



Request for Grant Applications for:

**Senior Community Service Employment
Program (SCSEP)**

**Issuing Office:
Pennsylvania Department of Aging (PDA)**

**Request for Grant Applications (RFGA)
#2023-01**

Date of Issuance – October 31, 2022

Note: Upon award of a grant based on this application, the grant agreement will include this grant application.



October 31, 2022

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Aging (PDA) in accordance with the enclosed Senior Community Service Employment Program (SCSEP) Request for Grant Applications (RFGA) #2023-01.

Please read the RFGA carefully. All questions regarding this RFGA should be directed by e-mail to David Miles at davimiles@pa.gov. All questions must be received no later than 4:00 p.m. on November 11, 2022. All questions should include the specific section of the RFGA with page number. Answers to questions received by the deadline shall be posted on the DGS website ([PA - eMarketplace \(state.pa.us\)](https://www.paeMarketplace.com)) no later than 4:00 PM on November 30, 2022, as an addendum to the RFGA.

Please submit one application, inclusive of all documents, to RA-PaAgingServices@pa.gov. The electronic files submitted must be limited to currently supported versions of Microsoft Word and Excel. The application shall be numbered for ease of reference. Applications must be received no later than 4:00 p.m. on **January 6, 2023**. Applicants are encouraged to submit applications ahead of the deadline to avoid last minute problems with submissions or late applications.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type “**SCSEP RFGA 2023-01**” as the subject line of your e-mail submission.

Should there be a need to amend the RFGA in any way prior to the application due date, an addendum will be posted to the DGS website. It is the responsibility of interested applicants to check for potential amendments.

We expect that the evaluation of applications and selection of the grantees will be completed no later than eight (8) weeks after receipt of applications.

Sincerely,



Recoverable Signature

X David Miles

David Miles
Aging Services Specialist
Signed by: David Miles

Attachment: RFGA 2023-01



SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
FY 2023-2024 REQUEST FOR GRANT APPLICATION (RFGA)

PART I - GENERAL INFORMATION

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A. Background Information for Applicants

The Senior Community Service Employment Program (SCSEP) is funded under Title V of the Older Americans Act of 1965 (P.L. 89-73) as amended and reauthorized in 2020 (P.L. 116-131), 42 U.S.C. §§3001 et seq. SCSEP is the only federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. The SCSEP fosters and promotes useful part-time work-based training opportunities in community organizations for unemployed individuals age 55 and older whose income does not exceed 125% of the most recent federal poverty guidelines. Program participants receive on-the-job training at local public agencies operated by units of government or non-profit agencies with certification under Section 501(c)(3) of the Internal Revenue Code. Eligible individuals participating in the SCSEP are reimbursed the highest applicable required wage (highest of Federal, state, or local minimum wage for the most nearly comparable covered employment or minimum wage under the Fair Labor Standards Act of 1938, or the prevailing rate of pay for persons employed in similar public occupations by the same employer) for approximately 20 hours per week during their job training. The ultimate goal of SCSEP is to assist the transition of older individuals into unsubsidized employment that leads to self-sufficiency. The SCSEP maintains some web-based resources which may assist applicants. The program's official U.S. Department of Labor website, found at Senior Community Service Employment Program | U.S. Department of Labor (dol.gov), provides an overview of the legislation and regulations governing SCSEP. The Older Workers Community, located at WorkforceGPS, contains program specific virtual training modules and other helpful resources. The following information describes key aspects of the SCSEP to inform new applicants about the program. For a more in-depth understanding, please review the resources contained in these websites.



Eligible Participant

An individual is eligible for SCSEP if they are not employed at the time of enrollment, is age 55 or older, and income does not exceed 125 percent of the most recent federal poverty income guidelines.

Priority of Service for Individuals with Multiple Barriers to Employment

The SCSEP provides priority of service to individuals as defined in the in Older Americans Act section 518(b)(1)-(2) and by the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011. These individuals:

- Are covered persons in accordance with the VOW (covered persons who are SCSEP-eligible shall receive services instead of or before all non-covered persons);
- Are 65 years or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or are at risk for homelessness; or
- Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

Individual Employment Plans (IEP)

As required by 20 CFR 641.535, the selected contractor(s) shall assess each SCSEP participant to determine their skills and employment-related needs and develop a plan to improve the participant's employability. The initial IEP shall include an appropriate employment goal for each participant. The selected contractor(s) shall provide or arrange for training and other supportive services identified in the participant's IEP consistent with SCSEP's goal of unsubsidized employment. The selected contractor(s) shall monitor the participant's IEP progress regularly and are required to complete a reassessment for each participant at least twice during a 12-month period and, as necessary, update the IEP. If the selected contractor(s) determines that the initial goal of unsubsidized employment is not feasible, the selected contractor(s) shall revise the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after SCSEP participation has ended.



Unsubsidized Employment

An important goal of the program is to help participants achieve self-sufficiency when they exit the program. For participants whose IEP includes a goal of unsubsidized employment, the selected contractor(s) shall provide training opportunities that enable participants to obtain such employment. In addition, the selected contractor(s) shall provide regular follow-up communication with former participants and employers to ensure that the former participant retains the job. The selected contractor(s) may also provide supportive services to successfully placed participants for up to 12 months to help them remain employed. Quality training efforts, appropriate placements, and good relationships between the program and the local employer community increase the likelihood of successful unsubsidized employment and job retention for participants who exit the SCSEP.

