

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s) *Other (Specify) _____
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3. Date Received: _____	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: _____	*5b. Federal Award Identifier: _____
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: S9-03-09-01
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8. APPLICANT INFORMATION:

*a. Legal Name: Delaware Health and Social Services	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 1--6000279	*c. Organizational DUNS: 625227608

d. Address:

*Street 1:	<u>1901 N. DuPont Highway</u>
Street 2:	<u>Main Building Annex, Room 109</u>
*City:	<u>New Castle</u>
County:	<u>New Castle County</u>
*State:	<u>Delaware</u>
Province:	_____
*Country:	<u>U.S.</u>
*Zip / Postal Code	<u>19720</u>

e. Organizational Unit:

Department Name: Delaware Health and Social Services	Division Name: Division of Services for Aging & Adults with Physical Disabilities
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	*First Name: <u>William</u>
Middle Name: _____	
*Last Name: <u>Abernathy</u>	
Suffix: _____	
Title: _____	
Organizational Affiliation: _____	

*Telephone Number: (302) 255-9361 or 9390	Fax Number: (302) 255-4445
*Email: william.abernathy@state.de.us	

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Labor, Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

SCSEP _____

CFDA Title:

17--235 _____

***12 Funding Opportunity Number:**

P.L. 111-5 (02/17/09) _____

*Title:

American Recovery and Reinvestment Act of 2009 _____

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

New Castle County (27 authorizations); Kent County (10 authorizations); and, Sussex County (17 authorizations).

***15. Descriptive Title of Applicant's Project:**

Senior Community Service Employment Program (SCSEP). Provides subsidized community service work experience, job skills training, job search assistance and supportive services for low income persons 55 and over. Community service and economic self-sufficiency are goals. This grant is for American Recovery and Reinvestment Act (ARRA) funding.

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Version 02

16. Congressional Districts Of:

*a. Applicant: DE-all

*b. Program/Project: DE-all

17. Proposed Project:

*a. Start Date: 2/17/09

*b. End Date: 6/30/10

18. Estimated Funding (\$):

*a. Federal	_____	\$507,317
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	e. Other: \$56,370
*f. Program Income	_____	
*g. TOTAL	_____	\$563,687

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 3-9-09
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

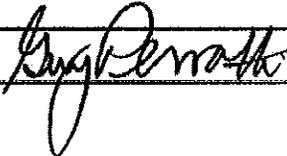
Prefix: _____ *First Name: Guy _____
Middle Name: _____
*Last Name: Perrotti _____
Suffix: _____

*Title: DSAAPD Director and Designee for Rita Landgraf, Secretary

*Telephone Number: (302) 255-9390

Fax Number: (302) 255-4445

* Email: Guy.Perrotti@state.de.us

*Signature of Authorized Representative: 

*Date Signed: 4-14-09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

Not Applicable

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. SCSEP	17.235	\$ -	\$ -	\$ 507,317.00	\$ 56,370.00	\$ 563,687.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 507,317.00	\$ 56,370.00	\$ 563,687.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
b. Fringe Benefits	-	-	-	-	-
c. Travel	2,000.00	-	-	-	2,000.00
d. Equipment	-	-	-	-	-
e. Supplies	1,700.00	-	-	-	1,700.00
f. Contractual	558,087.00	-	-	-	558,087.00
g. Construction	-	-	-	-	-
h. Other	1,900.00	-	-	-	1,900.00
i. Total Direct Charges (sum of 6a - 6h)	\$ 563,687.00	\$ -	\$ -	\$ -	\$ 563,687.00
j. Indirect Charges	-	-	-	-	-
k. TOTALS (sum of 6i and 6j)	\$ 563,687.00	\$ -	\$ -	\$ -	\$ 563,687.00
7. Program income	\$ -	\$ -	\$ -	\$ -	\$ -

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. SCSEP	\$	\$	56370.00 \$	56370.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8 - 11)	\$	\$	56370.00 \$	56370.00	

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. SCSEP	\$	\$	\$	\$	\$
17. Amount of Grant Funds Remaining after first year estimates are entered:	\$				
18. Amount of Grant Funds Remaining after future funding periods are estimated:	\$				
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges	22. Indirect Charges
A detailed budget narrative is attached.	
A detailed budget narrative is attached.	
23. Remarks	
A detailed budget narrative is attached.	

