



Iowa Workforce  
Development

Kim Reynolds, Governor

Chris Cournoyer, Lt. Governor

Beth Townsend, Executive Director

# Senior Community Service Employment Program Notice of Funding Opportunity 2025 Application Packet

This Application Packet Includes the following items:

1. Application Instructions
2. Budget Worksheet
3. Partnership Chart
4. Programmatic Assurances

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**Iowa Workforce Development**  
**Senior Community Services Employment Program Sub Grantee**  
2025 Application Instructions

Iowa Workforce Development (IWD) is accepting applications for a Sub Grantee to administer the Senior Community Services Employment Program (SCSEP).

Organizations are invited to submit an application for this program funding. The application process is competitive and will be reviewed and scored, with the highest-ranking applications receiving the funding award.

**Eligible Applicants**

Public or private agencies may apply for this Notice of Funding Opportunity (NOFO).

**Funding Availability**

There is currently 106 Authorized Positions across 22 Counties in Iowa. The projected budget for this award for Program Year 2025 is an estimated \$950,000.00 (July 1, 2025 - June 30, 2026).

**Application Format**

The project narrative portion of the application is not to exceed 20 pages, double-spaced, with one-inch margins and font no smaller than 12-point. This page limit **excludes** the cover page, the budget worksheet, the partnership chart and the programmatic assurances.

**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>

Additional questions about the application process and SCSEP program can be directed electronically to Bethany Ellingson at [bethany.ellingson@iwd.iowa.gov](mailto: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](mailto: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](mailto:bethany.ellingson@iwd.iowa.gov)

Late or incomplete applications will not be considered.

## **Application Format**

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 organization's 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. When completing Attachment 4, it is recommended that applicant start with Part C, then do Part B, and finish with Part A.

To meet the requirements at 20 CFR 641.873(a), which requires not less than 75 percent of the SCSEP funds provided under a grant from the Department must be used to pay for wages and benefits of participants as described in [§ 641.864\(a\)](#), Enrollee Wages and Fringe in Attachment 4 must include a minimum budget of \$764,500.00.

Administrative costs are estimated to be a maximum of \$83,000.00 for this award.

All amounts are subject to change given the availability of federal funds for Program Year 2025 (July 1, 2025 – June 30, 2026).

### **Attachment 5: Partnership 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.