Community Service Work-Based Training

Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. Participants obtain income, as well as confidence and skills needed for successful employment and the organizations that host the participants are able to deliver more community service. Community service may include, but is not limited to, such activities as social, health, welfare and educational services; counseling services, including tax counseling; environmental efforts; weatherization efforts; and economic development. The training provided at these host agencies shall be consistent with the participant's IEP. Participants receive wages paid by the selected contractor(s) while they are in work-based or other training, as specified in their IEP.

Participant Wages and Fringe Benefits

The selected contractor(s) shall spend a minimum of 78 percent of their SCSEP Federal grant funds on participant wages and fringe benefits. Participant wages are based on the higher of the federal, state, or local minimum wage for time spent in approved program activities only (e.g., community service training, other permissible training, orientation). Generally, current SCSEP contractors pay participants' wages every two weeks. SCSEP sub-grantees are required to withhold all applicable federal, state, and local payroll taxes from participants' paychecks. Required fringe benefits for participants are the cost of an annual physical examination, workers' compensation coverage, and other benefits required by state or Federal law such as unemployment insurance. Prohibited fringe benefits include contributions to retirement plans, annual leave, sick leave, unemployment compensation, holiday pay, bonuses, or any carryover of benefits from one program year to the next. It should be noted that if a participant's host agency is closed on a federal holiday, the selected contractor(s) shall offer the participant the opportunity to make up the scheduled hours that fall on a federal holiday on another day when the host agency is not closed. Please refer to the Department's Aging Program Directive [18-05-04 SCSEP Policies Governing](#)



[Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances](#) for further information on federal holidays, necessary sick leave, leave of absences, etc.

Host Agencies

Host agencies provide the work sites for program participants and shall be public agencies or organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code, including community and faith-based organizations, authorized Federal agencies, State agencies, or local public agencies. See 20 CFR 641.140 for limits on types of host agencies. Host agencies are an essential component of the program because they provide training and work experience for participants. The selected contractor(s) shall work with host agencies to identify appropriate training that does not lead to maintenance of effort violations. The selected contractors' communication with the host agencies directly affect the value of the work-based training experience for the participants and the participants' ability to obtain unsubsidized employment.

Maintenance of Effort

A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements is met. Each project funded will not: (1) reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program; (2) displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits); (3) impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; and (4) employ or continue to employ any eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff (OAA § 502(G)).

Other Permissible Training

Training provided in addition to work-based community service training is an important tool to improve the skills and talents of participants, help them succeed in their community service assignments, and facilitate their placement into unsubsidized employment. The selected contractor(s) should offer practical training opportunities that are designed especially for the needs of older workers. The selected contractor(s) shall tailor their training to be consistent with the participants' IEP and refer to the [U.S. Department of Labor's Advisory Older Workers Bulletin No. 04-04](#) for permissible training activities for SCSEP.

Coordination with Local CareerLinks, Area Agencies on Aging, and other SCSEP Contractors



As a required partner, SCSEP contractors shall coordinate activities with local CareerLinks. The Pennsylvania Department of Aging (PDA) shall require the selected contractor(s) to coordinate with Area Agencies on Aging (AAAs) and other local social service agencies, as necessary, to provide supportive services to participants in order to achieve self-sufficiency. PDA also encourages the selected contractor(s) to coordinate efforts with other SCSEP contractors in the applicable service area.

Right of First Refusal

Under this RFGA, the selected contractor(s) shall allow current participants to remain in the program under the same conditions they experienced before the competitive selection process in order to minimize disruptions to participants and the program. Therefore, participants shall be able to continue community service work-based training in the same geographic area and host agency for up to 90 days after July 1, 2023, even though they may be transferred to a new contractor due to the selection. During these 90 days, the selected contractor(s) shall be required to provide orientation to their participants. After 90 days, participants are subject to the procedures and requirements of the selected contractor(s). The PDA is committed to minimizing disruptions and require the selected contractor(s) to reflect this commitment.

Administrative Costs

The administrative cost allowance for the program shall not exceed 10 percent of the Federal share. Functions considered administrative for SCSEP purposes are: accounting, financial and cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures, and monitoring of administrative functions. Administrative costs include goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems such as payroll, accounting, procurement and purchasing systems. This also includes the costs associated with the purchase, development, and operation of information systems.

Non-Federal Share Requirement

The selected contractor(s) shall contribute a minimum of 10 percent of the total project cost through cash or in-kind contributions. SCSEP funds shall only be used to fund up to 90 percent of the total project cost. Applicants shall identify the source of this non-federal share in the required budget submission.



Sub-recipients

The PDA defines a sub-recipient as any organization which provides program services on behalf of the selected contractor(s). There are no statutory restrictions on the type of entity which may be a sub-recipient; however, all sub-recipients are required to follow applicable SCSEP rules, regulations, and policy advisories. Regardless of how or through which entities the selected contractor(s) chooses to deliver services, the selected contractor(s) remains liable for complying with the terms and conditions of its grant, including SCSEP rules, regulations, and policy advisories.

Performance Measures

The performance measures for the program are outlined in 20 CFR part 641 subpart G. The U.S. Department of Labor (USDOL) designed these measures to ensure the selected contractor(s) enrolls only those individuals in need of the most training assistance to obtain employment. The performance measures also hold the selected contractor(s) accountable for placing participants to and retaining participants in unsubsidized employment.

The PDA announces the anticipated availability of SCSEP grant funds and opens the competitive selection process for potential applicants representing public or private non-profit organizations for the purpose of operating the SCSEP in four designated regions of the Commonwealth.