DETAILED BUDGET NARRATIVE

Line 21 of 424A - Direct Charges:

The following budget narrative is provided for Delaware's SCSEP Grant Application regarding the American Recovery and Reinvestment Act (ARRA). Specific program costs at the Grantee and Sub-recipient (e.g. contractor) levels are directly linked to the outcomes that Delaware SCSEP hopes to achieve during the grant period. Specifically, program costs will allow the managers and staff to fulfill grant requirements; and, to strive towards meeting the grant's performance goals -- which serve as indicators to the effectiveness of program services.

1. Category Overview and Percentages:

- a. The Administrative category does not exceed the 13.5% limit.
The Participant Wages and Fringe Benefits category is over 75% of grant funding.
No waivers to the 13.5% and 75% thresholds are currently requested.

Total Amount of Federal Grant	Administration Costs - Headquarters (State)	Administration Costs - Local (Subgrantees)	Participant Wages and Fringe Benefits Costs (Subgrantees)	Other Participant Costs (Subgrantees)
\$507,317 100%	\$ 5,600 1%	\$ 3,925 1%	\$ 411,741 82%	\$ 86,051 17%

- b. The Non-Federal contribution satisfies the required 10% match of the total grant award.
Specifically,

ARRA Grant Award (Federal and Non-Federal):	<u>\$563,687</u>	<u>100%</u>
ARRA Grant Award (Non-Federal):	\$56,370	10.00%

Of the \$56,370 in-kind match total, \$10,897 is projected to result from Subgrantee salary and fringe benefits; and, \$45,473 from training site supervisor salaries and fringe benefits.

2. Sub-recipient contracts (e.g. SCSEP contractors):

Federal:

Wilmington Senior Center (New Castle County subgrantee):	\$ 254,872
Modern Maturity Center (Kent County subgrantee):	\$ 88,000
First State Community Action Agency (Sussex County subgrantee):	<u>\$ 158,845</u>
	\$ 501,717

Non-Federal:

Wilmington Senior Center (New Castle County subgrantee):	\$ 28,640
Modern Maturity Center (Kent County subgrantee):	\$ 9,885
First State Community Action Agency (Sussex County subgrantee):	<u>\$ 17,845</u>
	\$ 56,370

Total Budget for Subgrantees:

SF 424A, line 6.f: Contractual: \$ 558,087

Delaware's three Subgrantees accomplish the daily SCSEP operations for their respective counties. Key daily activities include: recruitment (applicants, host training sites and employers); making training assignments and rotations; orientations; assessments; reassessments; Individual Employment Plans; recertifications; counseling and terminations; job search assistance; job market research; follow ups; supportive services; SPARQ data collection and entry; timesheets and payroll; workshops; program and fiscal reporting; staff training; proposing and managing budgets; files maintenance and security; and, media outreach.

Delaware's three SCSEP Sub-recipients were selected through a Request for Proposal (RFP) process. The latest RFP was issued for Program Year 2006 (with an option to renew annually for five years). The RFP process rated each applicant, through an independent Technical Review Committee, on the basis of Corporate Qualifications, Work Plan, and Project Staffing & Organization.

3. Grantee Budget (lettering follows the SF 424A; and, all lines are Administrative expenses):

a. Personnel: Not used.

b. Fringe Benefits: Not used.

c. Travel: The budget will cover travel expenses (including air, mileage, parking, tolls, hotels and meals) to U.S. DOL sponsored regional training and to conferences. Travel funds for short notice training events and conferences are also budgeted -- including expenses that may not be accommodated by the current sub-recipient budgets.

d. Equipment: The purchase of items over \$5,000 is not anticipated.

e. Supplies: Costs consist of office supplies; and, expenses associated with our annual SCSEP National Employ Older Workers Week awards breakfast. Also, the budget includes supply and office equipment funds for unforeseen expenses that may not be accommodated by the current sub-recipient budgets.

f. Contractual: See paragraph 2 above: Sub-recipient contracts. Funding is used for subsidized work experience assignments, participant skills training (such as computer training); and, for supportive services. Also, other contractor expenses are included, such as personnel, supplies, travel/training, and utilities.

