

**Senior Community Service Employment Program**

# **SCSEP Grant**

**Request for Application for  
Older Worker Program Sub-Grants**

**Program Year 2022**



INDIANA DEPARTMENT OF  
**WORKFORCE**  
DEVELOPMENT

State of Indiana  
Department of Workforce Development  
10 N. Senate Avenue  
Indianapolis, IN 46204

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## **INTRODUCTION**

In August 2016, the Indiana Department of Workforce Development (DWD) was awarded funding by the U.S. Department of Labor to administer the Senior Community Service Employment Program (SCSEP) grant.

Indiana's senior community, SCSEP, aims to improve training and employment opportunities and outcomes for adults, 55 and older with barriers who are unemployed or underemployed. The grant supports extensive collaboration across multiple workforce and social service systems, including vocational rehabilitation, mental health, intellectual/developmental disability agencies, independent living centers, business leadership networks, and other community and nonprofit organizations.

## **PURPOSE**

The purpose of this Request for Application (RFA) is to solicit applications for funding from potential respondents that provide case management and supportive services to individuals 55 and older with barriers to employment, a population that experiences unemployment at higher rates.

Working collectively with DWD, the chosen applicant, and other service providers, the SCSEP awardee will focus their work on innovative approaches to improve access to services, education and training, and employment for members of this population group.

The chosen applicant will provide assistance with job development, job placement, and follow-up services, while providing expertise and support to the client relating to the older workers program. Further, and in conjunction with DWD and the pilot site(s), the applicant will ensure goals align with the overarching SCSEP goals.

## **BACKGROUND OF WORKONE AMERICAN JOB CENTERS (AJCs)**

WorkOne AJCs are where individuals can go to obtain information on a full array of employment-related services, such as: receive help filing claims for unemployment insurance, evaluate eligibility for job training and education, obtain job search and placement assistance, receive career counseling, have access to up-to-date state and regional Labor Market Information (LMI), and serve as a single point of contact for employers.

## **SCOPE OF WORK**

(All components listed in this section are mandatory.)

The programmatic assurances below (sections A through Y) reflect standard grant requirements consistent with sound program practices. See Section VII of this RFA for Work Plan guidance. The Work Plan should provide insight into the proposed sub-grantee operations, including: operating methods that indicate an understanding of program requirements, delineation of tasks among sub-grantee personnel, and creative, proactive initiatives and methods that will satisfy program requirements.

The Work Plan should address each titled section using the below outline (e.g., sections A through Y). The use of the below sub-sections -such as A(1) and A(4)a) -are optional in the Work Plan; however, their content should be considered when addressing each titled section.

For program information, reference Title V of the Older Americans Act; the SCSEP Final Rule, 20 CFR Part 641, dated September 1, 2010; WIOA sec. 103; and other guidance located under the various tabs at U.S. DOL SCSEP Community of Practice web site at:

<https://olderworkers.workforcegps.org/home/>

Send any requests for the listed statewide policies to the RFP Contact before the pre-bid meeting.

### **A. Recruitment and Selection of Participants**

(1) Develops and implements methods to recruit and select participants to assure that a maximum number of eligible individuals are able to participate in the program.

(2) Uses income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL 12-06, to determine and document participant eligibility.

(3) Develops and implements methods to recruit minority populations to ensure they are enrolled at least recruit applicants who have priority of service as defined in OAA section 518(b)(1)-(2) and by the Jobs for Veterans Act, P.L. 107-288.

Individuals have priority who:

a) Are covered persons in accordance with the Jobs for Veterans Act (covered persons – veterans and eligible spouses, including widows and widowers – who are eligible for SCSEP 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.
- j) Was formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

## **B. Assessment**

- (1) Assesses participants at least twice per 12-month period.
- (2) Uses assessment information to determine the most appropriate community service assignments for participants.

