

SCSEP Grant

Request for Application for Older Worker Program Sub-Grants Program Year 2022

Questions And Answers

Question: What non-Federal share (matching) requirements apply to the use of SCSEP funds?

Answer:

- (a) The DOL will pay no more than 90 percent of the total cost of activities carried out under a SCSEP grant. (OAA sec. 502(c)(1)).

- (b) All SCSEP recipients, including Federal agencies if there is no statutory exemption, must provide or ensure that at least 10 percent of the total cost of activities carried out under a SCSEP grant (non-Federal share of costs) consists of allowable costs paid for with non-Federal funds, except as provided in paragraphs (e) and (f) of this section.

- (c) Recipients must determine the non-Federal share of costs in accordance with 29 CFR 97.24 for governmental units, or 29 CFR 95.23 for nonprofit and commercial organizations.

- (d) The non-Federal share of costs may be provided in cash, or in-kind, or a combination of the two. (OAA § 502(c)(2)).

- (e) A recipient may not require a sub-recipient or host agency to provide non-Federal resources for the use of the SCSEP project as a condition of entering into a sub-recipient or host agency relationship. This does not preclude a sub-recipient or host agency from voluntarily contributing non-Federal resources for the use of the SCSEP project.

- (f) The Department may pay all of the costs of activities in an emergency or disaster project or a project in an economically distressed area. (OAA § 502(c)(1)(B)).

Question: Is the 2 million dollars for the entire State?

Answer: Yes, the allocation that DWD receives is intended to serve participants across the state.

Question: Are entities other than Workforce Boards eligible to apply?

Answer: Yes. Public and nonprofit private agencies and organizations are eligible to apply.

Question: Are Workforce Boards in competition with other Organizations for these funds?

Answer: Yes. DWD is responsible for ensuring that all awards to sub-recipients are conducted in a manner to provide, to the maximum extent practicable, full and open competition.

Question: What is the goal for the total number of participants for the 2 million dollars? The scseped.org site shows 217 positions for Indiana for py21. Is that the desired number for py22.

Answer: DWD currently has 217 authorized positions.

Question: Pilot sites are referenced, what and where are these?

Answer: For our purposes, pilot sites refer to Work One Centers.

Question: How are rural and metro counties defined?

Answer: Rural sites are defined by the U.S. Census. A list of Indiana counties defined as rural will be provided.

Question: What is expected in assessing participants twice? (Scope of Work-B. Assessment)

Answer: Assessing participants' work history, skills and interests, talents, physical capabilities, aptitudes, needs for supportive services, occupational preferences, training needs, potential for performing community service assignments, and potential for transition to unsubsidized employment; Subsequent assessments may be made as necessary, but must be made no less frequently than two times during a 12-month period. Using the information gathered during the initial assessment to develop an IEP that includes an appropriate employment goal for each participant, except that if an assessment has already been performed and an IEP developed under title I of WIOA, the WIOA assessment and IEP will satisfy the requirement for a SCSEP assessment and IEP. Updating the IEP as necessary to reflect information gathered during the subsequent participant assessments.

The initial IEP should include an appropriate employment goal for each participant. Thereafter, if the grantee determines that the participant is not likely to obtain unsubsidized employment,

the IEP must reflect other approaches to help the participant achieve self-sufficiency, including the transition to other services or programs.

Question: IEP – Is there a minimum number of employment hours for unsubsidized employment placements? (Scope of Work-C.)

Answer: While there is no specific limit on the number of hours that may be worked in a community service assignment, a community service assignment must be a part-time position. Participants work an average of 20 hours per week.

Question: What is the grantee rotation policy approved by the U.S.DOL in the grant agreement? (Scope of Work C.5.)

Answer: Grantees and sub-recipients may establish limits on the amount of time that participants spend at a particular host agency, and are encouraged to rotate participants among different host agencies, or to different assignments within the same host agency. Such limits will be established in the grant agreement or modification of the grant. Host agency rotations are considered when a participant's skill, training, and employment goals as outlined in their IEP are no longer being supported by the activities in their Community Service Assignment.

Question: Is there a form for the annual monitoring of Safety & Health Working Conditions? (Scope of Work D. Community Service Assignment, 4.)

Answer: There is no form for the annual monitoring of Safety & Health Working Conditions. Policies will be provided in the grant.