Note: \$10,200 is budgeted for specific participant training (2% of Federal funding); and, \$4,650 is budgeted for supportive services (0.9% of Federal funding) – many supportive services are provided without cost.

g. Construction: Not used.

h. Other: 1) Training costs include registration fees, workshops, courses and training materials; and, to supplement sub-recipient staff training expenses, if needed; 2) Audit costs are budgeted at 0.2% of the grant's Federal funding; 3) Public notices and outreach funds; and, 4) Postage costs, including overnight mail. Outreach funds contribute to Division-wide strategies and brochures that include several programs; however, advertising specifically for SCSEP is funded through the sub-recipient budgets

4. Line 6j and Line 22 of 424A - Indirect Charges:

Not used.

5. Line 23 of 424A – Remarks:

In summary, the proposed budget meets the anticipated program needs of the Grantee and Sub-recipients.

PROGRAM NARRATIVE

(1) Identify specific strategies that will expand the number of Senior Community Service Employment Program (SCSEP) participants assigned to community service work:

- In the growth industries emphasized in the American Recovery and Reinvestment Act of 2009 (Recovery Act) (e.g., health care, child care, education, green jobs, energy efficiency and environmental services); and
- In expanded public service activities that utilize Recovery Act funds.

Delaware SCSEP has established and will continue to make contact with local non-profits that are involved in healthcare and childcare. Further, we will expand our efforts to include agencies that focus on environmental services, green jobs, and education as well as energy efficient positions that will ultimately lead to unsubsidized employment. For example, the program will contact the Department of Natural Resources and the Delaware Economic Development Office to determine potential non-profit host sites associated with green jobs, energy efficiency and environmental services. We will continue to develop more hosts in education. For example, Delaware State University recently became a host training site in their "Center for Enterprise Development."

Agencies receiving Recovery Act funding, such as organizations in the Delaware Aging Network and the One Stop System, will be approached to initiate or expand their roles as host training sites. Also, we will continue to work with the Division of Vocational Rehabilitation; Unemployment Insurance; Veterans Administration; local service centers; social agencies and shelters; child and adult day care programs; and, congregate and home bound nutrition programs.

As always, strong efforts will be made to secure new non-profit host agency training sites that will allow SCSEP participants to improve on their quality of life and to gain knowledge of job skills for the purpose of securing unsubsidized employment. All host agencies will be encouraged to hire once the participants become job-ready and there is funding available.

(2) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit a sufficient number of participants to meet the enrollment objectives of the Recovery Act funding, as well as the regular program's enrollment objectives.

The level of recruitment will be contingent upon the availability of funding for subsidized positions; and, we will be alert to trends in the local economy and respond accordingly. SCSEP will be promoted throughout Delaware using a variety of approaches. We will continue to maintain a close relationship with the four One Stop Career Centers. Participants assigned to them will disseminate information regarding training vacancies and will refer potential applicants to the SCSEP program offices in each County. Additional recruitment efforts will include, but not be limited to:

- a. Public Service Announcements on radio and TV,
- b. Senior center websites,
- c. Telephone and human service directory listings,
- d. Articles and notices in local newspapers and senior publications, including senior center newsletters,
- e. Presentations to area churches and community organizations,
- f. Classified advertisements,

- g. Flyers and brochures in the One Stop Centers, Social Security Offices, Chambers of Commerce, Veterans Administration, senior centers, state service centers, housing offices and shelters, libraries and other facilities that are frequented by older adults,
- h. Request host training sites to post SCSEP information at their locations,
- i. Address Rotary Clubs; and, newcomers breakfasts at senior centers,
- j. Maintain close contact with local churches, shelters, and low income housing groups,
- k. Attend and host display tables at Job Fairs, 55+ Expos and Health Fairs, and,
- l. Ask participants to recommend eligible family/friends.

Timelines: the above activities are ongoing and are effective in maintaining enrollment levels and wait lists.

(3) Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit and retain a sufficient number of host agencies that will be necessary to meet the increased number of participants served by the Recovery Act funding, as well as in the regular program.