B. Statement of Purpose

The purpose of this RFGA is to solicit for Fiscal Year (FY) 2023-24 (July 1, 2023, to June 30, 2024) services for SCSEP participants in four designated regions of the Commonwealth. There will be an additional four (4) one-year renewal options for additional years (FY 24-25, FY 25-26, FY 26-27, and FY 27-28). These regions were previously served by forty-five (45) AAAs and are now managed by the PDA through this RFGA process. The funding for this RFGA is dependent on Federal funding from the USDOL to the PDA.

The regions, the counties included in each region, and the proposed number of slots (positions) allocated to each county in FY 22-23 are:

East

Berks	9 slots
Bucks	13 slots
Chester	7 slots
Delaware	12 slots
Montgomery	20 slots
Lehigh	9 slots
Northampton	5 slots



Central

Adams	2 slots
Cambria	6 slots
Cumberland	23 slots
Dauphin	5 slots
Franklin	6 slots
Lebanon	3 slots
Somerset	16 slots
York	7 slots

Western

Armstrong	15 slots
Butler	26 slots
Clarion	3 slots
Indiana	5 slots
Jefferson	3 slots
Venango	12 slots

Northern

Bradford	12 slots
Carbon	2 slots
Columbia	12 slots
Lackawanna	6 slots
Monroe	10 slots
Montour	3 slots
Pike	6 slots
Potter	3 slots
Schuylkill	5 slots
Susquehanna	2 slots
Wayne	3 slots

This information, along with the funding amounts for each region, are found in Exhibit 1. Applicants may propose SCSEP projects for one or more of the four regions. However, a separate application and budget shall be submitted for each region where SCSEP services are proposed. In the event an applicant is proposing to serve more than one region, a single contract shall be executed for each region awarded. Please note that the slots and dollar amounts allocated for each county are based on the FY 22-23 federal SCSEP slot and funding allocation to the PDA. Depending on the federal FY 23-24 SCSEP slot and funding allocation to the PDA, the number of slots and dollar amounts could change.

The PDA reserves the right to add SCSEP funds and slots during the contract or contract renewal years. AAAs funded by the PDA in FY 22-23 are not a part of the RFGA and have been assigned to one of the aforementioned four SCSEP regions.



Please refer to Exhibit 2 to view the names of these AAAs and their projected FY 23-24 SCSEP slots. **Please remember the AAAs and slot totals listed in Exhibit 2 are not included in this RFGA.** The PDA may require the selected contractor in each region to provide SCSEP services in one or more of the AAA Planning and Service Areas listed in Exhibit 2 during the contract or renewal years of the contract.

C. Grant Application Procedures

1. General Procedures

Rejection of Applications

The Commonwealth reserves the right to reject any applications received as a result of this request, or to negotiate separately with competing contractors.

Incurring Costs

The Commonwealth is not liable for any costs incurred by Grantees prior to issuance of a contract.

Addenda to the RFGA

In the instance it becomes necessary to revise any part of this RFGA before the application response date, addenda shall be issued to applicants who received the original RFGA. It is the responsibility of interested applicants to check the [Department of General Services](#) website for addenda or to obtain additional information.

Discussions for Clarification

Applicants may be required to make an oral or written clarification of their application to the Commonwealth to ensure thorough mutual understanding and applicant responsiveness to the solicitation requirements. The Issuing Office shall initiate requests for clarification.

Prime Grantee Responsibilities

The selected contractor(s) shall be required to assume responsibility for all services offered in its application whether or not it produces them. Further, the Commonwealth shall consider the selected contractor(s) to be the sole point of contact with regard to contractual matters.



Application Contents

Applications shall be held in confidence and not be revealed or discussed with competitors, unless disclosure is required to be made (1) under the provisions of any Commonwealth or United States statute or regulation; or (2) by rule or order of any court of competent jurisdiction. If a contract is executed, the successful application submitted in response to this shall be subject to disclosure. All material submitted with the application becomes the property of the Commonwealth of Pennsylvania and may be returned only at the Commonwealth's option. Applications submitted to the Commonwealth may be reviewed and evaluated by any person other than competing applicants at the discretion of the Commonwealth. The Commonwealth has the right to use any or all ideas presented in any application. Selection or rejection of the application does not affect this right.

News Releases

News releases pertaining to this project shall not be made without prior Commonwealth approval, and then only in coordination with the Issuing Office.

SAP Requirement

In order to do business with the Commonwealth of Pennsylvania, the selected applicant(s) are required to enroll in the SAP system. Applicants may enroll at [Vendor Registration \(pa.gov\)](https://www.vendorregistration.pa.gov) or by calling toll free at 1-866-755-CVMU (2868) or locally (Harrisburg Area) at 717-214-CVMU (2868).

Applicant's Representations and Authorizations

Each applicant understands, represents, and acknowledges:

- a. All information provided by, and representations made by, the applicant in the application material is important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the facts relating to the submission of this application. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. No attempt has been made or will be made to induce any firm or person to refrain from submitting an application on this contract, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- c. The application is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or



person to submit a complementary or other noncompetitive application.

- d. To the best knowledge of the person signing the application for the applicant, the applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the applicant in its application.
- e. To the best of the knowledge of the person signing the application for the applicant and except as otherwise disclosed by the applicant in its application, the applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
- f. The applicant is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the applicant cannot certify, then it shall submit along with the application a written explanation of why such certification cannot be made.
- g. The applicant has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the application or the specifications for the services described in the application.
- h. Each applicant, by submitting its application, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.
- i. Until the selected Contractor(s) receives a fully executed and approved written contract from the Issuing Office there is no legal and valid contract, in law or in equity, and the selected Contractor(s) should not begin to perform.

Notification of Selection

The responsible Contractor(s) whose application is determined to be the most advantageous to the Commonwealth, as determined by the Issuing Office, after



taking into consideration all of the evaluation factors, shall be notified in writing of its selection for negotiation.