Question: How are the physical examinations to be done? (Scope of Work F. Physical Examinations)

Answer: Grantees and sub-recipients must offer participants the opportunity to receive physical examinations annually. Grantees and sub-recipients may use SCSEP funds to pay the costs of physical examinations. A grantee may impose a cost cap on physical exams as long as the grantee ensures that the participant can access the physical exam within the constraints of the cost cap. The grantee should also offer the participant the opportunity to receive the physical

exam through the participant's choice of health providers and be reimbursed up to the amount of the cost cap.

Question: Can more than the federal minimum wage be paid? (Scope of Work J. Wages)

Answer: Participants work on average 20 hours a week and receive the highest of Federal minimum wage, State minimum wage or prevailing wage. Our goal, however, is to move our participants into unsubsidized positions to increase their earnings.

Question: Are paid holidays and sick leave for participants required? (Scope of Work K. Participant Benefits)

Answer: Grantees and sub-recipients must provide compensation for scheduled work hours during which a host agency's business is closed for a Federal holiday, which may be paid or in the form of rescheduled work time. Grantees and sub-recipients must provide necessary sick leave that is not part of an accumulated sick leave program, which may be paid or in the form of rescheduled work time.

Question: Has U.S. DOL approved an extension to 36 months? (Scope of Work M. Duration Limits)

Answer: Eligible individuals may participate in the program for a maximum duration of 48 months in the aggregate (whether or not consecutive), from the date of the individual's enrollment in the program.

If requested by a grantee, DOL will authorize increased periods of participation for individuals who:

- (1) Have a severe disability;
- (2) Are frail or are age 75 or older;
- (3) Meet the eligibility requirements related to age for, but do not receive, benefits under title II of the Social Security Act
- (4) Live in an area with persistent unemployment and are individuals with severely limited employment prospects;
- (5) Have limited English proficiency or low literacy skills; or
- (6) Are formerly incarcerated individuals

Formerly incarcerated individuals mean:

- (a) Individuals who were incarcerated at any point within the last 5 years; or
- (b) Individuals who were under supervision at any point within the last 5 years, following release from prison or jail.
- (c) The 5-year period specified in this definition refers to the 5 years preceding the date of first determination of program eligibility for initial enrollment into the program.

Question: Is there a data base that shows previous participation in the SCSEP program?

Answer: Authorized users can access this data in SPARQ.

Question: Is there a statewide policy that is approved by U.S. DOL and if so, what is it? (Scope of Work P. Written Termination Policy)

Answer: Regulations require that you provide written notice of the reason for termination. You must give the participant 30 days' notice and an opportunity to respond before you terminate.

Question: Is there a maximum number of positions per County? Will there be other Subgrantees to coordinate those positions with? (Scope of Work. Q. Equitable Distribution)

Answer: There is an allotment of seats per county. The number of sub-grantees has not yet been determined.

Question: How is "over-enrollment" determined? (Scope of Work. R. Over-Enrollment).

Answer: Over enrollment occurs when the number of participants exceeds seat allotment. When funding is available, sub-grantees may over-enroll eligible individuals.

Question: How many grantee and U.S. DOL ETA required training events are there and where will they be (in person, virtual?) (Scope of Work. S. Administrative System).

Answer: DOL holds monthly all grantee calls. Other trainings are announced as needed and would be in a virtual format.

Question: What entity will be monitoring, DWD or a hired consultant? (Scope of Work. S. Monitoring).

Answer: The DWD SCSEP Program Director will perform monitoring.

Question: Are there approved sample satisfaction surveys and if so, will they be provided? (Scope of Work. S.)

Answer: The Department of Labor will provide satisfaction surveys.

Question: What are the required Fiscal Reports, content, and details? (Scope of Work. S.)

Answer: Each SCSEP recipient must submit a SCSEP Financial Status Report (ETA Form 9130) in electronic format to the Department via the Internet within 45 days after the ending of each quarter of the Program Year. Each SCSEP recipient must also submit a final closeout FSR to the Department via the Internet within 90 days after the end of the grant period. The DOL will provide instructions for the preparation of this report.

(1) Financial data must be reported on an accrual basis, and cumulatively by funding year of appropriation. Financial data may also be required on specific program activities as required by the Department.

