

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

**Notice of Funding Opportunity
Iowa Workforce Development
Program Year 2025**

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INTRODUCTION

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

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

This application solicits program deliverables through subawards July 1, 2025 – June 30, 2026, for services to Iowa SCSEP participants in Cerro Gordo, Clay, Clinton, Des Moines, Dickinson, Emmet, Floyd, Franklin, Hancock, Iowa, Jackson, Johnson, Kossuth, Lee, Linn, Louisa, Mitchell, Muscatine, Osceola, Scott, Winnebago, Woodbury, Worth Counties.

PURPOSE

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

The chosen applicant will focus their work on innovative approaches to improve access to services, education, training, and employment for members of this population group. In accordance with 20 CFR Part 641, they will assist with job development, job placement, and follow-up services, while providing expertise and support to the participant relating to the Older Americans Act. The applicant must ensure goals align with the overarching SCSEP goals.

SCOPE OF WORK

The Programmatic Assurances below and in the attached document reflect standard grant requirements consistent with sound program practices.

The Executive Summary should include a clear and concise description of the organization's mission and structure for working adults aged 55 and older and provide insight into the proposed sub-grantee operations. Include personnel and staff capacity, including supportive positions for grant implementation. Address any additional programs that would complement this program.

The Application Narrative should address each titled section below (Sections A through W and include the title and follow the outlined format).

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

A. Recruitment and Selection of Participants

- (1) Develops and implements methods to recruit and select participants to assure that a maximum number of eligible individuals are able to participate in the program.
- (2) Uses income definitions and income inclusions and exclusions for SCSEP eligibility, as

described in TEGL 12-06, to determine and document participant eligibility.

- (3) Develops and implements methods to recruit minority populations to ensure they are enrolled at least recruit applicants who have priority of service as defined in the Older Americans Act of 1965 section 518(b)(1)-(2) and by the Jobs for Veterans Act, P.L. 107-288. Individuals have priority who:
 - a) Are covered persons in accordance with the Jobs for Veterans Act (covered persons—veterans and eligible spouses, including widows and widowers—who are eligible for SCSEP must receive services instead of, or before, non-covered persons).
 - b) Are 65 years or older.
 - c) Have a disability.
 - d) Have limited English proficiency.
 - e) Have low literacy skills.
 - f) Reside in a rural area.
 - g) Have low employment prospects.
 - h) Have failed to find employment after utilizing services provided through the One-Stop Delivery System.
 - i) Are homeless or are at risk for homelessness.
 - j) Were formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

B. Assessment

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

C. Individual Employment Plan (IEP)

- (1) Establishes an initial goal of unsubsidized employment for all participants.
- (2) Updates the IEP at least as frequently as assessments occur (at least twice per 12-month period).
- (3) Modifies the IEP as necessary to reflect other approaches to self-sufficiency if it becomes clear to the program staff and participant that unsubsidized employment is not feasible for a participant.
- (4) For participants who will reach their individual durational limit (see section L. below) or would not otherwise achieve unsubsidized employment, the sub-grantee includes a provision in the IEP to transition those individuals to other services.

D. Community Service Assignment (CSA)

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

E. Recertification of Participants

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

F. Physical Examinations

- (1) Offers physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- (2) Obtains a written waiver from each participant who declines to have an initial or annual physical examination.

- (3) Does not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

G. Host Agencies

- (1) Develops and implements methods for recruiting new host training sites to provide a variety of training options that will enable participants to increase their skill level and transition to unsubsidized employment.
- (2) *Maintenance of Effort*: Ensures that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. Specifically ensures that CSAs do not:
 - a) Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
 - b) Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
 - c) Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

H. Orientation

- (1) Provides orientations for its participants and host agencies, including information on:
 - a) Project goals and objectives
 - b) Community service assignments
 - c) Training opportunities
 - d) Available supportive services
 - e) Availability of free physical examinations
 - f) Participant rights and responsibilities
 - g) Host agencies
 - h) SCSEP goals and objectives
 - i) Grantee and local project roles, policies, and procedures
 - j) Documentation Requirements
 - k) Holiday and sick leave
 - l) Assessment process
 - m) Development and implementation of Individual Employment Plans (IEPs)
 - n) Evaluation of participant progress
 - o) Health and safety issues related to each participant's assignment
 - p) Role of supervisors and host agencies
 - q) Maximum individual duration policy
 - r) Termination Policy
 - s) Grievance procedures

I. Wages

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

J. Participant Benefits

- (1) Provides workers' compensation and other benefits required by state or Federal Law, and the cost of physical examinations.
 - a) Follows written policy relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays (a statewide policy).
 - b) Follows written policy relating to approved breaks in participation and any

necessary sick leave that is not part of an accumulated sick leave program (a statewide policy).

