



NORTH CAROLINA  
DIVISION OF AGING AND ADULT SERVICES

**REQUEST FOR APPLICATIONS (RFA)**

**Title V of the Older Americans Act  
Senior Community Service Employment Program (SCSEP)**

***IMPORTANT DATES***

<b>Release of RFA</b>	<b>April 29, 2022</b>
<b>Deadline to Submit Questions</b> <i>Electronically - Only</i>	<b>May 6, 2022</b>
<b>Questions and Responses Posted</b>	<b>May 13, 2022</b>
<b>Applications Due</b>	<b>May 23, 2022, 5:00 pm EST</b>
<b>Review Period</b>	<b>May 25 - June 3, 2022</b>
<b>Notification of Award</b>	<b>June 6 - June 10, 2022</b>
<b>Contract Period</b>	<b>July 1, 2022 - June 30, 2023</b>

Please direct all inquiries to:

Kelly Johnson  
NC State SCSEP Program Coordinator  
Division of Aging and Adult Services  
2101 Mail Service Center  
Raleigh, NC 27699-2101  
Office: 919-219-3101  
[Kelly.Johnson@dhhs.nc.gov](mailto:Kelly.Johnson@dhhs.nc.gov)

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## Section A. - Introduction

### Statement of Purpose

The Senior Community Service Employment Program (SCSEP) is funded under Title V of the Older Americans Act (OAA) Amendment 2016, Public Law 109-365. As authorized by the Governor, the Division of Aging and Adult Services is the recipient agency of the state's share of North Carolina's annual Title V allotment through its grantor agency, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA).

In accordance with Section 502 of the 2016 Older American Act Amendments, the Senior Community Service Employment Program (SCSEP) is designed to foster individual economic self-sufficiency and promote useful opportunities in community service activities (which shall include community service employment for unemployed low-income persons who are age 55 or older, particularly persons who have poor employment prospects), and to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

This application solicits program deliverables through contracts in Program Year 2022 (July 1, 2022 - June 30, 2023) for services to North Carolina participants where state SCSEP positions are located (see Appendix I).

<b>OVERVIEW</b>	
<b>Program</b>	Senior Community Service Employment Program (SCSEP)
<b>Awarding agency</b>	North Carolina Division of Aging and Adult Services (DAAS)
<b>Contact person</b>	Kelly Johnson, NC State SCSEP Coordinator
<b>Estimated available funding</b>	\$505,029
<b>Contract period</b>	July 1, 2022 - June 30, 2023
<b>Counties and authorized positions</b>	<p><b>TOTAL      50 Authorized Positions</b></p> <p>Buncombe    13  Cleveland    11  Henderson    5  McDowell    6  Polk          3  Rutherford   10  Transylvania  2</p>
<b>Application submission address and instructions</b>	<p>Applications must include two (2) complete original application packets plus one (1) electronic copy of the application packet including all attachments (Forms 1-5). Applications must be received by <b><u>5:00 pm EST on May 23, 2022</u></b></p> <p style="text-align: center;">Applications must be sent to:</p> <p style="text-align: center;">Kelly Johnson  NC State SCSEP Program Coordinator  Division of Aging and Adult Services  2101 Mail Service Center  Raleigh, NC 27699-2101  Office: 919-219-3101  <a href="mailto:Kelly.Johnson@dhhs.nc.gov">Kelly.Johnson@dhhs.nc.gov</a></p>
<b>Obtaining Copies of the RFA</b>	<p>The RFA is available for download on the Division's website under the <i>SCSEP link</i> ~Files~ <b>Senior Community Service Employment Program RFA PY'22-23</b></p>



<b>TIMELINE</b>	
<b>Release of RFA</b>	<b>May 2, 2022</b>
<b>Deadline to Submit Questions</b>	<b>May 6, 2022</b>
<b>Questions and Responses Posted</b>	<b>May 13, 2022</b>
<b>Applications Due</b>	<b>May 23, 2022, by 5:00 pm EST</b>
<b>Review Period</b>	<b>May 25 - June 3, 2022</b>
<b>Notification of Grant Award</b>	<b>June 6 - June 10, 2022</b>
<b>Contract Period</b>	<b>July 1, 2022 - June 30, 2023</b>

## Section B. – Request for Application Specifications

### a. How to Submit an Application

The Request for Application and instructions can be obtained from <http://www.ncdhhs.gov/divisions/aging-and-adult-services/senior-community-service-employment/program>

Applications must be typed and must be presented with the same topic headings and in the same order as outlined in Section C of this RFA. All applications must have an Application Cover Sheet, Executive Summary, Program Narrative (not to exceed seven pages), PY'22 Agency Work Plan, Partnership Chart, Budget Forms, and Programmatic Assurances.

Applications must be received by DAAS no later than **5:00 pm EST on May 23, 2022**. Applications received after 5:00 p.m. will be classified as late and will not be considered for funding. Applications must be sent to:

Kelly Johnson  
NC State SCSEP Program Coordinator  
Division of Aging and Adult Services  
2101 Mail Service Center  
Raleigh, NC 27699-2101  
Office: 919-219-3101  
[Kelly.Johnson@dhhs.nc.gov](mailto:Kelly.Johnson@dhhs.nc.gov)

### b. Number of copies required

One (1) complete, electronic application plus two (2) original copies of the application, including all attachments. The original document submitted to DAAS must contain the original signature of an official authorized to enter into a legally binding agreement.

### c. Written Questions

All questions regarding the grant must be submitted via email by May 6, 2022, to: [Kelly.Johnson@dhhs.nc.gov](mailto:Kelly.Johnson@dhhs.nc.gov)

### d. Who can Apply

Public or private nonprofit agencies may apply for this RFA.

### e. No Subcontracting

Subgrantees must agree to be direct service providers and provide all necessary activities to fulfill the objectives of the RFA. Under no conditions may any work under any contract that is awarded, be subcontracted.