(2) If the SCSEP recipient's accounting records are not normally kept on the accrual basis of accounting, the SCSEP recipient must develop accrual information through an analysis of the documentation on hand.

(b) Each SCSEP recipient must submit updated data on participants (including data on demographic characteristics and data regarding the performance measures), host agencies, and employers in an electronic format specified by the Department via the Internet within 30 days after the end of each of the first three quarters of the Program Year, on the last day of the fourth quarter of the Program Year, and within 90 days after the last day of the Program Year. Recipients wishing to correct data errors or omissions for their final Program Year report must do so within 90 days after the end of the Program Year. The DOL will generate SCSEP Quarterly Progress Reports (QPRs), as well as the final QPR, as soon as possible after receipt of the data.

(c) Each State agency receiving title V funds must annually submit an equitable distribution report of SCSEP positions by all recipients in the State. The DOL will provide instructions for the preparation of this report.

(d) In addition to the data required to be submitted under paragraph (b) of this section, each SCSEP recipient may be required to collect data and submit reports on the performance measures. See subpart F. The DOL will provide instructions detailing these measures and how recipients must prepare this report.

(e) In addition to the data required to be submitted under paragraph (b) of this section, each SCSEP recipient may be required to collect data and submit reports about the demographic characteristics of program participants. The Department will provide instructions detailing these measures and how recipients must prepare these reports.

(f) Recipients may be required to maintain records that contain any other information that the Department determines to be appropriate in support of any other reports that the Department may require.

(g) Grantees submitting reports that cannot be validated or verified as accurately counting and reporting activities in accordance with the reporting instructions may be treated as failing to submit reports, which may result in failing one of the responsibility tests.

Question: What is a disaster response and recovery plan? (Scope of Work. S.)

Answer: The plan generally requires that Disaster Recovery include disaster-relief employment, with the option for grantees to also conduct employment and training activities (which may include career, training, and supportive services) for participants.

DOL has stated that during natural disasters you may assign participants to temporary host agencies, including disaster assistance agencies such as the Red Cross. However, you may not pay participants wages unless they are actually working at a community service assignment or are in paid training. If temporary assignments are not feasible, you may allow participants to make up lost time when their host agency reopens. The opportunity to make up time does not have to be limited to the next payroll period.

Question: What supportive services are allowed? (Scope of Work. S.)

Answer: Grantees and sub-recipients are required to assess all participants' need for supportive services and to make every effort to assist participants in obtaining needed supportive services. Grantees and sub-recipients may provide directly or arrange for supportive services that are necessary to enable an individual to successfully participate in a SCSEP project, including but not limited to payment of reasonable costs of transportation; health and medical services; special job-related or personal counseling; incidentals such as work shoes, badges, uniforms, eyeglasses, and tools; dependent care; housing, including temporary shelter; needs-related payments; and follow-up services.

Question: Will a statewide policy be provided for complaint resolution by DWD? (Scope of Work. S.)

Answer: A policy will be provided in the grant.

Question: Is the SCSEP grievance policy different than the WIOA grievance policy (Scope of Work. S.)

Answer: Grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants will be provided.

Question: Why would we have copies of any participant medical records? (Scope of Work. T. Maintenance of Files and Privacy Information)

Answer: Medical records may be used to establish a disability. The following records are acceptable, including but not limited to:

Receipt of Social Security Disability Insurance (SSDI), other Social Security Administration records; school records; sheltered workshop certification; social service records or referrals.

Alternatively, certification from a medical professional or medical records that establish specific facts that meet the regulatory definition are acceptable, including but not limited to:

Letter from Drug or Alcohol rehabilitation agency; medical records; physician's statement; psychologist's diagnosis; rehabilitation evaluation; disability records; Veteran's medical records; vocational rehabilitation letter; worker's compensation record.

Question: What is SPARQ and what are the access and security rules? (Scope of Work. T.)

Answer: SPARQ is the SCSEP Performance and Results QPR System. It is the current SCSEP reporting, monitoring, & system tool. Access and security roles will be requested through the SCSEP program director. Users will be required to sign and complete a security rules form agreeing that there is no unauthorized access or use of the system for any purpose other than official government business. **However, SPARQ will be retired in July 2022.**

Question: What will be replacing SPARQ?

