



National Council on Aging

REQUEST FOR PROPOSAL

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

75 Authorized Participant Positions

5 Counties in Upstate New York

Request for Proposal (RFP)

Overview and Timeline

Overview	
Program	Senior Community Service Employment Program (SCSEP)
Awarding agency	National Council on Aging (NCOA)
Contact person	Jim Seith, National SCSEP Director
Estimated available funding	\$690,428 for 12 months
Grant period	July 1, 2020—June 30, 2021
Counties and authorized positions Hereafter, further RFP references to the counties and authorized positions refer specifically to ALL counties and positions detailed in this section. Because this Funding Opportunity Announcement (FOA) for NCOA SCSEP precedes the receipt of the actual FOA from DoL, your bid and possible selection for SCSEP PY 20 assumes that the available dollars available for each authorized participant slot listed in this document will be the same as the current amount. We also are assuming that the historical cost categories and percentage breakouts will remain the same. This list of counties assumes that we are awarded the exact counties in which we operate now and for which we are bidding again. However, DoL often changes the mix of counties in this competition and each bidder must be prepared to assume operational responsibility for as few as 60 authorized slots total, or as many as 100 over your bid.	75 authorized positions in the following counties: Columbia Dutchess Orange Putnam Sullivan
Contact information for all inquiries and proposal submission	Proposals may be submitted via email to maura.porcelli@ncoa.org no later than <u>4:00 p.m. ET</u> on November 12, 2019.
Required copies to be submitted	1 electronic copy of complete application package. Zipped files not accepted.
Timeline*	
RFP date of issuance	Friday, October 11, 2019
Bidders' webinar	Tuesday, October 22, 2019
Last day to ask questions	Friday, November 1, 2019
Proposal submission deadline	Tuesday, November 12, 2019, 4:00 p.m. ET
Grant award announcement	No later than Friday, December 6, 2019
Transition activities delineated by NCOA	June 15 to June 30, 2020
Initiation of services	July 1, 2020*

* Organizations selected in this RFP process will not be committed by contract until the DoL competition is complete and the slots awarded and NCOA funding has been committed by DoL.

I. INTRODUCTION

National Council on Aging (NCOA) is issuing a Request for Proposal (RFP) to seek a qualified public or non-profit organization for the provision of Senior Community Service Employment Program (SCSEP) services through a subgrant with NCOA. Through this RFP, a qualified service provider will be identified and selected to assist SCSEP-eligible residents in all the counties detailed in the Overview and Timeline section, to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments. Those eligible for the SCSEP program are unemployed, low-income persons who are 55 years of age or older. The subgrant award is based on the successful completion of the national competition for SCSEP national sponsors, the results of which should be announced in late May 2020, with an anticipated grant program year starting on July 1, 2020 and ending June 30, 2021. If this competition results in a slip to the start of the program year as it has on occasion in the past, the start date will be October 1, 2020 with the end date remaining June 30, 2021. In both cases, there will be opportunities for renewal for successful subgrantees on an annual basis for up to five consecutive years following the period specified in this announcement. SCSEP funds are contingent upon the availability of federal funds, and renewals are not guaranteed and always based on each subgrantees continued success in achieving specified grant performance, operational and financial goals.

A. About National Council on Aging

National Council on Aging (NCOA) is committed to making it possible for low-income and other disadvantaged older adults to participate fully in determining their own future and the future of their communities. One of the four original national sponsors for the SCSEP, we have operated the program, our largest, since 1968.

B. Our Current Network of Local Subgrantees

Since the U.S. Department of Labor (DOL) awarded NCOA its first grant in 1968, we have operated the program partially through local subgrantees. Through our subgrantees, over 4000 disadvantaged seniors will serve their communities in 273 counties spread over 11 states.

We work with a diverse network of subgrantees, including:

- 8 community action agencies
- 4 area agencies on aging
- 2 institutions of higher education

II. REQUEST FOR PROPOSAL

The National Council on Aging is seeking a qualified public or nonprofit agency (referred to as “Subgrantee”) to administer SCSEP, Title V of the Older Americans Act. SCSEP is the only Federally sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants receive work experience at local public or non-profit agencies and are paid a training stipend that is the higher of the Federal, State or local minimum wage, or the prevailing wage for similar employment, for approximately 15 hours per week while in community service and other job training. Program participants are not considered employees of NCOA, the subgrantee, or the agencies at which they train. The dual goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment, where appropriate.

