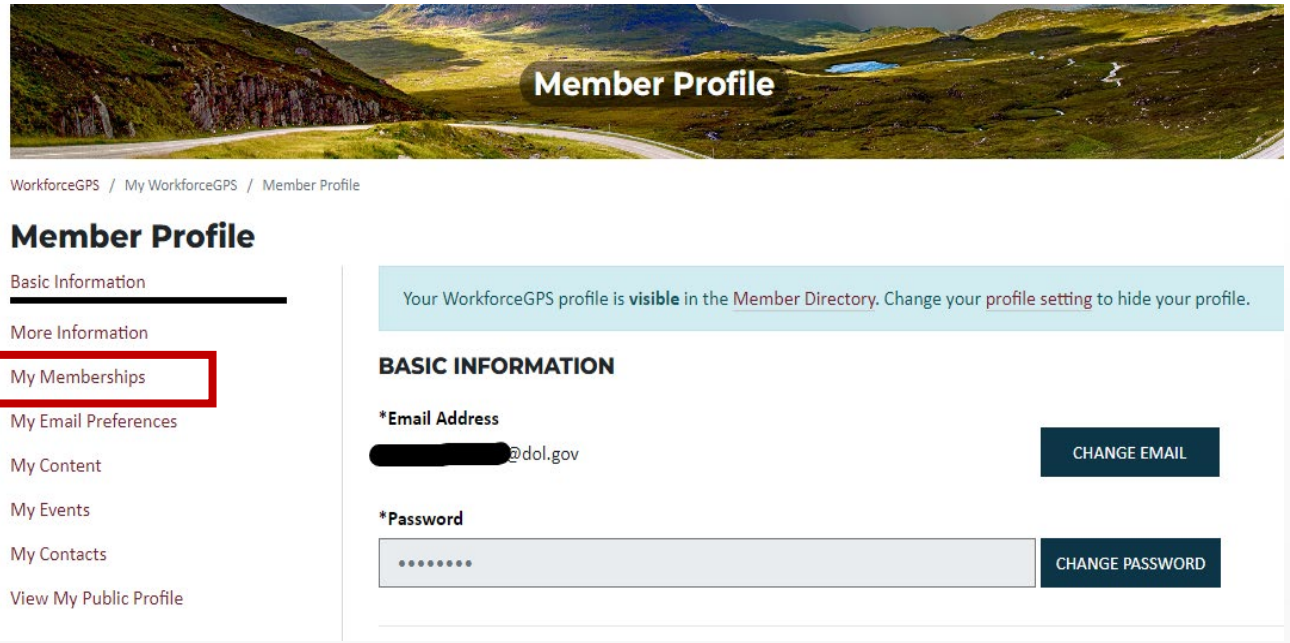




Join a Community of Practice

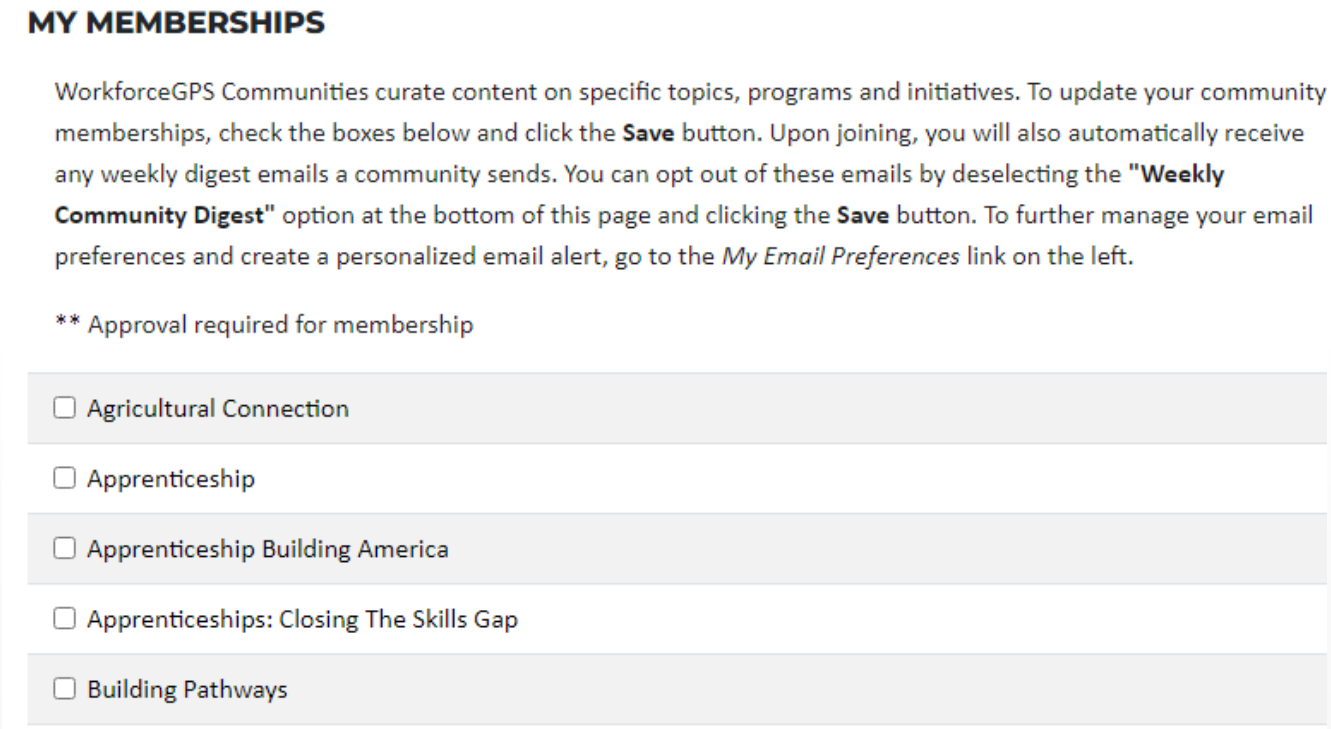
- When you become an active member, you may join the Community of Practice
- Logged in, click on your name at the upper right
- The member profile will appear
- Click on the **My Memberships** under Member Profile





Select the Community of Practice

- From My Membership – select the Community Of Practice that you are interested in particularly the Older Workers COP
- At the bottom of the list, select **Weekly Community Digest** to subscribe to e-lerts
- Click on **Save** and all done!
- Approval is required for membership



WorkforceGPS Live Demonstration



For additional information and questions: SCSEPTechnicalAssistance@dol.gov