## **C. Individual Employment Plan (IEP)**

- (1) Establishes an initial goal of unsubsidized employment for all participants.
- (2) Updates the IEP at least as frequently as assessments occur (at least twice per 12-month period).
- (3) Modifies the IEP as necessary to reflect other approaches to self-sufficiency if it becomes clear to the program staff and participant that unsubsidized employment is not feasible for a participant.
- (4) For participants who will reach their individual durational limit (see section L. below) or would not otherwise achieve unsubsidized employment, the sub-grantee includes a provision in the IEP to transition those individuals to other services.
- (5) Rotates participants to a new host training site (or a different assignment within the current host agency) based on a Grantee rotation policy that is approved by U.S. 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.

## **D. Community Service Assignment (CSA)**

- (1) Ensures that the initial CSA is based on the assessment done at enrollment.
- (2) Selects host training sites that are designated 501(c)(3) organizations or public agencies.
- (3) Ensures procedures are in place to assure adequate supervision of participants at host training sites.
- (4) Ensures safe and healthy working conditions at CSA through annual monitoring.

## **E. Recertification of Participants**

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

## **F. Physical Examinations**

- (1) Offers physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- (2) Obtains a written waiver from each participant who declines to have an initial or annual physical examination.
- (3) Does not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

## **G. Host Agencies**

- (1) Develops and implements methods for recruiting new host training sites to provide a variety of training options that will enable participants to increase their skill level and transition to unsubsidized employment.
- (2) *Maintenance of Effort*: Ensures that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. Specifically ensures that CSAs do not:
  - Displace currently employed workers (including partial displacement, 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.

## **H. Orientation**

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

## **I. Program Overview**

- (1) Project goals and objectives
- (2) Community service assignments
- (3) Training opportunities
- (4) Available supportive services
- (5) Availability of free physical examinations

- (6) Participant rights and responsibilities
- (7) Host agencies

***Address the topics listed above and provide sufficient orientation to applicants and participants on:***

- (8) SCSEP goals and objectives
- (9) Grantee and local project roles, policies, and procedures
- (10) Documentation Requirements
- (11) Holiday and sick leave
- (12) Assessment process
- (13) Development and implementation of Individual Employment Plans (IEPs)
- (14) Evaluation of participant progress
- (15) Health and safety issues related to each participants' assignment
- (16) Role of supervisors and host agencies
- (17) Maximum individual duration policy
- (18) Termination Policy
- (19) Grievance procedures

## **J. Wages**

Provides participants with the highest applicable required wage for time spent while at their orientations, training events and community service assignments. The applicable wage is either the highest of the Federal, state, or local minimum wage.

## **K. Participant Benefits**

(1) Provides workers' compensation and other benefits required by state or Federal law, and the cost of physical examinations.

- Follows written policy relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays (a statewide policy).
- Follows written policy relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program (a statewide policy).
- Does not use grant/contract funds to pay for participant pension benefits, annual leave, accumulated sick leave, or bonuses.

## **L. Procedures for Payroll and Workers' Compensation**

(20) Makes all required payments for participant payroll and pays workers' compensation premiums on a timely basis.

(21) Ensures that host agencies do not pay workers' compensation costs for participants.

## **M. Durational Limits**

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

(1) Maintains average project duration of 27 months or less (e.g., average time all individuals are in the program), unless U.S. DOL approves a Grantee request for extension to 36 months.

### ***Maximum Participant Duration: 48 Months***

(1) Allows participants to participate in the program no longer than 48 months in a lifetime (whether or not the time is consecutive).

(2) Notifies participants of the statewide policy pertaining to the maximum duration requirement (e.g., no longer than 48 months), at the time of enrollment and annually.

(3) Provides 30-day written notice to participants prior to durational limit exit from the program.

## **N. Transition Services**

(1) Has a system to help transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.

## **O. Termination Procedures**

(1) Provides a 30-day written notice for all terminations that states the reason for termination and informs the participants of the grievance procedures and right to appeal (statewide policy).



## **P. Written Termination Policy (a statewide policy that is approved by U.S. DOL)**

A written termination policy is in effect and is provided to participants at enrollment for:

- Provision of false eligibility information by participant
- Incorrect initial eligibility determination at enrollment
- Income ineligibility determined at recertification
- Participant has reached individual durational limit
- Participant has become employed while enrolled
- For Cause

(1) IEP-related termination (IEP terminations are based solely on a participant's refusal to accept a reasonable number of job offers or referrals to unsubsidized employment; or refusal to conduct a reasonable search for employment, consistent with their IEP, unless there are extenuating circumstances).