The Grantee and Sub-recipients attended U.S. DOL's webinar on Recruitment in February 2009 -- and will attend others, when provided. We are using the web sites discussed to look for additional non-profits/government agencies.

The New Castle County regular (e.g. annual) program works with over sixty (60) host agencies and a substantial number of these agencies are very much interested in working with trainees funded by the Recovery Act. Many of these community service organizations are in significant need of workers due to the lack of funding.

In anticipation of the stimulus funding, the Kent County subgrantee has identified 11 potential training opportunities for new participants; and, continues to look for others in growth

industries listed in the first section of this program narrative. The job skill needs of participants will also determine what new hosts are targeted. The program office in Kent County is getting many calls from non-profits and is separating out those who are looking for “employees subsidized by SCSEP” rather than our participant trainees.

Host training sites will be chosen for their diversity and their willingness to train program participants in the skills needed to obtain employment. Recruitment strategies include phone contact with non-profit agencies; attending various meetings in the community; flyers, brochures and posters; written articles in local and senior publications; and, Public Service Announcements on local radio and TV stations.

Phone calls and site visits will continue to be accomplished to strengthen and retain relationships with new and existing host training sites. Timelines: the above recruitment activities are ongoing and have been effective in maintaining an adequate number of host training sites for the regular program and for supporting the new Recovery Act program. However, expansion into the growth industries will also be pursued.

(4) Identify specific strategies and policies to ensure that maintenance of effort violations do not occur (see Older Americans Act (OAA) Amendments of 2006, PL 109-365, Title V, Section 502 (b)(1)(G)).

The Sub-recipients will provide Host Agencies and prospective Host Agencies with information relating to the policies and procedures governing this program. Maintenance of Effort responsibilities will be discussed as a part of the Host Agency orientations. Additionally, Host Agencies will sign a “Letter of Agreement” to ensure compliance with the Maintenance of Effort provisions, prior to being selected as a training site; and, annually thereafter.

The Grantee and Sub-recipients will monitor operations to ensure adherence to these regulations. Participants in the program will be rotated from training assignments that are in violation of the Maintenance of Effort rules. The sub-recipient Program Directors will send written notification to the participant, as well as his or her host training site, when a violation occurs and a rotation is being initiated. Compliance requires the following considerations for SCSEP training assignments:

- a. Only be in addition to budgeted employment that would otherwise be funded by the grantee, subgrantee and the host training site without assistance from SCSEP.
- b. Result in increases in employment opportunities in addition to those that would otherwise be available.
- c. Not result in displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages or employment benefits.
- d. Not impair existing contracts for service or result in the substitution of Federal funds or other funds in connection with work that would otherwise be performed.
- e. Not substitute SCSEP-funded positions for existing federally assisted jobs.
- f. Not employ or continue to employ any participant to perform work that is the same or substantially the same as that performed by any other person who is on layoff.

Each sub-grantee will acknowledge—as part of the sub-grantee’s contract – its agreement to comply with the Maintenance of Effort provisions throughout its respective service area (e.g. county); and, its intention to continually work to identify and resolve any compliance issues.

(5) Provide a description of how the Recovery Act funding will be managed so that:

- Enrollment of new participants in the stimulus program is maximized while ensuring that there is no deterioration of enrollment and services in the regular program.
- Seniors are provided with opportunities that support other activities funded by the Recovery Act, such as the summer youth program, year round employment programs for youth, and One Stop Career Centers, i.e. tutoring, mentoring, greeters.
- Strategies, methods and/or protocols will be used to determine whether a participant is assigned to either the Recovery Act funding or the regular program funding.

Enrollment of new participants in the Recovery Act program will be maximized with applicants from the regular program's "wait list" and with new applicants who are "most in need." There will be no adverse impact on enrollment or services for the regular program due to the number of people needing program services. Applicants will be recruited in accordance with the current eligibility criteria and priorities of the regular program.

Several of our seniors are raising one to three grandchildren and prefer training with adults. However, we will work with the One-Stop Centers to obtain youth program information and determine the tutoring, mentoring and greeting opportunities that are available. Also, we will coordinate with the One Stop Centers to determine if they can provide quality training opportunities for more participants -- in addition to their currently assigned trainees.