- c) Does not use grant/contract funds to pay for participant pension benefits, annual leave, accumulated sick leave, or bonuses.

K. Procedures for Payroll and Workers' Compensation

- (1) Makes all required payments for participant payroll and pays workers' compensation premiums on a timely basis.
- (2) Ensures that host agencies do not pay workers' compensation costs for participants.

L. Durational Limits

- (1) Maximum Average Project Duration: 27 Months
 - a) Maintains average project duration of 27 months or less (e.g., average time all individuals are in the program), unless U.S. DOL approves a Grantee request for extension to 36 months.
- (2) Maximum Participant Duration: 48 Months
 - a) Allows participants to participate in the program no longer than 48 months in a lifetime (whether or not the time is consecutive).
 - b) Notifies participants of the statewide policy pertaining to the maximum duration requirement (e.g., no longer than 48 months), at the time of enrollment and annually.
 - c) Provides 30-day written notice to participants prior to durational limit exit from the program.

M. Transition Services

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

N. Termination Procedures

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

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

- (1) A written termination policy is in effect and is provided to participants at enrollment for:
 - a) Provision of false eligibility information by participant
 - b) Incorrect initial eligibility determination at enrollment
 - c) Income ineligibility determined at recertification
 - d) Participant has reached individual durational limit
 - e) Participant has become employed while enrolled
 - f) For cause
- (2) IEP-related termination (IEP terminations are based solely on a participant's refusal to accept a reasonable number of job offers or referrals to unsubsidized employment; or refusal to conduct a reasonable search for employment, consistent with their IEP, unless there are extenuating circumstances).

P. Equitable Distribution

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

Q. Over-Enrollment

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

R. Administrative Systems

- (1) Ensures representation at all Grantee and U.S. DOL ETA-required training events.
- (2) Communicates with Grantee, other Sub-grantees and staff members regarding policy, directives, data collection, and performance.
- (3) Responds to Grantee monitoring requests (e.g., scheduling, information requests, and corrective action responses); and cooperates with Federal and state auditors.
- (4) Develops, provides, and acquires training for staff to increase skills, knowledge, and abilities.
- (5) Maintains expertise on—and complies with—SCSEP financial and program requirements.
- (6) Self-monitors financial and program activities—including expenditures—on a regular basis to comply with fiscal and programmatic requirements. Submits budget proposals requesting adequate resources to effectively operate the program.
- (7) Ensures that all financial and program reports, including invoices, are accurate and submitted in a timely manner.
- (8) Ensures implementation of customer satisfaction surveys, including participant, host agency and employer surveys in accordance with U.S. DOL and Grantee guidance.
- (9) Develops a written plan for both disaster response and recovery so SCSEP may continue to operate and provide services.

S. Collaboration and Leveraged Resources

- (1) Collaborates with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment.
- (2) These organizations may include but are not limited to: Iowa*WORKS* Centers and the Workforce Innovation an Opportunity Act Core Partners; libraries; disability networks; skills training providers; and other resource and support organizations.

T. Support Services

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

U. Complaint Resolution

- (1) Establishes and uses written grievance procedures for complaint resolution for applicants, participants, and employees (a statewide policy).
- (2) Provides applicants, participants, and employees a copy of the SCSEP grievance policy.

V. Maintenance of Files and Privacy Information

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

- paper files, or equipment are involved. Sub-grantees will usually report via the Grantee.
- (6) Ensures compliance with all GMPS access and security rules.