## **Q. Equitable Distribution**

- (1) Complies with the equitable distribution (ED) plan and only makes changes in the location of authorized positions in accordance with the ED plan and with prior U.S. DOL approval.
- (2) Complies with the authorized position allocations/ED listed in [www.scseped.org](http://www.scseped.org) order to equitably serve participants.
- (3) Collaborates (with Grantee and other Sub-grantees) to achieve compliance with authorized positions while minimizing disruption to the participants.

## **R. Over-Enrollment**

(1) Manages over-enrollment to minimize impact on participants and avoid layoffs.

## **S. Administrative Systems**

- Ensures representation at all Grantee and U.S. DOL ETA-required training events.
- Communicates with Grantee, other Sub-grantees and staff members regarding policy, directives, data collection, and performance.
- Responds to Grantee monitoring requests (e.g., scheduling, information requests, and corrective action responses); and cooperates with Federal and state auditors.

- Develops, provides, and acquires training for staff to increase skills, knowledge, and abilities.
- Maintains expertise on - and complies with - SCSEP financial and program requirements.
- Self-monitors financial and program activities -- including expenditures -- on a regular basis to comply with fiscal and programmatic requirements. Submits budget proposals requesting adequate resources to effectively operate the program.
- Ensures that all financial and program reports, including invoices, are accurate and submitted in a timely manner.
- Ensures implementation of customer satisfaction surveys, including participant, host agency and employer surveys in accordance with U.S. DOL and Grantee guidance.
- Develops a written plan for both disaster response and recovery so SCSEP may continue to operate and provide services.

#### (4) Collaboration and Leveraged Resources

- Collaborates 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: One-Stop Career Centers; libraries; vocational rehabilitation providers; disability networks; basic education and literacy providers; skills training providers; community colleges; and other support organizations (for food, medical, clothing, transportation, housing...).

#### (5) Supportive Services

- Provides supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establishes criteria to assess the need for supportive services and to determine when participants will receive supportive services: while enrolled and after obtaining a job.

#### (6) Complaint Resolution

- Establishes and uses written grievance procedures for complaint resolution for applicants, participants, and employees (a statewide policy).

(4) Provides applicants, participants, and employees a copy of the SCSEP grievance policy.

## **T. Maintenance of Files and Privacy Information**

- (1) Maintains participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- (2) Ensures that all participant records are securely stored, and access is limited to appropriate staff in order to safeguard personal identifying information.
- (3) Ensures that all participant medical records are securely stored separately from all other participant records and access is limited to authorized staff for authorized purposes.
- (4) Establishes safeguards to preclude tampering with electronic media, e.g., personal identification numbers (PINs) and SPARQ logins.
- (5) Ensures that the SCSEP national office is immediately notified in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved. Sub-grantees will usually report via the Grantee.
- (6) Ensures compliance with all SPARQ access and security rules.

## **U. Documentation**

- (1) Maintains documentation of waivers of physical examinations by participant.
- (2) Maintains documentation of the provision of complaint procedures to participants.
- (3) Maintains documentation of eligibility determinations and re-certifications.
- (4) Maintains documentation of terminations and reasons for terminations.
- (5) Maintains records of grievances and outcomes.
- (6) Maintains records required for data validation.
- (7) Maintains documentation of monitoring reports (such as audits, Grantee monitoring, and annual host site security evaluations).

## **V. Data Collection and Reporting**

- (1) Ensures the collection and reporting of all SCSEP required data according to specified time schedules.
- (2) Ensures the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.
- (3) Ensures that personnel capturing and recording data are familiar with the latest

- instructions for data collection, including U.S. DOL administrative issuances, e.g.,TEGLs, the Data Collection and Data Validation Handbooks, and Internet postings on the SCSEP web sites (such as the Ask the Experts and SCSEP Community of Practice sites).
- (4) Ensures accurate and complete data are entered directly into the SPARQ database system.
  - (5) Ensures complete data files in the specified electronic format, as well as hard copy case files are turned over to the Grantee when sub-grantees cease to administer SCSEP.
  - (6) Ensures new sub-grantees enter complete data related to any participants whom they acquire upon becoming sub-grantees, including any participants who are still in the follow-up period.

