# **SCSEP Grant**

**Request for Application for**

**Older Worker Program Sub-Grants**

**Program Year 2023**

**Questions And Answers**

**Question:** Please share the proposal narrative response page limit, font size, spacing requirements, and any other formatting requirements.

**Answer:** There is no required formatting for the application.

**Question:** Are there any required forms that should be submitted with the proposal such as Programmatic Assurances, Non-Collusion Affidavit, etc.?

**Answer:** Only the requirements outlined in the RFA “Attachments” section (pgs. 18-19) are necessary.

**Question:** Is there a maximum number of positions per County?

**Answer:** There is an allotment of seats per county. As disclosed in the RFA release, Indiana DWD is currently in negotiations concerning the distribution of slots throughout the state for a more consolidated map. A final map of DWDs SCSEP distribution will be made available at the conclusion of seat exchanges.

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

**Answer:**

(a) The [DOL](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=180226bac75aaba849305bb0726f9b35&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) will pay no more than 90 percent of the total cost of activities carried out under a [SCSEP](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5ca110c2c06c4d67b63cde3b4c080839&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) [grant](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=88434901cc5b22e388faac5457f2c10a&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809). (OAA sec. 502(c)(1)).

(b) All [SCSEP](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5ca110c2c06c4d67b63cde3b4c080839&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) 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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5ca110c2c06c4d67b63cde3b4c080839&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) [grant](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=88434901cc5b22e388faac5457f2c10a&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) (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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=faa71006f867df5bac1f112e4a498731&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) must determine the non-Federal share of costs in accordance with [29 CFR 97.24](https://www.law.cornell.edu/cfr/text/29/97.24) for governmental units, or [29 CFR 95.23](https://www.law.cornell.edu/cfr/text/29/95.23) 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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=faa71006f867df5bac1f112e4a498731&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) may not require a [sub-recipient](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5dc6d0f12e677175d61a086f3ccbfd9d&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) or [host agency](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=81e226c570c1bbbd37ca82c897a163b5&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) to provide non-Federal resources for the use of the [SCSEP](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5ca110c2c06c4d67b63cde3b4c080839&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) [project](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=03f41c90eec7706f076fcf6510694d83&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) as a condition of entering into a [sub-recipient](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5dc6d0f12e677175d61a086f3ccbfd9d&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) or [host agency](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=81e226c570c1bbbd37ca82c897a163b5&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) relationship. This does not preclude a [sub-recipient](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5dc6d0f12e677175d61a086f3ccbfd9d&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) or [host agency](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=81e226c570c1bbbd37ca82c897a163b5&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) from voluntarily contributing non-Federal resources for the use of the [SCSEP](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5ca110c2c06c4d67b63cde3b4c080839&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) [project](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=03f41c90eec7706f076fcf6510694d83&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809).

(f) The [Department](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=180226bac75aaba849305bb0726f9b35&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) may pay all of the costs of activities in an emergency or disaster [project](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=03f41c90eec7706f076fcf6510694d83&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) or a [project](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=03f41c90eec7706f076fcf6510694d83&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.809) in an economically distressed area. (OAA § 502(c)(1)(B)).

**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:** 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)](https://www.ecfr.gov/current/title-20/section-641.879#p-641.879(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)](https://www.ecfr.gov/current/title-20/section-641.879#p-641.879(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 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:** 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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=faa71006f867df5bac1f112e4a498731&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.856) and [program operators](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=40c75ebdde215cf9e99853c4d1a24395&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.856) that are associated with those specific functions identified in [paragraph (b)](https://www.law.cornell.edu/cfr/text/20/641.856#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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=03f41c90eec7706f076fcf6510694d83&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.856) involved against [stated](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=974582391e289d44a00cd37feae5159b&term_occur=999&term_src=Title:20:Chapter:V:Part:641:Subpart:H:641.856) 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.

* + 1. 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