Spending will be a prime consideration regarding program assignments. We may need to transfer some participants from the regular program to the Recovery Act program and back again as the grant period progresses. Participants may find jobs, become ill or have surgery, resign for other reasons, or require an extended break -- all factors which will affect spending levels in both programs.

(6) Provide a description of the methods that grantees will use to ensure the least disruption possible to participants enrolled under the Recovery Act program when the funding expires on June 30, 2010. Detail specific action steps that will be utilized to ensure participants receive timely and coordinated transition planning to the most appropriate service delivery system. In particular, address how partners in the One-Stop Career Centers will be utilized; also, identify other relevant community partners and services; and, to the extent feasible, how participants will be transitioned into the regular SCSEP program.

Participants will be informed at the time of enrollment that they must cooperate and work closely with the SCSEP program offices in an effort to obtain unsubsidized employment. They will be informed of the temporary nature of the program and that the ultimate objective is to prepare for and obtain jobs.

The sub-recipient Program Directors will provide a program status update to all participants still in the Recovery Act program three (3) months prior to its June 30, 2010 grant expiration date. In addition to an official letter, individual and group sessions will be conducted by the program offices to explain the services that will be made available during the transitional period; and, to address questions that participants may have relating to training and job placement opportunities. Participants will be advised that they have priority for enrollment in the regular program as positions become available. Specific program office actions follow:

- a. Monitor enrollment in both programs carefully, especially during the last two quarters of the Recovery Act grant year (e.g. monitor factors such as authorized breaks, illness, resignations, and potential employment.)
- b. Work with the sub-recipient fiscal offices monthly to manage the budgets of both programs.

- c. Start transitioning Recovery Act Program participants to the Regular Program when it seems prudent and feasible.
- d. Provide extra training (on computers especially); and, require appropriate participants to be proactive in working with the SCSEP program offices and the One Stop Centers to find jobs.
- e. Continue to closely collaborate with the Disability Navigators at the One-Stop Centers. This is important since one-quarter of our SCSEP participants have some type of disability.
- f. Provide supportive services that are needed using referrals to our many available resources.
- g. Anyone released from the Recover Act program due to the grant's expiration will be given priority for enrollment in the annual program.

(7) Provide a statement that all Recovery Act program participants will be informed verbally and in writing at the time of enrollment that:

- A. They are being enrolled with Recovery Act funding that is due to expire on June 30, 2010.
- B. They are subject to the same rights and responsibilities as enrollees in the regular SCSEP program.
- C. Every effort will be made to help them obtain unsubsidized employment prior to the expiration of the Recovery Act program.
- D. Prior to the expiration of Recovery Act funding, timely transition planning will be undertaken to determine the most appropriate services that may still be needed by the participant, including referral of job-ready participants to the One-Stop Career Center, and transfer of participants who require additional community service training into the regular program provided sufficient funds are available in that program. If they are not

able to transition to the regular program, they may be terminated at the expiration of the Recovery Act funding availability. However, they will be given priority for re-enrollment in SCSEP consistent with eligibility requirements and statutory priorities of service.

The sub-recipient program offices will verbally explain and then obtain each participant's signature on a document that lists the above terms of enrollment regarding the Recovery Act program. In addition, the program offices will review these terms with each participant during reassessments. The document template follows:

RECOVERY ACT PARTICIPATION

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

I understand the following:

- A. I am being enrolled with Recovery Act funding that is due to expire on June 30, 2010.
- B. I am subject to the same rights and responsibilities as enrollees in the regular SCSEP program.
- C. Every effort will be made to help me obtain unsubsidized employment prior to the expiration of the Recovery Act program.
- D. Prior to the expiration of Recovery Act funding, timely transition planning will be undertaken to determine the most appropriate services that may still be needed by me, including referral to the One-Stop Career Center. If I require additional community service training, I may be transferred into the regular program provided sufficient funds are available in that program. If I am unable to transition to the regular program, I may be terminated at the expiration of the Recovery Act funding availability. However, I will be given priority for re-enrollment in SCSEP consistent with eligibility requirements and statutory priorities of service.