**f. Application Selection and Scoring**

An evaluation/selection committee will review and score all applications received by **5:00 pm EST on May 23, 2022.**

All qualified applications will be evaluated and the organizations or agencies whose combination of budget and service capabilities is deemed to serve the interest of the funding agency will receive the award. DAAS reserves the right to reject any or all offers if determined not to be in its best interest.

Scoring chart is provided below:

Application Cover Sheet (Form 1)	5 Points
Executive Summary	15 Points
Application Narrative	30 Points
Agency's Unsubsidized Placement Plan (Form 2)	20 Points
Partnership Chart (Form 3)	15 Points
Budget (Form 4)	10 Points
Programmatic Assurances (Form 5)	5 Points
<b><u>TOTAL</u></b>	<b><u>100 Points</u></b>

**g. Contracting Requirements**

- All awardees will submit an individualized action plan to meet performance measures set forth by the U.S. Department of Labor.
- Awardees must be registered to conduct business in the State of North Carolina.
- Non-profit entities must provide documentation of their non-profit status (*e.g., articles of incorporation, occupational licenses, etc.*) documenting the entity's right to operate in the proposed location(s). Governmental entities are exempt from this requirement.
- Awardees will assume a new state contract and be responsible for serving participants, on or after July 1, 2022, who are currently enrolled in the program.
- Sub-Recipients must have (60) days of salary reserve to operate the program.
- All awardees must abide by North Carolina SCSEP Operational Procedures Manual.



**h. DAAS reserves the right to:**

- Negotiate the final terms of all contracts with subgrantees. Items that may be negotiated include, but are not limited to, costs, performance, and reporting requirements.
- Negotiate an increase in performance measures at any time during the contract period.
- Negotiate the final terms of all contracts or required amendments at any time during the contract period, necessitated by changes in law or federal regulations.

**i. Applicant Financial Capacity:**

Payment is made on a reimbursement basis. Sub grantees must have the financial capacity to operate without reimbursement for at least 60 days during the contract period. Sub grantees funded through this grant must submit all requests for payment and expenditure reports by the 10<sup>th</sup> of each month following the month of service using the DAAS Expenditure Report (Appendix III) and Fiscal Workbook. The invoice must classify costs into three categories: **Participant Wages and Fringe Benefits, Other Participant Costs, and Administrative Costs.**

**j. Administrative Costs**

The maximum administrative cost limitation for this grant is 7.5 % and a minimum of 75% of the total state grant must be allocated to participant wages and fringe benefits. Costs used for direct program staff, program-related costs, participant training counseling, job development, and similar activities are considered "other program costs" and are part of the grant award that is not used for administrative costs or participant wages and fringe benefits. Refer to CFR 641 (Code of Federal Regulations – Title V-SCSEP Program).

**k. Match Requirement**

Sub grantees provide at least a 10 % non-Federal contribution to SCSEP. As part of submitting this application, the subgrantee agrees to this voluntary commitment, which must be from non-Federal sources.

This contract will utilize **cost reimbursement/draws** and will operate through Program Year 2022, with all services to be completed by June 30, 2023.

**l. Contract Term**

**The contract term is July 1, 2022 to June 30, 2023, with the option to renew for two (2) additional one-year periods, if determined to be in the program's best interests.**

**m. Costs**

**Allowable** costs and appropriate cost principles must be both reasonable and necessary and shall be compliant with 454 CFR, Parts 74 and 92, for nonprofit organizations and 41 CFR, Subpart 1-15.2, OMB Circulars A-87, A-133, and A-122.

**n. Method of Cost Presentation**

**Cost Reimbursement/Draws:** Allowable expenditures to provide services identified are based on a pre-determined line-item budget reflected in the contract and on the Expenditure Report, which includes administrative costs, salaries, supplies, etc. Cost reimbursement must be supported by backup documentation for each line-item amount requested and must be retained at the subgrantee level and submitted to the DAAS upon request.

## Section C. – PROGRAMMATIC REQUIREMENTS

### Programmatic Requirements

#### a. Services to be Provided

The Division of Aging and Adult Services (DAAS) is seeking qualified public or nonprofit agencies (referred to as “Subgrantee”) to administer the Senior Community Service Employment Program (SCSEP). SCSEP is the only federally sponsored employment and training program targeted specifically toward low-income older individuals who want to enter or re-enter the workforce. Program participants receive job training at local public or non-profit agencies and are paid the higher federal, state, or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week. The dual goals of the program are to promote useful opportunities in community service job training and provide economic self-sufficiency by moving SCSEP participants into unsubsidized employment, where appropriate.

DAAS will enter into contractual agreements based on the number of authorized positions in each county (see Appendix I). **Applicants may include one or multiple counties to be part of their service area.** DAAS reserves the right to negotiate service levels in each area that is considered the most cost-effective, and beneficial to the participants and the state.

#### b. Services to SCSEP Participants

Federal regulations developed to implement the 2016 Amendments to the Older Americans Act are Final Rule 2016. These regulations provide administrative and programmatic guidance and requirements for the implementation of SCSEP. Sub Grantees must abide by the requirements that are in place at the time the grants are awarded. However, the requirements, including the regulations and North Carolina Operations Manual, may be revised during the grant period. Sub Grantees will be responsible for adhering to any revisions that go into effect during the grant period, including, but not limited to final regulations.

The following services must be provided to SCSEP participants during the contract period:

(A) Provide community service employment and other authorized activities for eligible individuals in the community in which such individuals reside, or in nearby communities with emphasis on “most in need” enrollees.

(B) Comply with an average participation cap for eligible individuals (in the aggregate) of 27 months.

(C) Facilitate the employment of eligible individuals in publicly owned and operated facilities and projects, or projects sponsored by nonprofit organizations (excluding political parties exempt from taxation under section 501(c) (3) of the Internal Revenue Code of

1986), but excluding projects involving the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship.

(D) Contribute to the general welfare of the community by engaging in community service assignments through Host Agencies, which may include support for children, youth, and families.