RFGA Protest Procedure

- a. **Who May File the Protest** - Any actual or prospective applicant who is aggrieved in connection with the solicitation or award of the contract may file a protest, in writing, with the Issuing Office.

- b. **Time and Place for Filing**
 - 1. A protest by a party not submitting an application must be filed within seven (7) days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the application submission deadline specified in the cover letter to the RFGA. Parties who submit an application may file a protest within seven (7) days after the protesting party knew or should have known of the facts giving rise to the protest, but in no event may a protest be filed later than seven (7) days after the date of the notice of selection. The date of filing is the date of receipt of the protest.

 - 2. A protest must be in writing and filed with the Issuing Office.

- c. **Contents of Protest** - A protest shall state all grounds upon which the protesting party asserts the RFGA or selection was improper. The protesting party may submit with the protest any documents or information it deems relevant.

- d. **Notice of Protest** - The Issuing Office shall notify the successful applicant(s) of the protest if selection has been made. If the protest is received before selection and substantial issues are raised by the protest, all applicants who appear to have a substantial and reasonable prospect of selection shall be notified and may file their agreement/disagreement with the Issuing Office within five (5) days after receipt of notice of protest.

- e. **Stay of Procurement** - The head of the purchasing agency or designee will immediately decide upon receipt of a timely protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The Issuing Office shall not proceed further with the solicitations or with the award of the contract and shall suspend performance under the contract, if awarded, unless: the head of the purchasing agency or designee makes a



written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Commonwealth.

- f. **Response and Reply** - Within fifteen (15) days of receipt of the protest, the Issuing Office may submit to the head of the purchasing agency or designee and to the protesting party a response to the protest. The protesting party may file a reply to the response within ten (10) days of the date of the response.
- g. **Procedures** - The head of the purchasing agency or designee shall review the protest and any response or reply. The Issuing Office may decide the merits of the protest on the written, submitted documentation; request and review any additional documents or information he deems necessary to render a determination; or, in his sole discretion, conduct a hearing.
- h. **Determination** The head of the purchasing agency or designee shall promptly, but in no event later than sixty (60) days from the filing of the protest, issue a written determination. The determination shall:
 - 1. State the reason for the decision.
 - 2. Inform the protesting applicant of its right to file an action in Commonwealth Court within fifteen (15) days of the mailing date of the decision.

The Issuing Office shall send a copy of the determination to the protesting party and any other person determined by the Issuing Office to be affected by the decision.

2. Criteria for Evaluation of Applications

A review committee of qualified personnel selected by the Pennsylvania Department of Aging shall complete an evaluation of each application. Responses to each of the criteria as described in Part II-B-Application Format of the application (*Response to Required Program Activities, Performance Accountability, Organizational Management, Financial Management and Coordination*) is the basis of the evaluation. Applicants shall provide succinct but detailed and pertinent answers specific to each item listed. Applications should be written so reviewers are able to score each response solely on the written information provided for each criterion rather than by reference to another section of the application.

All applications shall be complete. Each applicant shall be responsible for completing and submitting each required part of the application. The PDA reserves



the right to request additional information from the applicant, to make a decision based on the application submitted and negotiate any aspect of the application. The application shall include the signature and title of a person authorized to enter into a binding agreement with the Commonwealth. All applications shall include a signed and dated SCSEP Application. Incomplete applications will not be reviewed.

3. Awards

Grants shall be administered through the PDA. All applicants shall receive official written notification of the status of their application from the PDA. Unsuccessful applicants may request a debriefing. This request shall be in writing and received by the PDA within thirty (30) days of the written official notification of the status of the application. The PDA shall determine the time and place for the debriefing. The debriefing shall be conducted individually by the PDA staff. Comparison of applications are not provided. Applicants are not given any information regarding the evaluation other than the position of their application in relation to other applications and the strengths and weaknesses in their individual application.

4. Reports

The selected applicant(s) shall submit a monthly expenditure report (invoice) to the PDA within thirty (30) calendar days after the end of the reporting month. The exception is the June monthly report, which is due within forty-five (45) calendar days after the end of the reporting period. The selected applicant(s) shall collect and report SCSEP data requirements according to specified time schedules. The selected applicant(s) shall use the SCSEP Data Collection and Performance Results Quarterly Progress Report (SPARQ) Data Collection System. SPARQ tracks participant records beginning at the time of enrollment. SPARQ has other case management capabilities, although the primary use of SPARQ is to track participant training and employment, generate Quarterly Progress Reports, alert SCSEP grant recipients when follow-ups are required and lead grant recipients to program improvement. Applicants shall ensure they and their local subcontractors have high-speed Internet access and the ability to use SPARQ.

5. Type of Contract and Method of Payment

Applicants funded through this RFGA shall be awarded a cost reimbursement contract. The term of the contract shall be for one year with an option to renew in year two, three, four and five. Applicants shall submit monthly invoices to the PDA. Applicants receive payment approximately 4-6 weeks after receipt of the invoice by PDA.



6. *Application Deadlines*

Please refer to Exhibit 3 for the activities associated with this RFGA and the associated due dates.



SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
FY 2023-2024 REQUEST FOR GRANT APPLICATION (RFGA)

PART II – APPLICATION INSTRUCTIONS AND REQUIRED FORMAT

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A. Application Instructions

The applicant shall submit one (1) application, inclusive of all documents, to RA-PAgingServices@pa.gov. The electronic files submitted must be limited to currently supported versions of Microsoft Word and Excel. The application shall be numbered for ease of reference.