Answer: The replacement for SPARQ is GPMS (Grantee Performance Management System). GPMS is the centralized case management system under the Department of Labor (DOL) Employment and Training Administration's (ETA) modernization of systems across all programs. GPMS will be the primary source for entering, tracking, and submitting program participant data that feeds into the organization's QPR. It is intended for the GPMS to provide the Grantee organization a system to process the case data of their programs in a more efficient manner and provide visibility and reporting capabilities of the data captured for these cases. Furthermore, the GPMS will be the vehicle in which Grantee's QPR data will be directly uploaded to the Workforce Integrated Performance System (WIPS). Training will be provided.

Question: What are the specific records to be maintained for data validation? (Scope of Work. U. Documentation)

Answer: The SCSEP Data Validation (DV) process examines a sample of participant records to assess the accuracy of key data elements used to calculate the SCSEP Quarterly Progress Reports (QPRs) in SPARQ. Data elements are found in enrollment forms and include, but are not limited to; Date of Birth, number in family, risk of homelessness, etc.

Question: What is the annual host site security evaluation? (Scope of Work. U.)

Answer: DWD prioritizes the safety and welfare of SCSEP participants. Host site security evaluations ensure safe and healthy working conditions at the community service assignment through annual monitoring of the host agency site and annual safety consultation with the participant at the host agency site.

Question: Will DWD provide training on use of SPARQ system? (Scope of Work. V. Data Collection Reporting)

Answer: SPARQ training will be provided. Tutorials are also available online.

Question: Will any existing participants be “transferred” to the new awardee? How many will be in follow-up? (V.)

Answer: Yes, existing participants would be transferred to the new sub-recipient. The current number is unknown at this time.

Question: What are the U.S. DOL approved performance measures for SCSEP? (W)

Answer: The core measures are defined as follows:

(a) “Hours of community service employment” is defined as the total number of hours of community service provided by SCSEP participants divided by the number of hours of community service funded by the grantee's grant, after adjusting for differences in minimum wage among the States and areas. Paid training hours are excluded from this measure.

(b) “The percentage of project participants who are in unsubsidized employment during the second quarter after exit from the project” is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the second quarter after the exit quarter divided by the number of participants who exited during the reporting period multiplied by 100.

(c) “The percentage of project participants who are in unsubsidized employment during the fourth quarter after exit from the project” is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the fourth quarter after the exit quarter divided by the number of participants who exited during the reporting period multiplied by 100.

(d) “The median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project” is defined by the formula: For all participants who exited and are in unsubsidized employment during the second quarter after the exit quarter: The wage that is at the midpoint (of all the wages) between the highest and lowest wage earned in the second quarter after the exit quarter.

(e) “Indicators of effectiveness in serving employers, host agencies, and project participants” is defined as the combined results of customer assessments of the services received by each of these three customer groups.

(f) “The number of eligible individuals served” is defined as the total number of participants served divided by a grantee's authorized number of positions, after adjusting for differences in minimum wage among the States and areas.

(g) “Most-in-need” or the number of participating individuals described in OAA sec.

Participants are characterized as most-in-need if they:

- (1) Have a severe disability;
- (2) Are frail;
- (3) Are age 75 or older;
- (4) Meet the eligibility requirements related to age for, but do not receive, benefits under title II of the Social Security Act
- (5) Live in an area with persistent unemployment and are individuals with severely limited employment prospects;
- (6) Have limited English proficiency;
- (7) Have low literacy skills;
- (8) Have a disability;
- (9) Reside in a rural area;
- (10) Are veterans;
- (11) Have low employment prospects;
- (12) Have failed to find employment after utilizing services provided under title I of the Workforce Innovation and Opportunity Act;
- (13) Are homeless or at risk for homelessness; or
- (14) Are formerly incarcerated individuals

Question: Must all participants to be served be placed at a worksite?

Answer: The purposes of the SCSEP are to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments for unemployed low-income persons who are 55 years of age or older.

Question: How much of the non-Admin budget may be used for staffing costs and overhead?

Answer: The OAA requires that 75 percent of all federal SCSEP funds be spent on participant wages and benefits, which subgrantees handle and pay. The OAA caps the amount of money which can be spent on administrative expenses at the state and local levels at 13.5 percent and other program costs, such as training and supportive services, at 11.5 percent.