(E) Coordinate activities with training and other services provided under the Workforce Innovation and Opportunity Act of 2014 (WIOA), including utilizing the NC Works/American Job Centers and the local workforce development boards involved to recruit eligible individuals to ensure that the maximum number of eligible individuals will have an opportunity to participate in the project.

(F) Include such training (such as work experience, on-the-job training, and classroom training) as may be necessary to make the most effective use of the skills and talents of those individuals who are participating and will provide for the payment of the reasonable expenses of individuals being trained.

(G) Ensure that safe and healthy employment conditions will be provided and will ensure that participants employed in community service and other jobs listed under this title will be paid wages that shall not be lower than whichever is the highest of the minimum wage that would apply to such a participant under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.), the State or local minimum wage for the most nearly comparable covered employment; or the prevailing rates of pay for individuals employed in similar public occupations by the same employer;

(H) Authorize payments for necessary supportive services costs of eligible individuals that may be incurred in training in any project funded under this title, in accordance with OMB Circular A 102 and A110 (Uniform Administrative Standards 29 CFR 97.22 & 29 CFR 95.27).

(I) Ensure that, to the extent feasible, the project will serve the needs of eligible individuals who are identified as a minority as established in the 2019 Minority Report, eligible individuals with limited English proficiency, and eligible individuals with the greatest economic need, at least in proportion to their numbers in the area served and take into consideration their rates of poverty and unemployment.

(J) Prepare an assessment of the participants' skills and talents and their needs for services and provide appropriate services for participants, or refer the participants to appropriate services, through the NC Works/American Job Centers and the local workforce development boards.

(K) Prepare a related service strategy for eligible individuals based on strategies that identify appropriate employment objectives and the need for supportive services, developed because of the assessment and service strategy; and will provide counseling to participants on their progress in meeting such objectives and satisfying their need for supportive services.

### **c. Participant Eligibility Requirements and Enrollment Priorities**

Sub grantees will be responsible for determining participant eligibility for SCSEP, and for prioritizing eligible participants for program enrollment.

**Eligible Participant.** An individual is eligible for SCSEP if he or she is not employed at the time of enrollment, is age 55 or older, has not previously participated in SCSEP for 48 months, and has includable family income totaling no more than 125% of the Federal Poverty Guidelines. See Appendix II for 2022 Federal Poverty Income Guidelines.

**Priority of Service for Individuals with Multiple Barriers to Employment.** SCSEP provides priority of service to those most in need as provided at 20 CFR 641.520. These individuals:

- Are Veterans (or eligible spouses of veterans) for purposes of §2a of the Jobs for Veterans Act, 39 U.S.C. 4215(a)
- Are age 65 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 using services provided through the One-Stop delivery system;
- Are homeless or at risk of homelessness or
- Have been incarcerated within the last five years or are under supervision following the release from prison or jail within the last five years.

## Section D. – APPLICATION CONTENT AND INSTRUCTIONS

### **Application Cover Sheet (Form 1)**

**5 Points**

Complete the name and address of the applicant agency and/or fiscal agent as well as the name and address of the contact person for the program. Indicate the level of funding requested for each allowable activity. Be sure to include an authorized signature and date on the application.

### **Executive Summary**

**15 Points**

Provide a one-page overview of the proposed project. The Executive Summary should be single-spaced, with one-inch margins and minimum font size of 12 points. The Executive Summary does NOT count towards the 7-page maximum. Discuss the vital role older workers play in the regional economy and how labor market data will be used to assign host agencies. Also include information on how SCSEP participants will be trained to fill the labor needs of the community. Describe the impact of SCSEP on keeping older workers in the workforce and helping them remain competitive.

### **Application Narrative**

**30 Points**

The Application Narrative may not exceed seven (7) pages in length, one-inch margins, double-spaced, and minimum font size of 12 points. In this section, you must include specific components of the program activity as detailed on pages 14-19 of this RFA.

### **Agency Unsubsidized Work Plan (Form 2)**

**20 Points**

Describe, in detail what steps your organization will take to secure unsubsidized employment for SCSEP Participants. Describe how your Agency plans to utilize Host Agencies in leveraging employment.

### **Partnership Chart (Form 3)**

**15 Points**

List all partner organizations which are contributing resources, staff and/or time, and other entities who are partnering with your organization. Additional pages may be added if needed. The Partnership Chart does NOT count towards the 7-page maximum.

### **Budget (Form 4)**

**10 Points**

Complete the attached *Budget Information Summary* (Form 4) which is also provided as a separate attachment. A maximum of 7.5 % of funding may be used for Administrative Costs. There is a required minimum 10 % non-federal in-kind match funds requirement, so subgrantees should use leveraged resources. You may not engage sub-contractors to provide any service in your budget. The budget forms do NOT count towards the 7-page maximum.

### **Programmatic Assurances (Form 5)**

**5 Points**

Ensure that specific activities under each section are addressed in your *Application Narrative*, *Work Plan*, and/or *Partnership Chart*. The Programmatic Assurances do NOT count towards the 7-page maximum.

## **Required Program Activities**

**Describe each activity and service listed below, including the number of participants to receive each service (where applicable) and the allocation of staff time assigned to provide each service or activity. Descriptions must be brief, yet specific to determine how the project will be implemented:**

**(1). Recruitment and Selection of Participants** – Outline a specific plan for recruiting program participants. This plan should include activities that will be used, including how eligible individuals will be identified, where they will be recruited, how often these activities will occur, local media outlets that will be used, where outreach materials will be maintained, and the role of mandated partners that will be involved in these efforts.

Priority must be afforded to individuals who are 65 years of age or older or veterans or spouses of veterans as defined in 20 CFR 641.520(a)(2) and;

- (a) Have a disability;
- (b) Have limited English proficiency or low literacy skills;
- (c) Reside in a rural area;
- (d) Have low employment prospects;
- (f) Have failed to find employment after utilizing services provided through the One-Stop Delivery System;
- (g) Are homeless or are at risk for homelessness or
- (h) Have been incarcerated within the last five years or are under supervision following the release from prison or jail within the last five years.