The application shall be received by the Department of Aging no later than 4:00 PM EST on January 6, 2023. Late applications will be rejected, regardless of the reason.

Please type, "SCSEP RFGA 2023-01" in the subject line of your e-mail submission.

A complete and concisely written, SCSEP Grant Application shall consist of the following in the order listed below:

- Cover letter (on the applicant’s letterhead), signed by a person authorized to enter into a binding agreement with the Commonwealth
• A Table of Contents
• SCSEP Application form signed by a person authorized to bind the applicant into a contractual agreement. (Exhibit 4)
• Application Description and Justification addressing the issues identified in items 2, 3, 4, 5 and 6 in subsection B, below – Application Format
• A detailed budget in the format provided (Exhibit 5)



- Any letters of support to be considered in the review process
- Completed Form W-9, Request for Taxpayer Identification Number and Certification

B. Application Format

Applicants shall follow the format as described below to complete Part II of this RFGA. Applications shall be typewritten on 8 ½” by 11” paper, double-spaced, with a font size no smaller than 12 point and margins of at least ½ inch on all sides. Applications shall be no more than thirty-five (35) pages, excluding attachments.

1. Application Form and Table of Contents

The application shall include a completed SCSEP Application Form, which is contained in Exhibit 4. The application shall also include a Table of Contents, delineating each section of the application and the corresponding page number.

2. Required Program Activities

Describe in detail each activity and service listed below. Provide any examples of the documents described below, such as an assessment form, participant and host agency orientation manuals, etc., as attachments.

- a. **Participant Recruitment** - The applicant shall describe how they will broaden local awareness of the program in order to recruit eligible individuals to the program.

Applicants shall include the following in their response:

- A description of the outreach efforts to local communities to raise awareness of the program, including various methods of outreach to be utilized.
- A description of how outreach efforts are designed to encourage low-income older individuals age 55 and over to enroll in the program. Please describe how the outreach efforts will be specifically designed to attract individuals who are most in need, defined below in Section 3. *Performance Accountability*.
- A description of how recruitment goals for the target population will be consistently met. Also include a description of how the applicant will



ensure all vacant positions remain filled as program participants exit for unsubsidized employment or other reasons.

- b. **Participant Eligibility** - The applicant shall describe how they will ensure individuals applying to be program participants and existing program participants meet the eligibility criteria to enroll or remain in the program.

Applicants shall include the following in their response:

- A description of their procedures to ensure the accuracy of the individual's age, income, and residence for eligibility determination purposes, including a description of how often eligibility will be certified.
- A description of their procedures to ensure the individual is unemployed at the time of enrollment and during enrollment in the program.
- A description of how ineligible individuals will be notified of their ineligibility and any other action the applicant may implement. This response must describe both pre-enrollment and post-enrollment situations.

- c. **Assessments and IEPs** - The applicant shall describe how they will continuously assess program participants using the IEP and other assessment tools to ensure participants are trained for viable employment opportunities.

Applicants shall include the following in their response:

- A description of how often assessments and IEPs will be completed.
- A description of how the training and services reflected on the IEP will enhance, improve, and lead to higher-level skills enhancing the participant's employability.
- A description of procedures in place to ensure the participant acknowledges and agrees with the training plan.
- A description of how assessments will capture the assistance participants may need, including those services acquired through other programs, such as programs for individuals with disabilities, veterans, older adults, transportation, etc.



- A description of how they will ensure each participant's training assignment and host agency rotation(s) are consistent with their IEP.
- d. **Orientation** - The applicant shall describe how they will introduce program participants and host agencies to program requirements, roles and responsibilities, and permissible and non-permissible activities. Please include general timeframes for when an orientation will occur and how often. Also include a copy of any Participant Orientation Manual already developed.
- e. **Community Service Work-Based Training** - The applicant shall describe how participants will be trained through community service organizations, they will ensure the work-based training is high quality, and the training will lead to unsubsidized employment.

Applicants shall include the following in their response:

- A description of how host agency organizations will be recruited and selected, including the factors used to determine whether the host agency will provide quality job training.
 - A description of existing relationships with host agencies or plans to develop new relationships with host agencies. Also include any plans to leverage those relationships to provide assignments for SCSEP participants to prepare them for opportunities in High Priority Occupations and assist them in becoming job-ready.
 - A description of how assignments to community service work-based training will be made to ensure the training is consistent with the participant's IEP. Also include a description of the contractual relationship which will exist between the applicant and the host agency.
 - A description of how local projects will ensure participants receive adequate supervision during training hours.
 - A description of procedures for rotating participants to other host agency assignments.
 - A description of plans and procedures for documenting and ensuring host agencies either are public agencies or have 501(c) (3) designation, and how these records will be maintained.
- f. **Other Training** - The applicant shall describe in detail their choice of any general training, specialized training, or On-the-Job Experience (OJE)



provided while the participants are enrolled in the program, in addition to the community service training. This shall include an explanation of the choice of training and how it will assist participants in becoming self-sufficient and obtaining unsubsidized employment. Provide a work plan, including a schedule of participant training activities, as an attachment. Also include any signed OJE contracts and ensure the budget narrative reflects these activities.

