

PENNSYLVANIA DEPARTMENT OF AGING



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*Senior Community Service Employment Program (SCSEP)
Request for Grant Applications (RFGA)
Pre-Proposal Conference
November 21, 2017*

Contract Terms

- 1 Year 7/1/18 – 6/30/19 with the option to renew:
 - Year Two 7/1/19-20
 - Year Three 7/1/20-21
 - Year Four 7/1/21-22
 - Year Five 7/1/22-23
- Cost Reimbursement Contract
 - Applicants will submit monthly invoices
 - Payment approximately 4-6 weeks after receipt of the invoice by PDA.

Application

- One (1) original application
- Five (5) hard copies
- One (1) electronic copy (on CD-ROM or flash drive) inclusive of all documents in the original application.
- The application shall be numbered for ease of reference.
- One (1) copy of a signed Grant Agreement
- Applications must arrive no later than 2:00 P.M. EST, on **Friday, January 5, 2018.**

Application Components

- Cover letter
- A Table of Contents
- SCSEP Application form
- Application Description and Justification
- Budget
- Letters of support
- Completed Form W-9, Request for Taxpayer Identification Number and Certification
- Signed and dated Grant Agreement
- Signed and dated Appendix J of Grant Agreement

Application Format

1. Application Form and Table of Contents
2. Required Program Activities
 - a. Participant Recruitment
 - b. Participant Eligibility
 - c. Assessments and IEPs
 - d. Orientation
 - e. Community Service Work-Based Training
 - f. Other Training
 - g. Fringe Benefits

Application Format

2. Required Program Activities (continued)

h. Supportive Services

i. Unsubsidized Employment

j. Termination

k. Minimizing Disruptions

l. Confidentiality of Files

m. Complaint Resolution Process

Application Format

3. Performance Accountability

Goals: 1. Community Service

2. Entered Employment

3. Employment Retention

4. Average Earnings

5. Service Level

6. Service to Most-in-Need

Application Format

4. Organizational Management

- a. Organizational Chart
- b. Staff Names and Qualifications
- c. Letters of Recommendation
- d. Description of Prior Experience

5. Financial Management

6. Coordination

- a. MOUs
- b. Signed Letters of Commitment

**EXHIBIT 2
ASSIGNED REGIONS FOR AAAs NOT PARTICIPATING IN RFGA**

REGION	AAA	FY 18-19 PROJECTED SLOTS
EAST		
	PHILADELPHIA	92
TOTAL REGION SLOTS		92
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CENTRAL		
	LANCASTER	15
	LEHIGH	9
	NORTHAMPTON	5
TOTAL REGION SLOTS		29
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WESTERN		
	WASHINGTON/FAYETTE/GREENE	14
	WESTMORELAND	13
	ERIE	12
TOTAL REGION SLOTS		39
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NORTHERN		
	LUZERNE-WYOMING	15
	LYCOMING-CLINTON	6
TOTAL REGION SLOTS		21
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TOTAL STATEWIDE NON-RFGA SLOTS FOR FY 18-19		181

Questions Received

Should Exhibit 5 and Attachment #1 of Exhibit 5 be provided within the 35 pages as part of a Section 5 (Financial Management), e.g. after section 4 but before section 6 within the narrative, or is Section 5/Exhibit 5 an attachment not counted within the 35 page limit that should be provided after the written proposal sections 1, 2, 3, 4 and 6 as an Exhibit?

Section 5 is not included in the 35 page limit and should be provided after the written proposal as an Exhibit.

Questions Received

Please confirm that the following item (4.c) may be provided as an appendix and not within the 35 page limit: Letters of recommendation from any organization that the applicant currently contracts with to provide similar services to those described in this RFGA.

Letters of recommendation from any organization that the applicant currently contracts with to provide similar services to those described in this RFGA will be included as an Appendix and not counted in the 35 page limit.

Questions Received

Regarding the following statement is section 2F: “Include any signed OJE contracts.” If we have a DOL approved optional special request that includes a sample agreement, may we include that to fulfill the requirement? Individual OJE contracts include Personally Identifiable Information and may be very numerous to provide each one individually.

In lieu of including signed OJE contracts, applicants may include a sample OJE agreement that is included in the applicant’s “U.S. Department of Labor Approved Optional Special Request”.

Questions Received

The U.S. Department of Labor allows SCSEP Grantees to provide specialized training through additional funds for training and supportive services. Up to 10% of participants wages and fringes (PWF) from the overall budget can be allocated for this training. Is this something PDA has utilized or applied for in the past and is PDA open to it for PY18?

In the past, the PDA has not utilized or applied for up to 10% of its PWF funds to be utilized for training and supportive services and it does not envision applying for this in PY 18.

Questions Received

What are a few examples of what PDA considers minor equipment under Program?

The budget definitions contained in Attachment #1 to Exhibit 5 apply to costs associated with all of the PA Department of Aging's programs and services. Applicants may budget the costs of Supplies and Minor Equipment (stationery, pens, pencils, staples and other items of like nature) under either Supplies and Minor Equipment (Office) or Supplies and Minor Equipment (Program). Examples for Program area would depend on the job and position but might be an ID badge or key fob for building access.

Questions Received

Will there be an Excel budget template provided?

Yes, an Excel budget template has been posted on the PDA website.

Questions