By signing below, I acknowledge the above terms have been discussed with me orally and I have received a signed copy.

Participant

Date

SCSEP Program Director

Date

PROGRAMMATIC ASSURANCES

The programmatic assurances delineated below reflect standard grant requirements—i.e., those that are required by law or those that are consistent with sound program practices. The applicant certifies by check mark that its agency or organization will conform to the following assurances and will continue to conform to these assurances throughout the period of this grant:

NOTE: ALL BOXES ARE CONSIDERED CHECKED BY THE GRANTEE

Participant-Related Assurances

Recruitment and Selection of Participants

- The agency or organization has developed and implemented methods for recruiting and selecting participants that assure that the maximum number of eligible individuals have an opportunity to participate in the program.
- The income definitions and income inclusions and exclusions for determining Senior Community Service Employment Program (SCSEP) eligibility, as described in Training and Employment Guidance Letter (TEGL) 12-06, are used to determine and document participant eligibility. TEGL 12-06 may be accessed on www.doleta.gov/seniors under Technical Assistance.
- The applicant has developed strategies to recruit applicants who have priority for service as defined at Older Americans Act (OAA) Section 518(b)(1)-(2). Priority is to be afforded to individuals who are 65 years of age or older or:
- a) Are veterans or eligible spouses of veterans as defined in 20 CFR 1010.110 (73 Fed. Reg. 78142, 78142 (Dec. 19, 2008));
 - b) Have a disability;
 - c) Have limited English proficiency or low literacy skills;
 - d) Reside in a rural area;
 - e) Have low employment prospects;
 - f) Have failed to find employment after utilizing services provided through the One-Stop Delivery System; or
 - g) Are homeless or are at risk for homelessness (OAA Section 518(b)(1)-(2)).

Assessment

- Assesses participants at least two times per 12 month period.
- Uses assessment information to determine the most appropriate community service assignments for participants.

Individual Employment Plan (IEP)

- Establishes an initial goal of unsubsidized employment for all participants.
- Updates the IEP at least as frequently as the assessments.

Community Service Employment Assignment (CSEA)

- Ensures that the initial CSEA is based on the assessment done at the time of enrollment.
- Uses the IEP as the basis for determining when, as appropriate, to rotate participants through assignments within a CSEA or to other CSEAs to acquire the skills necessary to obtain unsubsidized employment.
- Selects host agencies that are designated 501(c)(3) organizations or public agencies.
- Has procedures in place for assuring adequate supervision of participants at the host agencies.
- Has procedures in place to ensure safe and healthy working conditions.

Recertification of Participants

- Recertifies the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.
- Has a written policy setting forth actions to be taken to deal with those found to be ineligible (including notification of their right to appeal the finding).

Physical Examinations

- Offers physicals to participants upon program entry and each year thereafter as a benefit.
- Obtains a written waiver from each participant who declines to have a physical.

Orientation

Provides orientations for its participants and host agencies which include information on:

Participant Orientation

- Project goals and objectives
- Community service employment assignments
- Training opportunities
- Available supportive services
- The availability of a free physical examination
- Participant rights and responsibilities
- Host Agencies
- Sub-recipients provide sufficient orientations, which may include the following information:
 - Grantee and local project roles, policies and procedures
 - SCSEP goals and objectives
 - Role of supervisors
 - Evaluation of participant progress
 - Provision of safe working environment
 - Annual monitoring and safety assessment
 - Documentation requirements
 - Termination policies
 - Grievance procedures

Participant Benefits

- Provides benefits that are required by State or Federal law (such as workers' compensation or unemployment insurance), and the costs of physical examinations.
- Has established written policies relating to compensation for scheduled work hours during which an applicant's or sub-recipient's business is closed for Federal holidays.
- Has established written policies relating to necessary sick leave that is not part of an accumulated sick leave program.
- Does not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Durational Limits

Average Participation of 27 Months

- Complies with an average participation cap for eligible individuals (in the aggregate) of 27 months, unless a waiver is approved.