- g. **Fringe Benefits** - The applicant shall describe any permissible and/or required fringe benefits offered to participants. Please refer to allowable fringe benefits in Part I of this RFGA.
- h. **Supportive Services** - The applicant shall describe any supportive services offered to participants and the resources used to fund those services. Also address supportive services offered to participants once they are placed in unsubsidized employment in order to help them retain those positions.
- i. **Unsubsidized Employment** - The applicant shall describe how they plan to place participants in high priority occupations according to local labor market data. In addition, describe how the targeted occupations will enable participants to become self-sufficient in positions for which they would not have otherwise had the necessary skills training provided by the program. Also include the types of positions sought for participants.
- j. **Termination** - The applicant shall describe the circumstances when a participant may be terminated from the program. Please include description of the criteria used for “for cause” terminations.
- k. **Minimizing Disruptions** - The applicant shall describe their plan to ensure minimal disruptions to existing participants if selected to provide SCSEP services through this RFGA. Please include how participants will be notified, what records will be turned over, what efforts will be made to place program participants into other employment and training opportunities, and what other services may be provided to ease the transition. Also provide a timeline for developing and initiating program operations, and the transition process following notification of the award. Applicants should highlight any prior experience in transitioning SCSEP participants from another SCSEP grantee to the applicant’s program.

The PDA expects the transition period from the incumbent grantees to new providers to take place during May and June 2023. As participants are transferred from one contractor to another due to this competition, the enrolled participants shall be given the opportunity to continue in the program. The selected contractor(s) shall offer incumbent SCSEP participants the opportunity to continue in the SCSEP in the same



geographic area and host agency for up to ninety (90) days. At the end of the 90-day period, the selected contractor(s) may choose to move participants into new host agencies, or they may continue to use the current host agencies.

Participants shall not remain enrolled with their former SCSEP sub-grantee. The PDA requires the former sub-grantee to identify participants who shall be transferred to other sub grantees. The PDA is committed to minimizing disruptions to the greatest extent possible and requires the applicants and the current sub-grantee also reflect this commitment. The PDA shall work with the current sub-grantee to promote a seamless transition in the instance there is a new sub-grantee in an area. The PDA shall support the transition by providing technical assistance, participant follow-up, and durational limit and host agency data.

The PDA requires successful applicants and the incumbent grantee to ensure minimum disruptions to participants, including continuous payments of wages during the transition. The PDA expects new subgrantees to assume payroll responsibilities on July 1, 2023. Successful applicants shall plan to make the first payment to participants in the first or second week of July 2023. Please note the successful applicants shall not receive their first payment from the Commonwealth until around mid-September.

- i. **Confidentiality of Files** - The applicant shall describe how participant files will be kept confidential from personnel not affiliated with the project. The applicant shall include a description of how they will ensure volunteer compliance with the confidentiality requirements, if they will enlist volunteer assistance.
- m. **Complaint Resolution Process** - The applicant shall describe the complaint resolution process for program applicants, participants and/or host agency complaints or grievances without Federal intervention. For complaints involving illegal acts or discrimination, the applicants shall describe the complaint resolution process used for participants and/or host agencies prior to State appeal.

3. Performance Accountability

The PDA is held accountable for meeting goals in seven SCSEP performance measures in FY 22-23. The PDA shall negotiate goals for each of the seven performance measures with the U.S. Department of Labor (DOL) in the spring of calendar year 2023. The PDA requires any contractor(s) receiving funds awarded through this RFGA to meet the PDA SCSEP goals negotiated with the U.S. DOL for each performance measure. For informational purposes, the SCSEP performance measures, a description of each performance measure



and the goals negotiated for each performance measure between the PDA and the U.S. DOL for the current fiscal year (FY 22-23) are listed below. Applicants should note that the U.S. DOL expects continuous program improvement of the PDA. Due to this expectation, the PDA's goals for each performance measure in FY 23-24 could exceed the performance goals negotiated for FY 22-23. Applicants should also note that the PDA could face financial sanctions for failing to meet the performance goals. The PDA may impose any financial sanction it receives on any recipient of funds awarded through this RFGA for failure to meet the PDA performance goals. Applicants shall describe strategies for ensuring the performance goals will be met or exceeded. Applicants shall provide data on their SCSEP performance or performance in a similar program for the past three fiscal years. Also describe procedures to communicate high or low performance to staff and strategies to address poor performance, if necessary.

FY 22-23 PDA SCSEP Performance Measures and Goals

1. *“Hours of community service employment”* (Community Service Goal) is defined as the total number of hours of community service provided by SCSEP participants divided by the number of hours of community service funded by the grantee's grant, after adjusting for differences in minimum wage among the States and areas. Paid training hours are excluded from this measure. **For Fiscal Year 22-23, the PDA goal for this measure is 71%.**
2. *“The percentage of project participants who are in unsubsidized employment during the second quarter after exit from the project”* (Entered Employment Goal) is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the second quarter after the exit quarter divided by the number of participants who exited during the reporting period multiplied by 100. **For Fiscal Year 22-23, the PDA goal for this measure is 38%.**
3. *“The percentage of project participants who are in unsubsidized employment during the fourth quarter after exit from the project”* (4th quarter Employment Goal) is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the fourth quarter after the exit quarter divided by the number of participants who exited during the reporting period multiplied by 100. **For Fiscal Year 22-23, the PDA goal for this measure is 24%.**
4. *“The median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project”* (Median Earning Goal) is defined by the formula: For all participants who



exited and are in unsubsidized employment during the second quarter after the exit quarter: The wage that is at the midpoint (of all the wages) between the highest and lowest wage earned in the second quarter after the exit quarter. **For Fiscal Year 22-23, the PDA goal for this measure is \$2,525.**

5. *“The number of eligible individuals”* (Service Level Goal) served is defined as the total number of participants served divided by a grantee's authorized number of positions, after adjusting for differences in minimum wage among the States and areas. **For Fiscal Year 22-23, the PDA goal for this measure is 156.6%.**
6. *“Indicators of effectiveness in serving employers, host agencies, and project participants”* (Customer Satisfaction Goals) is defined as the combined results of customer assessments of the services received by each of these three customer groups. **For Fiscal Year 22-23, the PDA goals for this measure is 84.6% for Participant and 85% for Host Agency.**
7. *“Service to Most-in-Need”* is defined by counting the total number of the following characteristics for all participants and dividing by the number of participants served. Participants are characterized as most-in-need if they:
 - Are covered persons in accordance with the VOW (covered persons who are SCSEP-eligible must receive services instead of or before all non-covered persons);
 - Are 65 years or older;
 - Have a disability;
 - Have limited English proficiency;
 - Have low literacy skills;
 - Reside in a rural area;
 - Have low employment prospects;
 - Have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA);
 - Are homeless or are at risk for homelessness; or
 - Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

For Fiscal Year 22-23, the PDA goal for this measure is 3.2.