### **W. Performance Measures**

- (1) Complies with U.S. DOL-approved performance measures.

### **PROGRAM ELIGIBILITY**

Program eligible older workers must be residents of Indiana, 55 years of age or older, unemployed, with family income at 125% or less of the poverty level (after allowable exclusions), as established by the United States Department of Health and Human Services (US DHHS). Service priority is given to individuals meeting one or more of the barriers to employment:

- Is a veteran or a spouse of veteran
- Is 65 years of age or older
- Has a disability
- Has limited English proficiency
- Has low literacy skills
- Resides in a rural area
- Has low employment prospects
- Has failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2015
- Is homeless or at risk for homelessness
- Was formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination

## **OUTREACH EFFORTS**

The chosen applicant shall serve adult Hoosiers in the Older Worker Programs across the state to ensure they have opportunities for long term, sustainable employment.

The chosen applicant shall target adults with barriers who sometimes lack a high school diploma or high school equivalency, are basic skills deficient, have a criminal record, and are homeless and/or receive Temporary Assistance for Needy Families (TANF) benefits.

## **OUTCOMES FOR THE REGIONS**

SCSEP is designed to blend in with current operations and programs/services offered within the WorkOne offices and other partners, while providing a support system to individuals with barriers through various service delivery components.

Through the WorkOne offices, participants will have increased access to:

- Adult Basic Education and high school equivalency programs.
- Advanced training and credentialing opportunities.
- Asset Development, including counseling related to Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) benefits, work incentives, financial literacy and budgeting, and tax credit and filing.
- Expanded opportunities to redeem Ticket to Work tickets through the WorkOne system.
- Integrated case management to coordinate services and support across service providers.
- Job readiness training and certification.
- Work experience, supported employment, and/or on-the job training; and
- Assistive technology equipment and software to better meet the needs of individuals with disabilities.

## **GRANT AWARD**

IDWD will award up to \$2,000,000 to the new Sub-Grantee.

## **USE OF GRANT FUNDS**

The applicant is required to submit an application that describes the proposed use of grant funds, timelines for completion, outcomes, and detailed narratives of costs for each activity. Administrative costs are limited to 10% of the award amount.

## **OUTCOMES FOR THE SUB-GRANT**

It is up to the applicants to decide how the funding will be utilized. The outcomes for the applicants need to align with and support the overarching SCSEP goals listed in Scope of Work section.

Applicants will identify specific measurements/outcomes tied to specific projects – for example, list the number of placements or number of employment placements, number of Ticket assignments, expenditures, outreach efforts, etc.

## **APPLICATION SUBMISSION AND REQUIREMENTS**

### **SUBMISSION OF APPLICATION**

The application, including all required documents and attachments, must be sent via e-mail to [TDotson@dwd.in.gov](mailto:TDotson@dwd.in.gov) and received by 4:00 p.m. EST on **June 9, 2022**.

Applications, including signatures, must be submitted in PDF format.

Applications received after the date and time listed above will be deemed non-responsive and will be rejected.

***Applications may not be sent via fax or mail.*** Applications sent via fax or mail will be deemed non-responsive and will be rejected.

Key Dates Event	Date
Release of RFA	May 9, 2022
Deadline to Submit Questions <i>Electronically Only</i>	May 16, 2022 4 pm Eastern Time (ET)
Questions & Responses posted	May 23, 2022
Application Submissions Due	June 9, 2022 4pm Eastern Time (ET)
Application Review Period	June 10 – June 14, 2022
Anticipated Notification of Award	June 15-17, 2022
Contract Period	July 1, 2022- June 30, 2023
<b>Contract is one (1) year with the possibility for renewal of one (1) year contingent on funding and satisfactory performance.</b>	

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## ATTACHMENTS

The application should contain the following sections:

1. An 'Application Information Sheet,' which shall contain the following:
  - Name of the organization.
  - Address / Phone Number; and
  - Contact person and contact information.
2. A work plan and implementation schedule, including staff responsibility, expected milestones, and outcomes.
  - This section should include a detailed description of services that will be provided, outreach efforts and associated outcomes.
3. A Budget and Budget Narrative (See Attachment 2 for a sample).