The State or National grantee divides the administrative funding between itself and its subgrantees, with a higher proportion of the money usually going to the subgrantees.

Administrative costs are that allocable portion of necessary and reasonable allowable costs of recipients and program operators that are associated with those specific functions identified in paragraph (b) of this section and that are not related to the direct provision of programmatic activities specified in § 641.864. These costs may be both personnel and non-personnel and both direct and indirect costs.

(b) Administrative costs are the costs associated with:

(1) Performing general administrative and coordination functions, including:

(i) Accounting, budgeting, financial, and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;

(vii) Audit functions;

(viii) General legal services functions;

(ix) Developing systems and procedures, including information systems, required for these administrative functions;

(x) Preparing administrative reports; and

(xi) Other activities necessary for general administration of government funds and associated programs.

(2) Oversight and monitoring responsibilities related to administrative functions;

- (3) Costs of goods and services used for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the program;
- (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems and;
- (6) Costs of technical assistance, professional organization membership dues, and evaluating results obtained by the project involved against stated objectives.

Question: What are the limitations on the amount of SCSEP administrative costs?

Answer: No more than 13.5% of the SCSEP funds received for a Program Year may be used for administrative costs.

- i. SCSEP recipients may request that the DOL increase the amount available for administrative costs. The Department may honor the request if:
 - 1. The Department determines that it is necessary to carry out the project; and
 - 2. The recipient demonstrates that:
 - (i) Major administrative cost increases are being incurred in necessary program components, such as liability insurance, payments for workers' compensation for staff, costs associated with achieving unsubsidized placement goals, and other operation requirements imposed by the DOL
 - (ii) The number of community service assignment positions in the project or the number of minority eligible individuals participating in the project will decline if the amount available for paying the cost of administration is not increased; or
 - (iii) The size of the project is so small that the amount of administrative costs incurred to carry out the project necessarily exceeds 13.5 percent of the grant amount. (OAA § 502(c)(3)).

(b) A request by a recipient or prospective recipient for an increase in the amount available for administrative costs may be submitted as part of the grant application or as a separate submission at any time after the grant award.

Question: How are costs classified?

Answer: All costs must be classified as “administrative costs” or “programmatic activity costs.”

Recipients and sub-recipients must assign participants' wage and benefit costs and other participant (enrollee) costs such as supportive services to the programmatic activity cost category. When a participant's community service assignment involves functions whose costs are normally classified as administrative costs, compensation provided to the participants must be charged as programmatic activity costs instead of administrative costs, since participant wage and benefit costs are always charged to the programmatic activity cost category.

Question: What functions and activities constitute administrative costs?

Answer: Administrative costs are that allocable portion of necessary and reasonable allowable costs of recipients and program operators that are associated with those specific functions that are not related to the direct provision of programmatic activities. These costs may be both personnel and non-personnel and both direct and indirect costs.

Administrative costs are the costs associated with:

- (1) Performing general administrative and coordination functions, including: (i) Accounting, budgeting, financial, and cash management functions; (ii) Procurement and purchasing functions; (iii) Property management functions; (iv) Personnel management functions; (v) Payroll functions; (vi) Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports; (vii) Audit functions; (viii) General legal services functions; (ix) Developing systems and procedures, including information systems, required for these administrative functions; (x) Preparing administrative reports; and (xi) Other activities necessary for general administration of government funds and associated programs.
- (2) Oversight and monitoring responsibilities related to administrative functions.

- (3) Costs of goods and services used for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the program;
- (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems and;
- (6) Costs of technical assistance, professional organization membership dues, and evaluating results obtained by the project involved against stated objectives

Question: Is it a requirement that the subgrantee enter participant information into both SPARQ and ICC? Or just SPARQ?

Answer: The subgrantee would be responsible for entering data into Sparq. However, ICC case notes are encouraged.

Question: Is there a specific payroll system that will be used, or will this be the preference of the subgrantee?

Answer: There is no preferred payroll system.

Question: Is the state open to increasing wages or hours for Program Aids?

Answer: This would warrant discussion. Although there is no rule governing the wages of participants assigned to the project office, regulation requires that we pay all participants the higher of the applicable minimum wage or the prevailing wage. We are allowed to pay applicants more than this required amount, however, the DOL strongly discourages from doing so.