W. Documentation

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

X. Data Collection and Reporting

- (1) Ensures the collection and reporting of all SCSEP required data according to specified time schedules.
- (2) Ensures the use of the Office of Management and Budget (OMB)-approved SCSEP data collection forms and the SCSEP Grant Performance Management System (GPMS).
- (3) Ensures that personnel capturing and recording data are familiar with the latest instructions for data collection, including U.S. DOL administrative issuances, e.g., TEGs, the Data Collection and Data Validation Handbooks, and Internet postings on the SCSEP web sites (such as the Ask the Experts and SCSEP Community of Practice sites).
- (4) Ensures accurate and complete data are entered directly into the GPMS database system.
- (5) Ensures complete data files in the specified electronic format, as well as hard copy case files are turned over to the Grantee when sub-grantees cease to administer SCSEP.
- (6) Ensures new sub-grantees enter complete data related to any participants whom they acquire upon becoming sub-grantees, including any participants who are still in the follow-up period.

Y. Performance Measures

- (1) Complies with U.S. DOL approved performance measures.
 - a) Employment-Based Measures
 1. Employment rate 2nd Quarter after exit
 2. Employment rate 4th Quarter after exit
 3. Median Earnings of participants employed during the 2nd Quarter after exit
 - b) Services to Participants Measures
 1. Hours (in the aggregate) of community service
 2. Number of eligible individuals served
 3. Number of most-in-need individuals served
 - c) Indicators of Effectiveness
 1. Indicators of Effectiveness in serving employers, host agencies, and program participants.

PROGRAM ELIGIBILITY

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

- Is a veteran or a spouse of veteran.
- Is 65 years of age or older.

- Has a disability.
- Has limited English proficiency.
- Has low literacy skills.
- Resides in a rural area.
- Has low employment prospects.
- Has failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014.
- Is homeless or at risk for homelessness.
- Was formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

OUTREACH EFFORTS

The chosen applicant shall serve older adults across the state to ensure they have opportunities for long-term, sustainable employment.

The chosen applicant shall target older adults with barriers who sometimes lack a high school diploma or high school equivalency, are basic skills deficient, have a criminal record, and are homeless, and/or receive other benefits.

IOWAWORKS PARTNERSHIP

SCSEP is designed to blend in with current operations and programs/services offered within the IowaWORKS Centers and partners, while providing a support system to individuals with barriers through various service delivery components. Through the IowaWORKS Centers, participants will have increased access to:

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

GRANT AWARD

Please note the federal law of U.S. Supreme Court decision controlling at the time the response to the NOFO is due will control relevant requirements.

A. Funding

Funding for this award is made available from the Senior Community Service Employment Program. Federal Award Number 24A60AD000172-01-00.

B. Program Authority

The Older Americans Act – Title V, 20 CFR 641 and IA Code 84A.17

C. Estimated Award Amount

The total contract award for Program Year 2025 is an estimated \$950,000.00. Funding decisions are made as funding is available. IWD is not obligated to provide the maximum grant amount requested.

D. Project and Award Period

July 1, 2025 – June 30, 2026, with the option to renew the contract for up to three (3) additional one-year periods.

E. Type of Award

Awarded entities will be considered subrecipients under 2 CFR 200 and subject to subrecipient monitoring requirements in accordance with 2 CFR 200.332. Grant funds are administered as reimbursement only and no advance payments will be provided.

F. Counties to be Served and Authorized Positions

Subrecipients are required to provide services in the following counties and enroll the number of authorized positions for each county. Subrecipients must not enroll more than the authorized position counts for each county.

County	Authorized Positions	County	Authorized Positions
Cerro Gordo	9	Kossuth	3
Clay	4	Lee	5
Clinton	5	Linn	12
Des Moines	8	Louisa	3
Dickinson	4	Mitchell	2
Emmet	2	Muscatine	6
Floyd	3	Osceola	0
Franklin	2	Scott	16
Hancock	2	Winnebago	2
Iowa	3	Woodbury	5
Jackson	2	Worth	2
Johnson	6		

G. Reporting Requirements

Subrecipients will be required to submit progress reports quarterly as well as a final report prior to grant closeout.

H. Payment Schedule

Requests for reimbursement will be required to be submitted quarterly. The quarters are as follows.

- Quarter 1: July 1-September 30
- Quarter 2: October 1-December 31
- Quarter 3: January 1-March 31
- Quarter 4: April 1-June 30

Further details on the payment process will be included in the subaward agreement.

USE OF GRANT FUNDS

Federal statute authorizes IWD, as the administering agency (pass-through entity), to ensure grantee compliance with all Older Americans Act-Title V fiscal and legal requirements, Federal Uniform Guidance requirements (2 CFR 200), 20 CFR 641, Iowa Code 231, and 17 IAC 1.5.