This RFP is being broadcast and your input requested before the SCSEP national competition begins so that NCOA can cite the local connections and successes of its subgrantees as part of its competitive input. Our expectation is, as one of the original national sponsors of the SCSEP going back to 1968, that we will be successful in this the fifth competition since 2003.

While it is imperative that you bid for all the authorized positions in all the counties noted in this RFP, we have no guarantees that we will prevail in these counties, or that we will receive 100% of the authorized positions available. Calculate budgets for this RFP based on the assumption we will receive 100% of available participant positions so that you can plan. Use the budget calculator at Attachment C. We also don’t know whether the Department of Labor will finish the competition scoring in time to start Program Year 2020 in July or in October—they have done it both ways in the past. Thus we ask that you calculate both a 12 month and a 9 month budget for the first program year to plan for either scenario. You should also use Attachment C to calculate and answer question 6 at Attachment B, Administrative and Fiscal Qualifications.

III. ROLES AND RESPONSIBILITIES

NCOA and its subgrantees work in partnership to ensure the best outcomes for each participant and the overall program. The following provide a brief overview of roles and responsibilities of the subgrantee and NCOA.

Subgrantee. Key among their responsibilities, subgrantees recruit SCSEP-eligible individuals, assist them in gaining the skills and confidence necessary to secure unsubsidized employment, provide training, especially community service employment for the number of participants specified in the sponsor agreement, facilitate their unsubsidized employment and promote their retention in those jobs. To accomplish this, subgrantees take the following steps:

- Provide Supportive Services to Participants

Sub grantees are required to assess all participants' need for supportive services and to make every effort to assist participants in obtaining needed supportive services. Supportive services includes but are not limited to providing directly or arranging for the payment of reasonable costs of temporary assistance, health and medical services, special job related and 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.

a. Components

1. Supportive services are funded through the Other Participant Costs (OPC) funding category. To the extent practicable, the sub grantee should arrange for the payment of these expenses from other resources.
2. The need for any supportive services is to be consistent with and documented in the participants IEP and in case notes with appropriate supporting documentation (formal assessments, etc.) including the justification, cost and source of the service and the length of time the service for which the service is authorized.
3. Sub grantees are to ensure participants understand that supportive services are not an entitlement for the length of participation.
4. With the exception of temporary housing, all supportive services have a cap of \$75.00 per service. Any supportive service request by the participant must be maintained in the participant's program file by completing the *Supportive Services Request Form*.
5. All supportive services are to be made available on an equitable basis to all participants within a sub grantee's area of service.
6. To ensure successful placement, sub grantees recipients may provide supportive services to a participant placed in unsubsidized employment during the first 12 months of unsubsidized job placement to facilitate retention by determining if the individual has the necessary supportive services to remain in the job.

Supportive services may include, but are not limited to, all or some of the following:

- (i) Counseling designed to assist participants with their community service training assignments and with obtaining unsubsidized employment
- (ii) Counseling designed to assist participants with health and nutritional matters, Social Security, Medicare benefits, and laws regarding retirement
- (iii) Providing incidentals such as work shoes, safety glasses, eyeglasses, and hand tools, if these items are required for participation on the program and are not available from local resources at no or low cost to

the project (NOTE: Training sites should provide incidentals such as uniforms if participants are required to wear them.)

- (iv) Instruction designed to help the participants in their community service training assignment
 - (v) Periodic meetings that provide information to participants concerning health, job seeking skills, safety, and consumer affairs
 - (vi) Dependent care
 - (vii) Follow-up services
- Protect all Personally Identifiable Information (PII). PII refers to any information about an individual maintained by you, including any information that can be used to distinguish or trace a participant's identity, such as their name, Social Security Number, date and place of birth, mother's maiden name, biometric records, etc. and any other personal information which is linked or linkable to a participant. Paper documentation containing PII must be stored in a locked and secure location with access limited to trusted personnel. Electronic records with PII must be encrypted or password protected.
 - Meet all performance goals outlined in their Sponsor Agreement;
 - Employ at least a one full time SCSEP project director and other personnel necessary for the direction, programmatic and financial administration and supervision of the SCSEP program; for subgrants with over 150 authorized and/or covering multiple counties, provide any additional infrastructure and staffing required to successfully operate and manage the grant.
 - Recruit and select eligible participants for enrollment in SCSEP;
 - Recruit and select host agencies;
 - Promote linkages and partnerships with local employers and public workforce providers; and
 - Comply with SCSEP policies, procedures and related requirements, such as using the DOL database for SCSEP (SPARQ) and maintaining a reject rate of less than 1.5%, as well as NCOA's Data Collection System (DCS) and forms to inform NCOA about performance measure data and other information necessary for the program; and
 - Use our case management method, specifically the assessment and Individual Employment Plan (IEPs) to guide all program services, including appropriate community service assignments, additional training, job development and placement assistance and supportive services; and
 - Submit the NCOA SCSEP Monthly Financial Report (MFR) no later than the 10th day of the following month that details all spending by category of spending and

line item and includes supporting documentation for all spending.