4. Organizational Management

The applicant shall describe how the management structure and staffing of the organization are aligned with the grant requirements, and how the structure and staffing are designed to assure responsible general management of the organization.

The applicant shall provide the following:

- a. An organizational chart indicating how staff operating the PDA’s SCSEP Program at the local level fit into the applicant’s organization.
- b. The names and titles of staff that will operate SCSEP services at the local level and their qualifications.
- c. Letters of recommendation from any organization the applicant currently contracts with to provide similar services to those described in this RFGA.
- d. A description of any prior experience in operating a SCSEP or similar employment and training program.

The applicant shall describe where and how administrative/fiscal and programmatic/participant files and records, pertaining to the management of the contract will be maintained. If administrative/fiscal and programmatic/participant files and records will not be kept at an office in Pennsylvania, describe where they will be kept and how the applicant will make these files and records available to the PDA staff for monitoring visits. Please describe how SCSEP activities will be monitored at the local level. Also describe the type and frequency of substantive training program staff will receive on program policy, PDA guidance and directives, and performance and fiscal reporting.

5. Financial Management

A line-item budget, attached as Exhibit 5, shall be completed and all costs fully explained in the budget narrative. The budget narrative shall explain the assumptions made in the preparation of the line-item budget in Exhibit 5. The line-item budget shall identify only federal funds for each line item. Dollar amounts budgeted for each region are contained in Exhibit 1. Applicants may bid on one or more regions; a separate budget and application shall be provided for each region. The U.S. Department of Labor funding shall not exceed 90% of the total cost of activities carried out under a SCSEP grant. Consequently, a 10% non-federal match is required of the PDA. While contributing non-federal resources is not a condition of this agreement, the



PDA requires they be reported, to the extent the selected applicant(s) may have non-federal resources utilized for this program. This includes cash and in-kind services, including, but not limited to supervision of participants at host agencies. Applicants shall describe any in-kind services provided with their proposed SCSEP Project, along with the dollar amount associated with the in-kind services in the budget narrative. Selected applicants are required to report these resources on the financial reporting form.

A minimum of 78% of the available funds shall be allocated for participant wages and fringe benefits and administrative costs shall not exceed 10% of available funds. Functions considered administrative for SCSEP purposes are: accounting, financial and cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures, and monitoring of administrative functions. Administrative costs include goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems such as payroll, accounting, procurement, and purchasing systems. This also includes the costs associated with the purchase, development, and operation of information systems.

Other Participant Costs (OPC) include intake and eligibility determination, participant assessment, Individual Employment Plan (IEP) preparation, host agency development, outreach and recruitment, classroom training, job placement assistance and participant support services. Participant support services may include transportation and incidentals such as work shoes, badges, uniforms, eyeglasses, tools, child and adult care, and temporary shelter. Some information technology costs may also be charged to OPC such as the cost of tracking and monitoring participant and performance information, developing employment statistics and performance information.

Required fringe benefits for participants are the cost of an annual physical examination, workers' compensation coverage, and other benefits required by state or Federal law such as unemployment insurance. Prohibited fringe benefits include contributions to retirement plans, annual leave, sick leave, unemployment compensation, holiday pay, bonuses, or any carryover of benefits from one program year to the next. If a participant's host agency is closed on a federal holiday, the selected contractor(s) shall offer the participant the opportunity to make up the scheduled hours that fall on a federal holiday on another day in accordance with the Department's Aging Program Directive [18-05-04 SCSEP Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances](#).

The applicant shall describe the system utilized to compare planned and actual expenditures on a regular basis, including whether the applicant has a



formalized process for comparing and analyzing planned and actual costs. Include a description of the strategies used to ensure expenditures do not exceed available funds and grant funds are fully expended to prevent a lapse of SCSEP funds. Also describe how projected and actual enrollment will be tracked, as well as actual participant wages and fringe benefits. The applicant shall also provide audit or monitoring findings and recommendations for the past three years, including any corrective actions.