The application should include the following:

1. Management – Program Delivery (35 points)
  - a. Strategic Approach – Primary Focus, Rationale, and Objectives (Total of 25 points)
    - The applicant shall include a clear and concise, detailed descriptive plan which includes the organization's mission and structure for working with adults aged 55 and older.
    - The application shall include a clear and compelling description of the need for funding. Describe the proposed use(s) of grant funds, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity.
  - b. Staff Capacity (Total of 10 Points)
    - List the professional and support positions and number of personnel in each position.
    - Define the knowledge in disability and mental health for those staff members assigned to oversee the implementation of the services associated with this proposal. Include credentials of staff who will work with the target audience.
    - If the group is creating a new position or positions to oversee the services associated with this proposal, provide a plan to hire experienced and knowledgeable staff members, and identify the



criteria that the applicant will use to assure that individuals possess expertise with disability and mental health.

2. Quality and Demonstrated Experience (Total of 20 points)

- Include years of experience, expertise in working with target audience with specific grant products, and outcomes achieved (which include number of clients serviced, placed, and retained).

3. Partnerships and Commitments (20 points)

- Discuss the partners with which the applicant is planning to collaborate and identify the nature of the partnership (informal arrangements, such as cross-staff training, shared data, cross-referral, and formal agreements such as MOUs), and resources available to the partnership. Also,
- Define how these partnerships will benefit the individual with a disability in achieving grant outcomes.

4. Budget / Budget Narrative (Total 25 points)

- Include a budget and budget narrative, which shall contain a concise narrative explanation to support the budget request.

In the event an application lacks the required documents or the documents are incomplete, the application will be deemed non-responsive and will be rejected.

## QUESTIONS REGARDING THE RFA

Applicants may submit questions via email to [TDotson@dwd.in.gov](mailto:TDotson@dwd.in.gov).

All questions shall be clearly identified and marked "Questions Relating to SCSEP RFA" in the subject line. Questions must be received by **May 16, 2022, 4:00 pm Eastern Time (ET)**.

The listing of Questions and Answers will be posted by **May 23, 2022** on the Indiana's Department of Workforce Development website at: <https://www.in.gov/dwd/compliance-policy/wdb/>.

## EVALUATION CRITERIA

This section identifies and describes the criteria that will be used for each category to evaluate the application. DWD will award points based on how well an applicant fully demonstrates its approach and/or qualifications. It is recommended that applicants structure their application around the evaluation criteria and sub-criteria in the same order in which they are listed and described below:

<b>CRITERION</b>	<b>TOTAL POSSIBLE POINTS</b>
1. Management (Program Delivery)	35
(a) Strategic Approach – Primary Focus, Rationale, and Objectives	(25)
(b) Staff Capacity	(10)
2. Quality, including Demonstrated Experience	20
3. Partnership Commitment and Resources	20
4. Budget / Budget Narrative	25