NCOA SCSEP staff supports every subgrantee by:

- Providing guidance, training and coaching on program planning and performance, program expenditures, data collection, and SCSEP and NCOA policy;
- Providing technical assistance on NCOA's person-centered approach to IEPs, community service assignments, and unsubsidized placements;
- Monitoring program performance and operations;
- Ensuring quality data, training and supporting subgrantees' data entry staff, and using NCOA SCSEP Data Collection System (DCS) and the DOL SPARQ data collection system, maintaining a reject rate of no more than 1.5% each week, and reports; and
- Assisting on cost reporting and other fiscal matters.

IV. FUNDING

Subgrantees' SCSEP budgets are formula-funded based on the number of authorized positions. Each budget has three line items plus a non-federal component:

- 1. Participant Wages and Fringe Benefits (PWFB)**, which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g. orientation, community service assignment, orientation, other permissible training). Participant wages are based on the higher of the Federal, State or local minimum wage or the comparable wage for similar employment. Subgrantees must spend 100% of the PWFB funds provided in the subgrant. Generally, subgrantees pay participants' wages every two weeks.

SCSEP regulations list required fringe benefits as: the offer of an annual physical examination; workers' compensation coverage; and make up hours for those that were scheduled work on Federal holidays, and make up hours for sick days. Fringe benefits prohibited by SCSEP regulations include contributions to retirement plans, annual leave, sick leave, bonuses, or any carryover of benefits from one program year to the next.

- 2. Administrative Costs (ADM)**, which are 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 system, required for these administrative functions.
- Oversight and monitoring responsibilities related to administrative functions.
 - Costs of goods and services.
- 3. Other Enrollee Costs (OEC),** which include, but are not limited to, the costs of the following functions:
- 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.
 - Participant development activities
 - Participant transportation
 - Program staff salaries in proportion to the percentage of time conducting the above services
- 4. Non-Federal Share of Costs (Non-Federal).** Subgrantees provide at least a 10 percent 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:

- Cash component is monies from non-federal sources that 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 either the premises or meeting rooms, if paid in cash.
- Indirect is the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.

- In-kind costs are 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-kinds costs are donated or discounted professional services, space charges, meeting space, telephone and transportation.

The total estimated amount of funds for this twelve (12) month PY20 subgrant is attached. In addition, the total estimated amount of funds for a nine (9) month PY20 subgrant is also attached for reference in the event the national grantee competition is delayed and results in an October 1, 2020 start.

In order to cover the administrative costs associated with SCSEP grant oversight, NCOA assesses a flat administrative fee to each Subgrantee. That fee is estimated to be \$4,775 for PY2020. This cost is built into the referenced budget calculator that each applicant must complete.

V. TARGET POPULATION

The following information describes key aspects of the program. For more in-depth understanding, please join the scheduled Bidders' Webinar (see Section XII of this RFP for more information) and refer to the resources listed in Section XIV of this RFP.

Eligible Participant. An individual is eligible for SCSEP if he or she is not employed at the time of enrollment, is age 55 or older, has not previously participated in SCSEP for 48 months, and has includable family income totaling no more than 125 percent of the Federal poverty guidelines.

Priority of Service for Individuals with Multiple Barriers to Employment. SCSEP provides priority of service to those most-in-need as provided at 20 CFR 641.520. These individuals:

- Are veterans (or eligible spouses of veterans) for purposes of §2a of the Jobs for Veterans Act, 39 U.S.C. 4215(a)
- Are age 65 or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after using services provided through the American Job Center delivery system; or
- Are homeless or at risk of homelessness.

Individual Employment Plans (IEP). Subgrantees assess each SCSEP participant to determine his or her skills and employment-related needs, and develop a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal for each participant. The subgrantee must then provide or arrange for training and other supportive services identified in participants' IEPs that are consistent with SCSEP's goal of unsubsidized employment. (Other employment and training programs sometimes refer to this type of plan as an Individual Development Plan or Individual Training Plan). The subgrantee monitors the participant's IEP progress regularly and completes a reassessment for each participant at least twice during a 12-month period, and updates the IEP as necessary but at least twice a year. If the subgrantee determines that the initial goal of unsubsidized employment is not feasible, the subgrantee reviews the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after SCSEP participation has ended.