6. Coordination

The applicant shall identify the key partners (e.g. employers, educational institutions, PACareerLINKs, Area Agencies on Aging, Local Workforce Development Boards, etc.) they currently coordinate with to support SCSEP program implementation and operation throughout the duration of the RFGA funding period. Include each partner’s specific areas of expertise, training, and activities for which they will be responsible. Please describe the types of agreements with partners, both mandated and other, as well as the types of contributions received through partners. Describe the specific contributions to SCSEP or a similar program from partners, such as supportive services, training, evaluation, research, promotion, medical exams, etc. Further describe contributed materials such as eyeglasses, shoes, uniforms, transportation vouchers, books, and training materials, etc. The applicant shall describe their ability to maintain and manage partnerships. A description of monetary contributions received from partners in the last two program years specifying the purpose of the funding, the dollar amount (both cash and in-kind), and the percent of total budget that it represents shall be included. Describe the nature of the relationship with each partner and provide the following as attachments, as applicable:

- a. Memoranda of Understanding with Local WDBs/CareerLinks or other organizations with the description of services, referrals, cost sharing, and obligations of each party
- b. Signed letters of commitment (not simply letters of support)

**EXHIBIT 1
FY 23-24 SCSEP RFGA REGIONS, COUNTIES, AND SLOTS AND
FUNDING AMOUNTS**

REGION	COUNTY	FY 23-24 PROJECTED SLOTS	APPROXIMATE ALLOCATION
EAST			
	Berks	9	\$84,662
	Bucks	13	\$122,289
	Chester	7	\$65,848
	Delaware	12	\$112,883
	Lehigh	9	\$84,662
	Montgomery	20	\$188,138
	Northampton	5	\$47,034
TOTALS		75	\$705,516
CENTRAL			
	Adams	2	\$18,814
	Cumberland	23	\$216,358
	Dauphin	5	\$47,034
	Franklin	6	\$56,441
	Lebanon	3	\$28,221
	York	7	\$65,848
	Cambria	6	\$56,441
	Somerset	16	\$150,510
TOTALS		68	\$639,668
WESTERN			
	Armstrong	15	\$141,103
	Butler	26	\$244,579
	Clarion	3	\$28,221
	Indiana	5	\$47,034
	Jefferson	3	\$28,221
	Venango	12	\$112,883
TOTALS		64	\$602,041
NORTH			
	Bradford	12	\$112,883
	Carbon	2	\$18,814
	Columbia	12	\$112,883
	Lackawanna	6	\$56,441
	Monroe	10	\$94,069
	Montour	3	\$28,221
	Pike	6	\$56,441
	Potter	3	\$28,221
	Schuylkill	5	\$47,034
	Susquehanna	2	\$18,814
	Wayne	3	\$28,221
TOTALS		64	\$602,041
TOTAL SCSEP SLOTS FOR RFGA		271	
TOTAL APPROXIMATE SCSEP FUNDS FOR RFGA			\$2,549,265

EXHIBIT 2
ASSIGNED REGIONS FOR AAAs NOT PARTICIPATING IN RFGA

REGION	AAA	FY 23-24 PROJECTED SLOTS
EAST		
	PHILADELPHIA	96
TOTAL REGION SLOTS		96
CENTRAL		
	LANCASTER	15
TOTAL REGION SLOTS		15
WESTERN		
	WASHINGTON/FAYETTE/GREENE	14
	WESTMORELAND	13
	ERIE	12
TOTAL REGION SLOTS		39
NORTHERN		
	LUZERNE-WYOMING	14
	LYCOMING-CLINTON	5
TOTAL REGION SLOTS		19
TOTAL STATEWIDE NON-RFGA SLOTS FOR FY 23-24		169

**EXHIBIT 3
APPLICATION ACTIVITIES AND DEADLINES**

ACTIVITY	DATE	TIME
Place RFGA Notification on DGS website:	10/31/2022	4:00 PM EST
Interested applicants must submit in writing any questions concerning the RFGA to the PDA by:	11/11/2022	4:00 PM EST
Official written response to all questions asked by prospective applicants posted on the DGS website by:	11/30/2022	4:00 PM EST
Applications must be received by PDA no later than:	1/6/2023	4:00 PM EST
Applications evaluation meeting to be held on:	1/27/2023	9:00 AM EST
Anticipated date for notification of awards on:	3/6/2023	2:00 PM EST
Anticipated effective date of grant:	7/1/2023	



EXHIBIT 4

SCSEP APPLICATION FORM

Applicant Name:

Address:

Applicant Contact Person:

Title:

Phone number of Contact Person:

Fax number of Contact Person:

Email address of Contact Person:

Region to be served:

Federal Identification Number:

(IRS W-9 must accompany this application)

I CERTIFY I AM AUTHORIZED BY THE ORGANIZATION LISTED ABOVE TO BIND INTO A CONTRACTURAL AGREEMENT. THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Authorized Signature

Date

Print Name

Date

EXHIBIT 5

Senior Community Service Employment Program
LINE-ITEM BUDGET SUMMARY
July 1, 2023 through June 30, 2024

LINE-ITEM CATEGORIES	ADMINISTRATION	PARTICIPANT WAGES & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	TOTAL
Personnel				
Occupancy				
Communications				
Supplies & Minor Equipment				
Transportation				
Contract Services				
Other Operating Expenses				
Indirect Costs				
Total SCSEP Funds				

CATEGORY - OCCUPANCY		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize -	ADMINISTRATION			TOTAL
A. ITEM				
TOTAL COST				

CATEGORY - COMMUNICATIONS		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize	ADMINISTRATION			TOTAL
A. ITEM				
TOTAL COST				

CATEGORY - SUPPLIES & MINOR EQUIPMENT		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize	ADMINISTRATION			TOTAL
TOTAL COST				

CATEGORY - TRANSPORTATION		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize	ADMINISTRATION			TOTAL
TOTAL COST				

CATEGORY - CONTRACT SERVICES		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize	ADMINISTRATION			TOTAL
TOTAL COST				

CATEGORY - OTHER OPERATING EXPENSES		PARTICIPANT WAGE & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	
Itemize	ADMINISTRATION			TOTAL
TOTAL COST				

CATEGORY - INDIRECT COSTS		PARTICIPANT	OTHER	
Itemize	ADMINISTRATION	WAGE & FRINGE BENEFITS	PARTICIPANT COSTS	TOTAL
TOTAL COST				