**(2). Income Eligibility Determination, File Maintenance, and Recertification of Income Determination:** Please view revised income definitions and income inclusions and exclusions for determining SCSEP eligibility, as described in the CFR 641 (505-510).

Briefly discuss steps to determine participant eligibility, a discussion on any pre-eligibility screenings, how and what documents will be collected for eligibility purposes, methods used to determine accurate and complete eligibility, maintenance of said documents, and verification of information and calculations to make determinations.

Indicate how program files will be maintained locally for privacy and identify specific steps that will be taken to assure that participant records are securely stored, and access is limited to authorized personnel. Include a description of where and how participant files will be maintained for three years after the program year in which all follow-up activity for a participant has been completed.

Describe how recertification of income will start immediately after the annual poverty guidelines are published and procedures that will be implemented to ensure that they are completed. Identify how participants that are determined ineligible will be notified of their termination from the program and their right to file an appeal CFR 641 (505-510).

**(3). 20 CFR 641.565(b)(ii)(A) and (B), Physical Examinations - 20 CFR 641.535(a)(1), Orientation and Fringe Benefits:** Describe the process for offering physicals to participants as a fringe benefit as required under current regulations. Also, describe the process for maintaining documentation of those participants who elect to take physicals and those who waive them.

Describe participant and host agency orientation procedures, including when and how orientation will be provided, the person responsible for providing it, the mandatory elements that will be addressed, the projected amount of time that will be devoted to orientation, and measures that will be taken to ensure complete understanding of the program requirements.

Describe how participants will be informed during orientation that fringe benefits are limited to FICA, workers' compensation, the costs of physical examinations, and compensation for scheduled work hours during which the host agency is closed for approved federal holidays.

**(4). 20 CFR 641.535(a)(2), Assessment and 20 CFR 641.535(a)(3), Individual Employment Plan (IEP):** Describe how the assessment instrument(s) will be used to evaluate participants' interests, skills, abilities, aptitude, job readiness, and preferences, barriers to employment, the potential for transition into unsubsidized employment, and training and supportive service needs. Indicate that assessments will be conducted no less than two times during a twelve-month period.

Describe how the assessments will be used to develop each participant's IEP, how often the IEP will be updated, and how the participant will take part in this joint effort.

**(5). 20 CFR 641.535(a)(4), Assignment to Community Service Employment and Other Training:** Describe criteria for selecting appropriate community service assignments, the process for ensuring that community service activities provide training that prepares participants for unsubsidized employment, the process for ensuring that community service activities prepare participants for employment opportunities that are prevalent in key industries in the regional economy, the types of community service assignments, how participants will be matched with appropriate assignments.

Describe how SCSEP staff will inform host agency supervisors about each participant's training plan and their specific learning objectives and how staff will monitor participants' progress.

Describe the training that will be provided to participants in addition to the training provided as part of a community service employment assignment, including, but not limited to, training provided through the NC Works/American Job Centers. Identify the types of training to be provided (including occupation-specific training); the credential(s) that training leads to, including industry-recognized credentials, where appropriate; organizations that will provide training; how no-cost or low-cost training will be leveraged through partnerships; and how training will be linked to IEPs and the needs of the community and will help prepare participants for unsubsidized employment.



**(6). 20 CFR 641.550, Placement into Unsubsidized Employment and 20 CFR 641.545,**

**Supportive Services:** Describe how staff will assist participants in developing unsubsidized employment, how they will document their job development activities with potential employers, and how they will motivate participants to look for employment. Analyze your Labor Market Data and determine if the training offered in current host agencies is preparing participants for the demands of the labor force. Describe how partnerships will be developed with employers and what cooperative measures will be developed with Workforce Investment Boards and Workforce Centers to help identify new employment opportunities using their resources.

Provide a list of supportive services that may be offered to help participants obtain and retain unsubsidized employment, identify organizations that may provide these services, and your working relationship with existing organizations.

**(7). OAA sec. 502(b)(1)(C), Average Participation/Maximum Duration and 20 CFR 641.580, Terminations:** Describe the procedures that will be implemented to meet the average participation cap of 27 months and how procedures will be instituted to ensure that eligible individuals do not participate in the program more than the maximum duration of 48 months. Describe how procedures will be instituted to transition participants to unsubsidized employment or other assistance before the maximum duration period has expired.

Describe how participants will be informed about termination policies as it relates to the provision of false information, income ineligibility determined at recertification; incorrect initial eligibility determination; for cause; and failure to comply with the terms of the Individual Employment Plan.

**(8). 20 CFR 641.910, Applicant, Employee and Participant Complaint Resolution, Over-Enrollments OAA sec. 502(b)(1)(G), and OAA sec. 515 Maintenance of Effort and Services to Minorities:** Describe the system of due process for cases in which an adverse action is contemplated against a participant, an employee, or in cases in which an applicant for enrollment wishes to dispute an unfavorable determination of eligibility.

Describe how staff will institute an enrollment management system to ensure that program services are not terminated because of a lack of funds to support participant services and appropriate case management is instituted during the program year to consistently meet community service hours without fluctuations.

Describe steps that will be taken to ensure compliance with the maintenance of effort requirements and provide specific procedures that will be implemented to ensure that community service placements do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program; how they will ensure that participants do not displace currently employed workers (including partial displacements, such as a reduction in the hours of non-overtime work, wages, or employment benefits); how they will ensure that participants do not impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; and how they will ensure that participants

are not assigned to perform the same work or substantially the same work as that performed by an individual who is in layoff status.

Describe efforts that will be made to increase services to minority individuals in the proposed service areas, including specific actions that will be taken to actively recruit eligible minorities when quarterly reports or other SCSEP data indicate a low enrollment level. Identify specific minority groups that will be targeted and creative steps that will be taken to maximize enrollments.