The more we pay participants above the minimum, the fewer participants we can serve. If we do pay more than the minimum, it should be done so pursuant to a policy so we are not accused of acting arbitrarily or discriminatorily.

Grantees and sub-grantees often pay participants more than they would receive at other host agencies to keep the participants working for them. This practice may create a disincentive for the participants to seek unsubsidized employment and thus may be doing the participants a disservice. It also deprives other eligible seniors of the opportunity to participate in SCSEP.

Also, this practice is often seen as unfairly rewarding a small class of participants and may create morale issues for other participants. In addition, participants assigned to the project office must be rotated to other jobs within the project office or to other host agencies as required by their IEP, like all other participants. When they are rotated, they lose their employment premium. This can have a negative effect on the participants' morale.

Also, it is not permissible to put participants directly on the project payroll for a few additional hours each week as a way to supplement their pay. That constitutes part-time employment, which is not permitted for participants while they are in community service.

Question: Will the subgrantee have the flexibility to adjust hours within reason and approval from DOL?

Answer: There is no requirement for the number of hours or days per week that a participant must work at a host agency as long as the hours are part-time.

Question: Is the state open to waivers of durational limit, as a way to responsibly maximum dollars?

Answer: Eligible individuals may participate in the program for a maximum duration of 48 months in the aggregate (whether or not consecutive), from the date of the individual's enrollment in the program.

If requested by a grantee, DOL will authorize increased periods of participation for individuals who:

- (1) Have a severe disability;
- (2) Are frail or are age 75 or older;
- (3) Meet the eligibility requirements related to age for, but do not receive, benefits under title II of the Social Security Act

- (4) Live in an area with persistent unemployment and are individuals with severely limited employment prospects;
- (5) Have limited English proficiency or low literacy skills; or
- (6) Are formerly incarcerated individuals

Formerly incarcerated individuals mean:

- (a) Individuals who were incarcerated at any point within the last 5 years; or
- (b) Individuals who were under supervision at any point within the last 5 years, following release from prison or jail.
- (c) The 5-year period specified in this definition refers to the 5 years preceding the date of first determination of program eligibility for initial enrollment into the program.

Question: Does the state already have enrollment forms, CSA forms, policy materials, etc? Or will these be the responsibility of the subgrantee?

Answer: SCSEP OMB (Office of Management and Budget) approved forms will be made available.

Question: Do host agencies have to be located within the same county as the participant? Do they have to be within a county that has slots?

Answer: Grantees may only enroll applicants who reside in a county in which the grantee has authorized positions. The participant does not need to reside in the county in which the subgrantee or the host agency is located. However, before assigning a participant to a host agency that is not geographically convenient, grantees must make every effort to find an appropriate host agency that is convenient.

Question: How much leeway will the subgrantee have in regard to equitable distribution?

Answer: Equitable distribution has been determined. The term “equitable distribution” refers to the process of distributing SCSEP authorized positions so that all eligible persons have reasonable geographical access to the program. The current formula for defining the equitable share of SCSEP positions for each county is based on data received through the U.S. Census—

much like the formulas used for other OAA programs. As a part of the planning process, both State and National grantees participate in a meeting to discuss how to equally distribute SCSEP positions across the state on a county-by-county basis.

The equitable distribution report is prepared by State grantees at the beginning of each fiscal year and provides a “snapshot” of the actual distribution of all of the authorized positions within the State, grantee-by-grantee, and the optimum number of participant positions in each designated area in the State, and the number of authorized participant positions each grantee serves in that area, taking into account the needs of underserved counties and incorporate cities as necessary.

The State Plan is prepared by the Governor, or the highest government official, and covers many areas in addition to equitable distribution, and sets forth a proposed plan for distribution of authorized positions in the State. Any distribution or redistribution of positions made as a result of a State Plan proposal will be reflected in the next equitable distribution report, which then forms the basis for the proposed distribution in the next State Plan update. This process is iterative in that it moves the authorized positions from overserved areas to underserved areas over a period of time.

Question: Would the state be willing to contract with a region to complete training with other regions/statewide?

Answer: Yes.

Question: The RFQ has two dates for when the application needs to be submitted. The narrative states June 1st, 2022 by 4:00 pm EST, but the chart on the page following states June 9th, 2022 at 4:00 pm EST. Could you please clarify which is correct?

Answer: Dates have been updated. Applicants notified.