

Senior Community Service Employment Program (SCSEP)

**Notice of Funding Opportunity
Program Year 2025 Competition**



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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. It aims to foster individual economic self-sufficiency, promote community service opportunities, and increase unsubsidized employment for unemployed, low-income individuals aged 55 or older. This Notice of Funding Opportunity (NOFO) invites applications from qualified organizations to provide case management and employment support services to this population.

Purpose

Improve access to the following things for older individuals with barriers to employment:

- **Services**
- **Education**
- **Training**
- **Employment**

The selected applicant will assist with job development, job placement, and follow-up services to ensure long-term employment success.

PARTICIPANT ELIGIBILITY

Eligible participants must:

- Be Iowa residents.
- Be 55 years of age or older.
- Be unemployed.
- Have a family income at or below 125% of the federal poverty level.
- Priority is given to veterans, individuals with disabilities, those with limited English proficiency, low literacy skills, rural residents, individuals with low employment prospects, and those at risk for homelessness.



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SCOPE OF WORK

The applicant's responsibilities include but are not limited to:

- Recruiting and selecting eligible participants using inclusive outreach strategies.
- Ensuring priority service for veterans, individuals with disabilities, and those with employment barriers.
- Conducting participant assessments at least twice annually.
- Developing and updating Individual Employment Plans (IEPs).
- Placing participants in community service assignments at 501(c)(3) organizations or public agencies.
- Monitoring worksites to ensure safety and compliance.
- Providing follow-up and transition services to ensure participants achieve unsubsidized employment.
- Ensuring compliance with all federal and state regulations.
- Ensuring Equitable Distribution and minimizing over-enrollment



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DOCUMENTATION REQUIREMENTS

Subrecipients are responsible for maintaining accurate and secure documentation, including:

- **Participant Records:** Maintain complete participant case files for three years, including assessments, Individual Employment Plans (IEPs), eligibility determinations, and progress reports.
- **Medical Records:** Store medical records separately from other participant files to ensure confidentiality. Access should be restricted to authorized staff only.
- **Compliance Documentation:** Maintain records of grievance procedures, participant complaints, and resolutions. Document participant recertifications and provide copies of notices of termination when applicable.
- **Financial Records:** Keep all financial reports, budget documents, and payment records. Ensure proper tracking of administrative costs, participant wages, and other expenses.
- **Monitoring and Audit Records:** Retain documentation of internal and external monitoring reports, audit findings, and corrective actions. Ensure compliance with applicable regulations.
- All records must be protected to prevent tampering, and any breach of personal information must be reported immediately.



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DATA COLLECTION AND REPORTING

- Ensures the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensures the use of the Office of Management and Budget (OMB)-approved SCSEP data collection forms and the SCSEP Grant Performance Management System (GPMS).
- Ensures that personnel capturing and recording data are familiar with the latest instructions for data collection, including U.S. DOL administrative issuances, e.g., TEGLs, 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).
- Ensures accurate and complete data are entered directly into the GPMS database system.
- 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.
- 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.

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



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OUTREACH EFFORTS

The applicant is responsible for conducting targeted outreach to ensure older adults with barriers are reached. Efforts should include partnerships with community organizations, local agencies, and employment support services. Special focus will be placed on individuals with limited education, criminal records, or those experiencing homelessness.



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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		



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PERFORMANCE MEASURES

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

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

Indicators of Effectiveness

1. Indicators of Effectiveness in serving employers, host agencies, and program participants.



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IOWA*WORKS* PARTNERSHIP

Available resources include:

- Adult Basic Education and high school equivalency programs.
- Advanced training and credentialing opportunities.
- Financial literacy and budgeting support.
- Job readiness training and job placement assistance.
- Assistive technology for individuals with disabilities.



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GRANT AWARD DETAILS

SCSEP participants will benefit from the integration of services offered through IowaWORKS Centers. Available resources include:

- Estimated Total Award: \$950,000
- Project Period: July 1, 2025 – June 30, 2026 (with option for three one-year renewals)
- Payment: Reimbursement only, no advance payments
- Reporting: Quarterly progress reports and final report
- Counties Served: 25 counties, with specific authorized participant positions



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USE OF GRANT FUNDS

Grant funds may be used for:

- Participant wages and fringe benefits.
- Participant training and supportive services.
- Outreach, recruitment, and job placement assistance.
- Administrative costs, not exceeding 15% of the total grant amount.

A minimum of 75% of funds must be dedicated to participant wages and fringe benefits.



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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.



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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.



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BUDGET GUIDELINES

There are three required cost categories:

- participant wages/fringe benefits
- other participant costs
- 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.



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ENROLLEE WAGE AND FRINGE BENEFITS

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.



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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.



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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.



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NON-FEDERAL SHARE OF COSTS

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.



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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.



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FINANCIAL SUMMARY

Grant funds will be allocated across three primary categories:

Participant Wages and Fringe Benefits (Minimum 75%)

- Wages for time spent in community service assignments, training, or program activities.
- Required fringe benefits including workers' compensation, physical exams, and paid federal holidays.

Other Participant Costs

- Training costs including classroom instruction, on-the-job training, and supportive services.
- Job placement assistance and career counseling.

Administrative Costs (Maximum 15%)

- Financial management, payroll, and audit compliance.
- Staff salaries for program oversight and reporting.

Matching: Subrecipients may provide a minimum 10% non-federal contribution, which may include cash, indirect costs, or in-kind contributions.



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EVALUATION CRITERIA

Applications will be evaluated based on:

- Executive Summary (20 points)
- Application Narrative (35 points)
- Budget Worksheet (30 points)
- Partnership Chart (10 points)
- Programmatic Assurances (5 points)

A total of 100 points is possible.



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APPLICATION SUBMISSION DETAILS

- Deadline: April 11, 2025, by 4:00 PM CST
- Submission: Email to bethany.ellingson@iwd.iowa.gov
- Required Documents: Cover Sheet, Executive Summary, Application Narrative, Budget Worksheet, Partnerships Chart, and Programmatic Assurances.
- Late or incomplete applications will not be considered.



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Questions?