*Maximum Duration of Program Participation 48 Months *

- Complies with the requirement that participants may participate in the program no longer than 48 months in the aggregate (whether or not consecutive) unless the participant receives a waiver of this requirement.
- Notifies participants of its policy pertaining to the maximum duration requirement at the time of enrollment.
- Allows participants a 48-month maximum lifetime participation in SCSEP unless it has applied for a waiver to establish a lesser maximum duration of program participation.
- Notifies participants if they are enrolled under the American Recovery and Reinvestment Act.

Termination Procedures

- Grantees will provide a reason for termination and inform participants of grievance policies. An IEP termination policy must be approved by DOL prior to implementation.

Written Termination Policies Are in Effect for:

- Provision of false information (immediate)
- Incorrect initial eligibility determination (30 days written notice)
- Income ineligibility determined at recertification (30 days written notice)
- Cause (immediate or corrective action, depending on infraction)
- If applicable and there are no extenuating circumstances that would hinder the participant from moving to unsubsidized employment, refusal to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the IEP

Equitable Distribution

- Manages slot allotments within equitable distribution guidelines, to the extent feasible, so that potential participants have equal access for program participation.

Over-Enrollment

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

Administrative Systems

- Communicates grant policy, data collection, and performance developments and directives to staff and sub-recipients and/or local project operators.
- Has developed a written monitoring tool and procedures for its SCSEP grant that lists items to be reviewed during monitoring visits, and provided this tool to sub-recipients and/or local project operators.
- Has developed a monitoring schedule, notified sub-grantees and/or local project operators of its monitoring plans, and monitors sub-grantees and/or local project operators on a regular basis.
- Provides training to increase sub-recipients' and/or local project operators skills, knowledge, and abilities.
- Prescribes corrective action and follow-up procedures for sub-recipients and/or local project operators to ensure that identified problems have been remedied, when appropriate.
- Monitors the financial systems and expenditures of sub-recipients and/or local project operators on a regular basis.
- Ensures that sub-recipients and/or local project operators receive adequate resources to effectively operate local projects.
- Has trained sub-recipients and/or local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provides more general financial training as needed.
- Ensures that all financial reports are accurate and are submitted in a timely manner, as required.

Sub-Recipient Selection (If Applicable)

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

Complaint Resolution

- Grantee establishes and uses written grievance procedures for complaint resolution for applicants, employees and participants.
- Provides applicants, employees and participants with a copy of such procedures.

Maintenance of Effort

- Does not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program.
- Does not displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- Does not impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
- Does not assign or continue to assign any eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

Procedures for Payroll and Payment of Workers' Compensation

- Makes all required payments for payroll and Workers' Compensation premiums on a timely basis.
- Ensures that host agencies do not pay Workers' Compensation costs for participants.

Maintenance of Files and Privacy Information

- Maintains participant files for three (3) years after the program year in which all follow-up activity for a participant has been completed.
- Participant records are securely stored and access is limited to appropriate staff to safeguard personal identifying information.
- Safeguards to preclude tampering with electronic media are established (e.g., Personal Identification Numbers (also known as "PINs")) for recordkeeping.
- Ensures that the SCSEP National Program Office at the Department of Labor is immediately notified in the event of any potential security breach of personal Identifying Information (PII), whether electronic/paper files and/or equipment is involved.
- Complies with, and ensures that authorized users under its grant comply with all SPARQ access and security rules.

Documentation

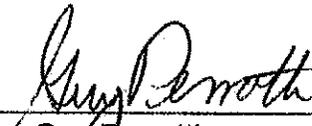
- Maintains documentation of waivers of physical examinations by participant.
- Maintains documentation of the provision of complaint procedures to participants.
- Maintains documentation of eligibility determinations and re-determinations.
- Maintains documentations of terminations and the reasons for such terminations.
- Maintains records of grievances and outcomes.

Data Collection and Reporting

- Ensures that accurate data are submitted timely to SPARQ, as required.
- Ensures that those capturing and recoding data are familiar with the latest instructions for data collection, including Department administrative issuances, such as Older Worker Bulletins, TEGs, the Data Collection Handbook and Internet postings.
- Legally obligates sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee at the time that the sub-recipient ceases to administer SCSEP.
- Legally obligates any new sub-recipients to enter complete data related to any participants whom they acquire upon becoming sub-recipients.
- Non-Web Data Collection System users ensure that accurate data are uploaded to SPARQ in accordance with Department timelines and administrative guidance.