**(9). Description of Organizational Capability, Programmatic and Financial**

**Monitoring/Management:** Include an organizational chart that lists all staff that will be involved in the project and the percentage of time allocated for SCSEP activities. Also, identify the person(s) responsible for tracking and reporting the grant expenditures and any other activities related to the fiscal portion of the grant.

Include a chart that identifies methods and procedures that will be used to conduct programmatic monitoring of project activities. List the frequency of monitoring visits to host agencies and describe in detail what program offices and person(s) responsible for conducting monitoring and evaluations will be involved.

**(10). Collaboration /Leveraged Resources:**

**(Include responses on Form 3).**

Describe collaboration activities with other entities serving the same area to maximize opportunities for SCSEP participants to obtain intensive training services, and to move into unsubsidized employment. This includes coordination with the public workforce system and collaboration with other key organizations in the community. Describe how Memorandums of Understanding will be established, the timeline for having agreements with all proposed service areas and provide a chart with all current MOUs and proposed MOUs.

OPTIONAL: Describe any strategies for leveraging other resources, in addition to the non-federal share (i.e., the required match) from other key partners in the proposed service area(s), including organizations in both the public and private sectors to support the SCSEP program.

**(11). Data Collection and Reporting and Performance Measures:**

Describe how complete, accurate, and timely data collection and reporting will be ensured. Specifically indicate how those capturing and recording data will comply with the latest instructions for data collection, including Department guidance, such as Older Worker Bulletins, Training, and Employment Guidance Letters, (TEGL) the Data Collection Handbook, and Internet postings; how data will be submitted timely; an understanding that the SCSEP Performance and Results in QPR System (SPARQ)/GPMS or designated database must be used to enter complete data related to participants that receive SCSEP services and all other mandated information.

Identify the three SCSEP performance measures and the three common measures and indicate how procedures will be instituted to help achieve the following outcome measures as established by the U.S. Department of Labor for the Senior Community Service Employment Program. All successful Sub Grantees will be required to achieve these goals or new goals that may become effective during the contract period. *Subject to change after final goals are released and/or negotiated.*

<b>SCSEP Performance Measures</b>	<b>Goals PY22</b>
<p>Service Level</p> <p>The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of modified community service positions.</p>	156.1%
<p>Community Service</p> <p>The number of hours of community service in the reporting period divided by the number of hours of community service funded by the grant minus the number of paid training hours in the reporting period.</p>	76.6%
<p>Services to Most-in-Need</p> <p>The average number of barriers per participant. The total number of the following characteristics: severe disability, frail; age 75 or older; old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, veterans, low employment prospects, failed to find employment after using WIOA Title I, and homeless or at risk of homelessness, and justice-involved divided by the number of participants who are active on the last day of the reporting or who exited during the reporting period.</p>	2.88%
<b>Common Measures</b>	<b>Goals</b>
<p>Common Measures Entered Employment Rate</p> <p>The number of participants employed in the second quarter after the exit quarter divided by the number of participants who exited two quarters earlier.</p>	41.4%
<p>Common Measures Employment Retention</p> <p>The number of participants employed in the fourth quarter after the exit quarter divided by the number of participants who exited four quarters earlier.</p>	40.5%
<p>Common Measures Average Earnings</p> <p>Of those participants who are employed in the second quarter after the quarter of program exit, the median value of earnings in the second quarter after the exit quarter.</p>	\$3,118
<p>Effectiveness in serving employers, participants, and host agencies Average annual ACSI for employers</p>	85.8%
<p>Average annual American Customer Satisfaction Index for participants</p>	86.9%

Commented [BJN1]: Program Year 22 or 23?

**(12). Line-Item Budget, Budget Narrative, Non-Federal Match, Payroll and Workers' Compensation Premiums, and Audits:**

SCSEP has legislated limitations on the expenditures of Title V funds. For PY 23, DAAS has established an administrative cost limitation for this grant at 7.5%. The Line-Item Budget Form (Appendix III, should be completed with a breakout of proposed costs to the appropriate cost categories, and should identify federal (i.e., contract) and non-federal (match) funds.

Include a line-item budget that contains the three required object class categories as identified in Appendix IV. The budget must be calculated properly so totals agree both horizontally and vertically, the proposed funding amount must be correct based on the number of participants to be served in the proposed planning and service area. The budget can only contain allowable expenditures and costs must be properly allocated among the administration, participant wages and fringe benefits and other participant costs categories. Administration costs cannot exceed 7.5%, a minimum of 75% must be allocated to Participant Wages/Fringe Benefits (PW/FB) and the balance must be allocated to Other Participant Costs (OPC). The allocated amounts must comply with all budgetary limitations. The budget must be consistent with the activities presented in the contract.

A supporting budget narrative must be included that identifies in detail the costs and calculations attributable to each line item listed under each Object Class Category *i.e., personnel, fringe benefits, travel, supplies, indirect, and other operating costs* are reasonable and necessary for the effective administration of the program when compared to other organizations that are proposing similar programs

A separate line item for the 10% non-federal in-kind match and the source(s) and methods of calculation are identified. A descriptive narrative regarding how the 10% nonfederal match will be captured and tracked must be included in the budget narrative. You may NOT require a cash match to enter into a host agency agreement.

Describe how payroll and workers' compensation premiums will be paid for participants, including the company that will be used, the estimated annual premiums, and any obstacles that may be encountered in securing coverage. Workers' compensation deductions must be reported at least quarterly in the Expenditure Report.

**NOTE: The Budget information Summary and the budget backup narrative do NOT count towards the 7-page maximum.**

**Geographic Service Area**

COUNTY	AUTHORIZED POSITIONS
Buncombe	13
Cleveland	11
Henderson	5
McDowell	6
Polk	3
Rutherford	10
Transylvania	2
<b>TOTAL</b>	<b>50</b>

APPENDIX II

**Poverty Guidelines 2022**

Size of Family Unit	48 Contiguous States & DC	(125%)
1	\$13,590	\$16,888
2	\$18,310	\$22,888
3	\$23,030	\$28,788
4	\$27,750	\$34,688
5	\$32,470	\$40,588
6	\$37,190	\$46,488
7	\$41,910	\$52,388
8	\$46,630	\$58,288
Each additional person in the household add:	\$4,720	\$5,900

APPENDIX III

Complete one form for all service areas in the application and submit it with your budget narrative.