A. Allowable Expenses

Program funds must be used solely for activities that directly support the purpose, priorities, and expected outcomes of the program during the award period. All expenditures must be consistent with the approved application as well as applicable state and federal laws, regulations, and guidance.

Eligible providers accept the responsibility of using the fiscal control and fund accounting

procedures that will ensure the proper disbursement of and accounting for federal funds. Applicable federal regulations are included in 2 CFR 200 in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

B. Travel

Travel costs incurred by the Subrecipient shall be limited to travel directly related to the services performed pursuant to this funding opportunity and shall follow State of Iowa travel policies for Executive Branch employees as set forth in the Department of Administrative Services' State Accounting Policy and Procedures Manual, Section 210, <https://das.iowa.gov/manuals/state-accounting-policies-procedures> and must be consistent with all Iowa Executive Orders currently in effect.

C. Budget Guidelines

There are three required cost categories: (I) participant wages/fringe benefits, (II) other participant costs, and (III) administration. Each line item under each category must accurately estimate the costs of the activities to be performed and be supported by a budget narrative that identifies in detail the costs and calculations attributable to each line item listed. A maximum of 15% can be allocated to pay administrative costs associated with the program, the administrative costs must be properly classified, and a minimum of 75% of total available funds must be allocated to participant wages and fringe benefits. If the subgrantee applies an indirect cost rate, a copy of their indirect cost calculation must be included. There are two separate columns for the 10% match—the amount and the source(s) and method of calculation must be identified.

D. Enrollee Wages and Fringe Benefits (EWFB)

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

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

E. Administrative Costs

The costs associated with performing overall general administrative and coordination functions, including: accounting, budgeting, financial, and cash management functions; procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports; audit functions; general legal services functions; and developing systems and procedures, including information systems, required for these administrative functions. Oversight and monitoring responsibilities related to administrative functions. Costs of goods and services.

F. Other Program Costs

Include, but are not limited to, the costs of the following functions: direct program staff wages and fringe benefits; outreach, recruitment, and selection, intake, orientation, assessment, and preparation of IEPs; participant training provided on the job, in a classroom setting, or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment, and tuition; job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and participant supportive services.

G. Non-Federal Share of Costs (Non-Federal)

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

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

(1) Cash Component

- a) Monies from non-federal sources that the sponsor expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits, the cost of general liability insurance, and rent paid for meeting rooms if paid in cash.

(2) Indirect

- a) The amount of overhead paid by the sponsor and distributed based on an approved distribution plan.

(3) In-Kind Costs

- a) The value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the subgrantee, and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kind costs are donated or discounted professional services, space charges, meeting space, telephone, and transportation.

APPLICATION SUBMISSION AND REQUIREMENTS

The application, including all required documents and attachments, must be sent via email to bethany.ellingson@iwd.iowa.gov and received by 4:00 p.m. CST on April 11, 2025. Clearly mark in the subject line: "SCSEP NOFO 2025."

Applications must be submitted in PDF Format.

Applications received after the date and time listed will be deemed non-responsive and will be rejected. Applications sent via fax or mail will be deemed non-responsive and will be rejected.

Key Events	Date
Release of NOFO	March 10, 2025
Informational Webinar	March 18, 2025, 10:00 a.m. CST
Deadline to Submit Questions (electronically only)	March 21, 2025, 4:00 p.m. CST
Questions and Answers Posted	March 26, 2025
Letter of Intent	April 1, 2025, 4:00 p.m. CST
Application Submissions Due	April 11, 2025, 4:00 p.m. CST
Application Review Period	April 14, 2025-May 9, 2025
Projected Notification of Award	May 12, 2025-May 15, 2025
Contract Period	July 1, 2025-June 30, 2026

APPLICATION CONTENT

The application must contain the following sections:

Attachment 1: Cover Sheet (0 Points)

Application Information Sheet, which shall contain the following:

- Name of the organization.
- Address, phone number and website; and
- Contact person and contact information.

Attachment 2: Executive Summary (20 Points)

Provide a maximum two-page overview of the proposed organization. This should be single-spaced with one-inch margins and a minimum font size of 12 points.

Include a clear and concise, description of the organizations mission and structure for working with adults aged 55 and older. Provide insight into the proposed sub-grantee operations. Include personnel and staff capacity, supportive positions, and other programs that would work to implement this grant. This may include resources outside of the organization for areas such as payroll and human relations.