## **REVIEW OF APPLICATIONS AND GRANT AWARD PROCESS**

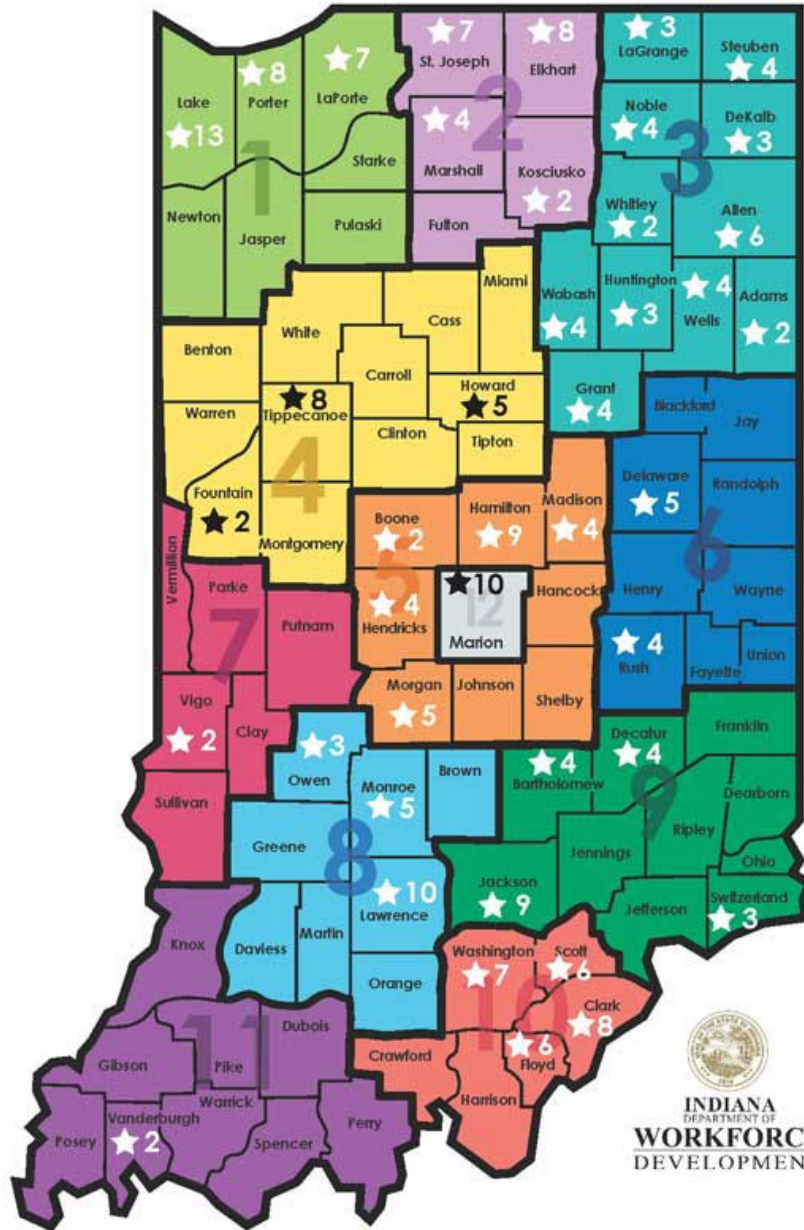
Each application will be checked for the presence or absence of required information. The review committee will be comprised of members from DWD. The committee will review and evaluate the applications to determine which proposals will be awarded.



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# ATTACHMENT 1- INDIANA DWD SCSEP SLOTS BY COUNTY

## Senior Community Service Employment Program (SCSEP) Seat Map



County Name	# of Positions
Adams	2
Allen	6
Bartholomew	4
Boone	2
Clark	8
Decatur	4
Dekalb	3
Delaware	5
Elkhart	8
Floyd	6
Fountain	2
Grant	4
Hamilton	9
Hancock	2
Hendricks	4
Howard	5
Huntington	3
Jackson	9
Kosciusko	2
LaGrange	3
Lake	13
LaPorte	7
Lawrence	10
Madison	4
Marion	10
Marshall	4
Monroe	5
Morgan	5
Noble	4
Owen	3
Porter	8
Rush	4
Scott	6
St. Joseph	7
Steuben	4
Switzerland	3
Tippecanoe	8
Vanderburgh	2
Vigo	2
Wabash	4
Washington	7
Wells	4
Whitley	2
	217

**Legend:**  
 ★ = Denotes a County with Seats  
 # = How Many Seats in that County

## **ATTACHMENT 2 – SAMPLE BUDGET AND BUDGET NARRATIVE**

**Please Note:** Applicant must provide a budget and detailed budget narrative that breaks down use of requested funds.

### **Administrative**

**Costs:**

**Salaries/Benefits:**

**Contract Services:**

**Travel:**

**Materials/Supplies**

**: Miscellaneous:**

**Equipment**

**Purchases:Total \$**