SUB GRANTEE: \_\_\_\_\_

Service Area: \_\_\_\_\_

Total Number of Authorized Positions: \_\_\_\_\_

BUDGET SUMMARY

CATEGORY/LINE ITEM	Feder 90%	Non- Combined	Non- to be 10%	Total 100%
<b>I. PARTICIPANT WAGES &amp; FRINGE BENEFITS (minimum 75% of total costs)</b>				
1. Participant Salaries & Wages				
2. Fringe Benefits (FICA)				
2a. Workers' Compensation				
2b. Medical Exams				
<b>Sub-Total WAGES &amp; FRINGE</b>	-	-	-	-
<b>II. OTHER PARTICIPANT COSTS</b>				
1. Salaries (Program Staff)				
2. Fringe (Program Staff)				
3. Travel (Program Staff)				
4. Printed Materials				
5. Field Supplies				
6. Classroom Training				
7. Other Participant Costs				
<b>Sub-Total OTHER PARTICIPANT</b>	-	-	-	-
<b>III. ADMINISTRATIVE COSTS (maximum 7.5% of total costs)</b>				
A. Salaries				
B. Fringe Benefits				
D. Indirect				
E. Miscellaneous				
<b>Sub-Total ADMINISTRATIVE</b>	-	-	-	-
<b>TOTAL BUDGET</b>	-	-	-	-



### Budget Guidelines

There are three required cost categories; (I) participant wages/fringe benefits, (II) other participant costs, and (III) administration. Each line item under each category must accurately estimate the costs of the activities to be performed and be supported by a budget narrative that identifies in detail the costs and calculations attributable to each line item listed. A maximum of 7.5% can be allocated to pay administrative costs associated with the program, the administrative costs must be properly classified, and a minimum of 75% of available funds must be allocated to participant wages and fringe benefits. If the subgrantee applies an indirect cost rate, a copy of their indirect cost calculation must be included. There are two separate columns for the 10% match - the amount and the source(s) and method of calculation must be identified.

1. **Participant Wages and Fringe Benefits (PWFB)**, which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g., orientation, community service assignment, other permissible training). Participant wages are based on the highest Federal, State, or local minimum wage or the comparable wage for similar employment. Any revision of the budget shifting funds in this section needs approval from the State.

*SCSEP regulations list the required fringe benefits as the offer of an annual physical examination; workers' compensation coverage; compensation for scheduled work on Federal holidays; and necessary sick leave. Unemployment compensation coverage is not required for SCSEP participants by North Carolina state law and therefore not applicable. Fringe benefits prohibited by SCSEP regulations include contributions to retirement plans, annual leave, bonuses, or any carryover of benefits from one program year to the next.*

2. **Administrative Costs (ADM)**, which are the costs associated with:
  - Performing overall general administrative and coordination functions, including:
    - Accounting, budgeting, financial, and cash management functions;
    - o Procurement and purchasing functions;
    - o Property management functions;
    - o Personnel management functions;
    - o Payroll functions;
    - o Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
    - o Audit functions;
    - o General legal services functions; and
    - o Developing systems and procedures, including information systems, required for these administrative functions.
  - Oversight and monitoring responsibilities related to administrative functions.
  - Costs of goods and services.

**3. Other Program Costs (OPC),** which include, but are not limited to, the costs of the following functions:

- Direct program staff wages and fringe benefits Outreach, recruitment, and selection, intake, orientation, assessment, and preparation of IEPs;
- Participant training provided on the job, in a classroom setting, or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment, and tuition;
- Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
- Participant supportive services.

**4. Non-Federal Share of Costs (Non-Federal).** Sub grantees provide at least a 10 % non-Federal contribution to SCSEP. As part of submitting this application, the subgrantee agrees to this voluntary commitment, which must be from non-federal sources.

Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources that the sponsor expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits, the cost of general liability insurance, and rent paid for meeting rooms if paid in cash.
- Indirect is the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.
- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the subgrantee, and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kind costs are donated or discounted professional services, space charges, meeting space, telephone, and transportation.

<b>I. Participant Wages/Fringe Benefits</b>
<b>1. Participant Wages:</b> This refers to wages/salaries <u><i>paid to participants of the subgrantee</i></u> organization who are eligible SCSEP participants. Wages include training hours at the host agency and additional approved training hours outside of the host agency location.
<b>2. Fringe Benefits:</b> The cost of benefits paid to the participants of SCSEP, including the cost of the employer's share of FICA, workers' compensation, physical exams, and holiday pay (federal holidays only AND if the host agency is closed on those days AND if a participant is scheduled to work on those days).
<b>2a. Workers' Compensation:</b> Reimbursement for expenditure must be reported on at least a quarterly basis.
<b>2b. Medical Exams:</b> Offers for physical exams should be noted in participant files and average costs of the exams should be recorded by the subgrantee. Benefits must be reasonable and <u><i>uniform</i></u> for all participants.
<b>II. Other Participant Costs</b>
<b>1. Salaries (Program Staff):</b> This refers to wages and salaries paid to employees of the subgrantee organization who are directly involved in grant implementation.
<b>2. Fringe (Program Staff):</b> The cost of benefits paid to the personnel on the grant, including the cost of the employer's share of FICA, health insurance, workers' compensation, and vacation.
<b>3. Travel:</b> Refers to costs that are reasonable and necessary to effectively conduct the grant, provide oversight, or measure program effectiveness. Travel costs may be charged on an actual basis or a per-diem or mileage basis instead of actual costs. Does not include seminar or meeting registration fees.
<b>4. Printed Materials:</b> Development and publication of materials specifically for recruiting participants and host agencies. Associated costs with the publication of materials for the job development of participants may also be included in this line item.
<b>5. Field Supplies:</b> All consumable materials (NOT included in indirect cost agreement) such as copy paper, pens, pencils, computers; or any materials needed to conduct training, provide training, etc.
<b>6. Classroom Training:</b> Training/development of participants, including, but not limited to, orientation, special classroom instruction, and participant project meetings; costs for instructors; classroom rentals; training supplies, materials, equipment; tuition, and other costs directly attributed to the training of participants. In addition, orientation/training of Training Site supervisors about the purposes and goals of SCSEP can be budgeted in this category.
<b>7. Other Participant Costs:</b> In general, all costs directly supportive of the participants' growth and development in the SCSEP program are Other Participant Costs.
<b>III. Administrative Costs:</b> Administrative Costs fund the non-participant support system of the program such as preparing program budgets, payroll development, advisory council costs, and administrative salaries.
<b>A. Salaries:</b> Each position by title, annual salary, percent of time budgeted to this cost category, and percent of year (if less than 12 months). Also, note if the position is less than full-time and/or is shared with another funding source. <u><i>Please see special notes at end of this section.</i></u>