Attachment 3: Application Narrative (35 Points)

Should not exceed seven (5) pages in length, one-inch margins, double-spaced, and a minimum font size of 12 points.

Describe in detail your organizations experience and expertise working with older adults and employment related programs. Address how your organization will work with participants and other community resources to address barriers to employment. Barriers should include, but may not be limited to, those that are listed on Page 9, Program Eligibility.

Attachment 4: Budget Worksheet (30 Points)

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

Attachment 5: Partnerships Chart (10 Points)

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

Attachment 6: Programmatic Assurances (5 Points)

Please read, agree, and sign to all assurances. In the event an application lacks the required documents, or the documents are incomplete, the application will be deemed non-responsive and will be rejected.

QUESTIONS REGARDING THE NOFO

Webinar to Respond to Application Questions

A webinar via Zoom is scheduled for **March 18, 2025**, at 10:00 a.m. CST, to respond to questions about the project funding, the program, and the application process. Link below:

<https://iowaworks.zoom.us/j/85444485414?pwd=1DUmnDIWRoN9W9AUxnOxGp94KlzueP.1>

After the webinar, additional questions about the application process and SCSEP program can be directed electronically to Bethany Ellingson at bethany.ellingson@iwd.iowa.gov.

All questions shall be clearly identified and marked "Questions Relating to SCSEP NOFO 2025" in the subject line. Questions must be received by **March 21, 2025**, at 4:00 p.m. CST.

The listing of questions and answers will be posted by **March 26, 2025**, on Iowa Workforce Development's website at the same location as the NOFO link.

Letter of Intent

Organizations that are interested in applying for this grant must send a letter of intent **on or before 4 p.m. CST on April 1, 2025**, via email to:

Bethany Ellingson, Program Coordinator
Iowa Workforce Development
bethany.ellingson@iwd.iowa.gov

The email must include name and location of applicant(s).

Application Submittal and Due Date

Applications must be submitted electronically **on or before 4 p.m. CST on April 11, 2025**, via email to:

Bethany Ellingson, Program Coordinator
Iowa Workforce Development
bethany.ellingson@iwd.iowa.gov

Late or incomplete applications will not be considered.

EVALUATION CRITERIA

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

Criteria	Total Possible Points (100)
Cover Sheet (Attachment 1)	Not Scored
Executive Summary (Attachment 2)	20
Application Narrative (Attachment 3)	35
Budget Worksheet (Attachment 4)	30
Partnership Chart (Attachment 5)	10
Programmatic Assurances (Attachment 6)	5

REVIEW OF APPLICATIONS AND GRANT AWARD PROCESS

Each application will be checked for the presence or absence of required information. The review committee will be comprised of members from Iowa Workforce Development.

Some applicants may receive requests to provide clarifying information and/or make changes to their application, including changes to their budget. This information is used by IWD in making funds recommendations. Applications may be recommended for funding even if they are not asked clarifying questions. A request for clarification does not guarantee a grant award. Failure to respond to requests adequately and in a timely manner may result in the removal of applications from consideration.

Decisions to award grants and the funding levels will be determined by application based upon compliance with the requirements of this funding announcement. Applicants may be selected to enter into a grant agreement, finalizing grant terms, budget, and scope-of-work provisions, at which time the final decision to make a grant award will be made. Submission of an application is not guaranteed of an award. Please

note the federal law or U.S. Supreme Court decision controlling at the time the response to the NOFO is due will control relevant requirements.

Other Information

- If an applicant fails to meet any eligibility criteria at the time of an application deadline, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.
- IWD reserves the right to request additional information from applicants to evaluate applications.
- IWD, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total, and to waive minor defects and non-compliance. Such a waiver will not modify the program requirements or excuse the applicant from full compliance with program specifications or grant agreement requirements if the grant is awarded. Submission of an application confers no right to an award or to a subsequent grant agreement.
- All application submissions become the property of IWD. If funds are awarded, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.
- IWD is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application or pay any grant-related costs incurred prior to the grant beginning date.
- Upon IWD's approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 10 business days to sign the grant agreement. If the agreement is not executed within 10 business days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the timeframe for executing the grant agreement.
- Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.
- All decisions by IWD are final.