Unsubsidized Employment. An important goal of the program is to help participants achieve self-sufficiency when they exit the program. For participants whose IEP includes a goal of unsubsidized employment, subgrantees provide training opportunities that enable participants to obtain such employment. In addition, subgrantees provide regular follow-up communication, for 12 months after exit, with former participants and employers to ensure that the person retains the job. Quality training efforts, appropriate placements, and good relationships between the subgrantee and the local employer community increase the likelihood of successful unsubsidized employment and job retention for SCSEP participants.

Community Service Work-Based Training. Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. The training must be provided by a public agency or 501 (c)(3) non-profit organization that meets the requirements of a host agency. Participants earn wages and develop the confidence and skills needed for successful employment; the organizations that host the participants benefit from the participants' work. Community service may include but is not limited to activities such as social, health, welfare and educational services; weatherization efforts; and economic development. The training provided at these host agencies must be consistent with the participant's assessment and IEP.

Host Agencies. Host agencies provide supervision, training and work sites for SCSEP participants and may be public agencies or 501 (c)(3) non-profit organizations. Host agencies provide training and work experience for participants. Subgrantees also work with host agencies to identify appropriate training that does not lead to maintenance of effort violations.

Maintenance of Effort. A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each subgrantee must not reduce the number of employment opportunities; displace currently

employed workers; impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or employ a SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

Other Permissible Training. Subgrantees can provide other types of training in addition to work-based community service training. This additional training is tailored to each participant and may include classroom training or general skills training. With prior approval from NCOA, training can also include specialized training and on-the-job experience training.

Coordination with American Job Centers, State and Local Workforce Investment Boards, Area Agencies on Aging, Other SCSEP Providers. As a required partner, all SCSEP subgrantees must coordinate activities with local American Job Centers (Job Centers) administered by Local Workforce Investment Boards under the Workforce Investment Act through a Memorandum of Understanding (MOU). Subgrantees also coordinate with other SCSEP providers and area agencies on aging to ensure seamless support to help participants achieve self-sufficiency.

VI. NCOA SCSEP Performance Measures

The subgrantee must achieve the performance goals outlined in their Sponsor Agreement with NCOA. As stated earlier, NCOA will provide training, guidance and technical support to assist the selected subgrantee. During the Bidder's Webinar (see Section XII of the RFP for more information), we will answer questions on the performance measures and other aspects of SCSEP. Listed below are the PY20 goals for NCOA's current subgrantees.

1. Number of eligible individuals served

Total number of people served is 185% times your number of authorized or modified positions

PY20 Goal = 185% of authorized positions by June 30, 2021

2. NCOA Unsubsidized Placement Goal

50% times your number of authorized or modified positions

PY20 Goal = 50% of authorized or modified positions exited into unsubsidized jobs by June 30, 2021

3. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by the end of the program year.

In addition, the Secretary of Labor may set additional performance indicators, which if done, NCOA will require of all its subgrantees. Although the Secretary has not set any goals or specific targets, the measures would be:

- Retention in Unsubsidized Employment for One Year
- Satisfaction Level of Participants, Employers and Host Agencies
- Volunteer Work Indicator

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

Any 501(c)(3) non-profit or government agency that can meet the goals, standards and policies of NCOA for providing SCSEP services to persons 55 years of age and over, as described in this RFP, is eligible to apply. NCOA discourages any 501(c)(3) non-profit or government agency from applying that intends to subcontract this SCSEP subgrant to another agency to provide services.

VIII. CONTENT OF THE RESPONSE PACKAGE

A complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zipped files. The application package must contain all of the following items and must be presented in the order listed below:

A. Application Face Sheet (Attachment A)

Complete the Application Face Sheet provided in this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an Application Checklist. Subgrantees must complete the checklist and ensure that all required documents are included in the response packet for each service proposed.

B. Complete Narrative Responses (Attachment B)

Using the Narrative Response Form provided in this RFP, respond to the question and information requested in order to describe your capacity to successfully develop and deliver SCSEP. Narrative responses should be provided on this form and must not exceed 12 pages total, Arial 12, double spaced, including the form itself.

C. Budget Calculator (Attachment C)

Complete the calculator for both 12 and nine months based on the total authorized participant slots for the counties listed in the Overview on page one (1) in this RFP.

D. Letters of Support

Include a minimum of two letters of support from partner organizations. The letter of support should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve client's access to local resources.