**B. Fringe Benefits:** The fringe benefits are to be described by type and rate if different from Item II #2 (OPC -- Staff Salaries/Fringe Benefits)

**C. Miscellaneous:** This section may include costs associated with professional services such as audits or payroll processing. Any item exceeding \$500 must receive prior approval from DAAS.

**D. Indirect Costs:** In this section, subgrantees can indicate the rate, amount, and basis of indirect costs they intend to charge. If a grantee **has an approved** indirect cost plan it must be included as an attachment to the contract. Organizations can charge a rate lower than their approved rate.

#### **SPECIAL NOTES:**

- Record the percent of the total federal budget allocated to each cost category in the spaces on the budget summary. Percentages should not be rounded; please include two decimal places (i.e., 91.67% not 91.7%). At least 75% of the total federal budget should be Participant Wages and Fringe Benefits.
- Position descriptions for all full and part-time staff must be submitted, including participant administrative staff. For participant staff, please make sure the description notes the wage rate and the number of hours worked weekly. Administrative and Program staff time must be tracked and documented. For other staff, descriptions must delineate duties allocated to each appropriate cost category.

## APPENDIX V

### North Carolina SCSEP 2019 Minority Report and Comparative Data

#### Minority Overall

2019	SCSEP Percent Minority	Census Percent Minority	Percent Difference	Less Than 80%	Significant (P<=.05)	Less Than
NC	70.9%	43.3%	163.7.4%	0	0	0

2019	SCSEP Percent Hispanic	Census Percent Hispanic	Percent Difference	Less Than 80%	Significant (P<=.05)	Less Than
NC	1.1%	3.5%	31.4%	1	1	1
2019	SCSEP Percent Black	Census Percent Black	Percent Difference	Less Than 80%	Significa nt (P<=.05)	Less Than
NC	64.9%	34.1%	190.3%	0	0	0
2019	SCSEP Percent Asian	Census Percent Asian	Percent Difference	Less Than 80%	Significant (P<=.05)	Less Than
NC	0.0%	0.7%	0.0%	1	1	1
2019	SCSEP % American Indian	Census % American Indian	Percent Difference	Less Than 80%	Significa nt (P<=.05)	Less Than
NC	4.9%	4.2%	116.7%	0	0	0

### Minority data for Counties – 55+ populations

County	Age 55+			
	Asian	American Indian and Alaska Native	Hispanic or Latino	Black or African-American
Buncombe	810	169	1745	4172
Cleveland	282	103	444	5565
Henderson	422	173	1363	1139
McDowell	127	17	239	449
Polk	7	0	159	386
Rutherford	50	94	374	1981
Transylvania	0	35	126	426

US Census. American Community Survey, 2020, five-year estimates

B01001D: SEX BY AGE (ASIAN ALONE) - Universe: People who are Asian alone

B01001C: SEX BY AGE (AMERICAN INDIAN AND ALASKA NATIVE ALONE) - Universe: People who are American India

B01001I: SEX BY AGE (HISPANIC OR LATINO) - Universe: People who are Hispanic or Latino

B01001B: SEX BY AGE (BLACK OR AFRICAN AMERICAN ALONE) - Universe: People who are Black or African America

**North Carolina Division of Aging and Adult Services  
Senior Community Service Employment Program**

**FORM 1 - COVER SHEET**

<b>Applicant Agency:</b> Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.		<b>Project Contact Name and Address:</b> (If different from the APPLICANT AGENCY)	
<b>Project Name:</b>		<b>Contact Name:</b>	
<b>Director Name:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Fax:</b>		<b>Fax:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Required Information:</b>			
<b>Project Name:</b>			
<b>Geographic Area Served:</b>			
<b>Number of Authorized Positions:</b>			
<b>Project Start Date:</b>			
<b>Project End Date:</b>			
<b>Total Amount of Funding Requested:</b>			

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

<b>Authorized Signature</b>	<b>Title</b>	<b>Date</b>

**FORM 2 – WORK PLAN**

1. Please describe in detail your agency's plan to secure unsubsidized employment for participants.
2. Please describe your plans and goals to assist participants with employment retention after exiting the program.



**FORM 3 - PARTNERSHIP CHART**

The information contained in this chart should support the Work Plan as explained in the narrative. Only those organizations which have already committed resources, staff, and time (or are prepared to do so) should be listed.

<b>Type of Organization</b>	<b>Name and Address of Organization</b>	<b>Type of Commitment: (Time, staff, resources, space, referrals, etc.)</b>	<b>Key Contact Person and Telephone Number</b>	<i>Letter Enclosed</i>

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**FORM 5 – PROGRAMMATIC ASSURANCES—PROGRAM YEAR (PY) 2022 GRANT**

**The subgrantee agrees to:**

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL No. 12-06, to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in the assigned service area.
- Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA).  
Individuals with priority include those who:
  - a) Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before, non-covered persons);
  - b) Are 65 years or older;
  - c) Have a disability;
  - d) Have limited English proficiency;
  - e) Have low literacy skills;
  - f) Reside in a rural area;
  - g) Have low employment prospects;
  - h) Have failed to find employment after utilizing services provided through the One-Stop Delivery System;
  - i) Are homeless or are at risk for homelessness or
  - j) Have been incarcerated within the last five years or are under supervision following the release from prison or jail within the last five years.