If the applicant has not checked a specific box(es) herein, information must be provided on a separate attachment indicating what specific steps it will take to conform with this standard grant requirement(s).

Signature of Authorized Representative: _____



Guy Ferrotti
Director

RECOVERY ACT ASSURANCES

1. **Grant Funds:** These grant assurances addresses additional requirements applicable to funds appropriated in the American Recovery and Reinvestment Act of 2009 (ARRA or the Recovery Act, P.L. 111-5).
2. **Purposes and Principles:** In accordance with the intent of the Recovery Act, funds must be spent expeditiously and effectively, with full transparency and accountability in the expenditure of funds. The Recovery Act provides more than an injection of workforce development resources into communities in need across the country. The significant investment of stimulus funds presents an extraordinary and unique opportunity for the workforce system to accelerate its transformational efforts and demonstrate its full capacity to innovate and implement effective One-Stop service delivery strategies. As grantees plan how they will make immediate use of the Recovery Act funds, ETA encourages them to take an expansive view of how the funds can be integrated into transformational efforts to achieve a new level of effectiveness throughout the public workforce system. In this system, the needs of workers and employers are equally important in developing thriving communities where all citizens succeed and businesses prosper. Successful implementation of the Recovery Act includes quick and effective provision of services and training for workers in need. Grantees are advised that the Recovery Act funds are intended to supplement, not supplant, existing funds.
3. **Limit on Funds:** None of the funds appropriated or otherwise made available in the Recovery Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
4. **DUNS/CCR:** Grantees and their subrecipients (first tier) must have a Dun and Bradstreet Numbering System (DUNS) number (www.dnb.com) and must maintain active and current profiles in the Central Contractor Registration (CCR) (www.ccr.gov).
5. **Schedule of Expenditures of Federal Awards:** Grantees agree to separately identify the expenditures for each grant award funded under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for the Recovery Act funds by

Federal award number consistent with the recipient reports required by the Recovery Act Section 1512(c).

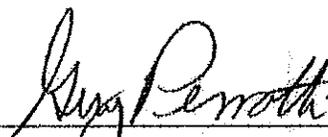
6. **Responsibilities for Informing Sub-recipients:** Grantees agree to separately identify to each sub-recipient and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds.
7. **Reporting: Program Management and Financial Expenditure:** Accountability guidelines for the Recovery Act emphasize data quality, streamlining data collection, and collection of information that shows measurable program outputs. The Act also emphasizes transparency and frequent communication with the American public about the nature of the Recovery Act investments. Accordingly, the Grantor is developing reporting guidelines that will minimize any new collection burdens yet provide timely accurate accounting of system performance and outcomes. Grantees shall collect and report information as conveyed in upcoming ARRA reporting instructions to be issued by the Grantor. **NOTE:** Recovery Act reports will be due 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2009.
8. **Veterans' Priority Provisions:** **NOTE:** this provision applies to all PY 2008 funds in place of the version of the Veterans' Priority Provisions clause in the original agreement. This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the U.S. Department of Labor. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority Provisions established by the Jobs for Veterans Act (38 USC 4215).
9. **General Provisions of the Recovery Act, as applicable:** The following clauses are specific to usage of ARRA funds and are intended to supplement, not replace any existing terms and conditions.
 - **Wage Rate Requirements:** Subject to further clarification issued by the Office of Management and Budget and notwithstanding any other provision of law

and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Grantor pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)

- **Whistleblower Protection:** Each Grantee or sub-recipient awarded funds made available under the ARRA shall promptly refer to the Grantor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. (ARRA Sec. 1553)
- **Buy American - Use of American Iron, Steel, and Manufactured Goods:** None of the funds appropriated or otherwise made available by the Recovery Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. See the Recovery Act Section 1605 - Buy American Requirements. All prohibitions on construction remain applicable to Grantees.

ACCEPTANCE

Signature of Authorized Representative: _____


Guy Perrotti
Director