Assessment

- Assess participants at least twice per 12-month period.
- Use assessment information to determine the most appropriate community service assignments (CSAs) for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (twice per 12-month period).

- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to transition to other services.
- Rotate participants to a new host agency (or a different assignment within the current host agency) based on a rotation policy approved by DOL in the grant agreement and only when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

#### Community Service Assignment (CSA)

- Base the initial CSA on the assessment done at enrollment.
- Select only designated 501(c) (3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at CSA through annual monitoring.

#### Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

#### Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

#### Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.

- Maintenance of Effort:* Ensure that CSAs do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that CSAs do not:
  - Displace currently employed workers (including partial displacements, such as a reduction in non-overtime work, wages, or employment benefits).
  - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
  - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

Provide orientations for its participants *and* host agencies, including information on:

*Program Overview*

- Project goals and objectives
- Participant rights and responsibilities
- CSAs
- Training opportunities
- Available supportive services
- Availability of free physical examinations
- Host agencies
- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
  - SCSEP goals and objectives
  - Grantee and local project roles, policies, and procedures
  - Documentation requirements
  - Holiday and sick leave
  - Assessment process
  - Development and implementation of IEPs
  - Evaluation of participant progress
  - Health and safety issues related to each participant’s assignment
  - Role of supervisors and host agencies
  - Maximum individual duration policy, including the possibility of waiver, if applicable
  - Termination policy
  - Grievance procedures

### Wages

- Provide participants with the highest applicable required wage ( highest of the Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignment.

### Participant Benefits

- Provide workers' compensation and other benefits required by state or federal law (such as unemployment insurance), and the costs of physical examinations.
- Establish written policies relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

### Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

### Durational Limits

#### *Maximum Average Project Duration – 27 Months*

- Maintain average project duration of 27 months

#### *Maximum Individual Participant Duration – 48 Months*

- Allow participants to participate in the program for no longer than 48 months
- Notify participants of your policy about the maximum duration requirement, including the possibility of an extension, if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants before a durational limit exit from the program.

#### Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.

#### Termination Procedures

- Provide a 30-day written notice for all terminations that states the reason for termination and informs the participants of grievance procedures and the right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment for:
  - Provision of false eligibility information by the participant
  - Incorrect initial eligibility determination at enrollment
  - Income ineligibility determined at recertification
  - Participants who have reached their individual durational limit
  - Participants who have become employed while enrolled
  - IEP-related termination
  - Cause (a for-cause termination policy must be approved by the ETA before implementation)

#### Equitable Distribution

- Comply with the equitable distribution (ED) plan for each state in which the grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.
- Comply with the authorized position allocations /ED listed in [www.scseped.org](http://www.scseped.org) to equitably serve participants.

#### Over-Enrollment

- Manage over-enrollment to minimize the impact on participants and avoid layoffs.

#### Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to workforce investment boards, American Job Centers (One-Stop Career

Centers), vocational rehabilitation providers, disability networks, basic education, and literacy providers, and community colleges.

#### Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

#### Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees should give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

#### Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

#### Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by grantee or sub-recipient and access is limited to appropriate staff to safeguard personally identifiable information.
- Ensure that all participant medical records are securely stored separately by grantee or sub-recipient from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media, e.g., personal identification numbers (PINs) and SPARQ/GPMS logins.
- Ensure that the ETA/SCSEP national office is immediately notified by the grantee in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.



- Comply with and ensure that authorized users under its grant comply with all SPARQ/GPMS access and security rules.

Documentation

- Maintain documentation of waivers of physical examinations by the participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and recertifications.
- Maintain documentation of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ/GPMS.
- Ensure that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances, e.g., TEGLs, the Data Collection and Data Validation Handbooks, and Internet postings on the Ask the Experts and SCSEP-Help Desk Websites.
- Ensure data are entered directly into the SPARQ/GPMS.

***If any box is not checked, the subgrantee must provide information on a separate attachment indicating what specific steps the subgrantee is taking to conform to the standard grant requirement(s).***

**By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

### **Essential Reference Documents**

- [TEGL 20-20](#): Program Year (PY) 2021 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees
- [TEGL 7-19](#): Senior Community Service Employment Program Four-Year State Plans for Program Years 2020-2023
- [TEGL 14-18](#): Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)
- [2022 - Annual Update of the HHS Poverty Guidelines, Published in the Federal Register](#)
- [TEGL 11-17](#): Senior Community Service Employment Program State Plan Modifications
- [TEGL 17-16](#): Infrastructure Funding of the One-Stop Delivery System
- [TEGL 16-16, Change 1](#): Change 1 to Training and Employment Guidance Letter (TEGL) 16-16 One-Stop Operations Guidance for the American Job Center Network
- [TEGL 16-16](#): One-Stop Operations Guidance for the American Job Center Network
- [TEGL 10-16, Change 1](#): Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs
- [TEGL 02-16](#): Revised ETA-9130 Financial Report, Instructions, and Additional Guidance
- [TEGL 15-14](#): Implementation of the New Uniform Guidance Regulations
- [TEGL 13-14](#): Rescission of Older Worker Bulletins
- [TEGL 17-13](#): Exemption of SCSEP Wages from Income Eligibility Determinations for Federal Housing Programs and Supplemental Nutrition Assistance Program (SNAP)
- [TEGL 39-11](#): Guidance on the Handling and Protection of Personally Identifiable Information (PII)
- [TEGL 10-09](#): Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)
- [TEGL 29-07](#): Faith-Based Organizations
- [TEGL 12-06](#): Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility
- [OWB 04-04](#): On-the-Job Experience
- [TEGL 05-03](#): Guidance on the Application of the Veterans Priority of Service