IX. SUBMISSION OF PROPOSAL IN RESPONSE TO THE RFP

For each bid, a complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zipped files.

The application package must be submitted electronically to the staff person listed in the Overview and Timeline **no later than 4:00 p.m. ET, Tuesday, November 12, 2019**.

A statement of receipt will be issued by email to all Applicants for applications received by the deadline.

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

- a. Organizational Capacity: history, experience, and capacity of the organization providing similar services to the target population (25 points)
- b. Program Design and Approach (40 points)
- c. Administrative and Fiscal Qualifications (35 points)

The Applicant must score a minimum of 72 points to be considered for funding. A committee comprised of NCOA staff will evaluate the proposals. NCOA reserves the right to seek clarifying or additional information from Applicants, potentially including site

visits or agency interviews.

XI. NOTICE OF AWARD

NCOA will announce the contract award **no later than Friday, December 6, 2019**. All Applicants will be notified of the award decision by email.

XII. BIDDERS' WEBINAR & QUESTIONS, COMMENTS & TECHNICAL ASSISTANCE

NCOA will host a Bidders' Webinar on **Tuesday, October 22, 2019, 2:30 – 3:30 p.m. ET**. Potential Applicants will have a chance to address questions and clarify specific elements of the RFP announcement during this webinar. Questions, comments and requests for technical assistance received before the Bidders' Webinar will be addressed during the webinar, where applicable. To maintain a fair and open bidding process, NCOA will only accept inquiries regarding this RFP received in writing to the contact provided in the Overview and Timeline section. The recording of this webinar will be posted within 48 hours via a NCOA web link on the NCOA website. Potential applicants need not attend the webinar to submit an application, but are strongly encouraged to attend. Applicants unable to attend the Bidders' Webinar may communicate with the contact provided in the Overview and Timeline section to get the web link to the event recording.

To connect to the NCOA Bidders' Webinar, copy and paste this link into your web browser five to ten minutes before the webinar start time:

<https://cc.readytalk.com/r/bpwfr56idula&eom>

www.readytalk.com

Call-in#: 866-740-1260

Passcode: 6003158

XIII. LIST OF ATTACHMENTS

1. Attachment A: Application Face Sheet and Checklist
2. Attachment B: Narrative Response
3. Attachment C: Budget Calculator with both a 12 month and 9 month budget by category
4. Attachment D: Programmatic Assurances

The programmatic assurances outlined in Attachment D enumerate detailed expectations of each subgrantee as determined by the DOL. DOL will issue updated programmatic assurances with the upcoming grant. All successful subgrantees will be expected to adhere to programmatic assurances and will be required to sign the updated form at the time the subgrant is awarded.

XIV. ADDITIONAL DOCUMENTS TO REVIEW

The following links outline the program requirements and regulations governing Title V of the Older Americans Act, the Senior Community Service Employment Program. Copy and paste the link to your web browser to access the document. Applicants may review these documents in order to understand the program requirements before submitting an application.

1. SCSEP Final Regulations <http://www.doleta.gov/seniors/pdf/FinalRule2010.pdf>
2. 2006 Older Americans Act (OAA) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.;
http://www.doleta.gov/seniors/other_docs/PublicLaw109-365.pdf
3. 2019 SCSEP Federal Poverty Guidelines, TEGL 11-18
https://wdr.doleta.gov/directives/corr_doc.cfm?docn=8528
4. Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGL 12-06 http://www.doleta.gov/seniors/other_docs/TEGL12-06.pdf

Attachment A (Application Face Sheet & Checklist)

Agency Name: _____

Address: _____

City _____ State _____
Zip _____

Phone Number: _____

Website (if applicable): _____

Person to contact regarding this application:

Name: _____

Title: _____

Phone Number: _____

Email: _____

Executive Director: _____

Phone Number: _____

Email: _____

Service Proposed: Senior Community Service Employment Program (SCSEP) for the authorized participant slots and counties noted in the Overview and Timeline section on page 1.

A complete application package must be submitted and must include **ALL** of the following documents. Check below all items include in the response package. An incomplete application could result in automatic disqualification without further review.

- Cover letter
- Completed Application Face Sheet (Attachment A)
- Narrative Response (Attachment B)
- At least two (2) letters of support
- Email electronic copy of entire application package to: maura.porcelli@ncoa.org - zipped files not accepted
- Completed Budget (Attachment C)

I, the undersigned, am an official authorized to bind the Subgrantee to this Request for Proposal. I understand that National Council on Aging (NCOA) reserves the right to modify the specifics of this application at the time of funding; that no officer, employee or agency of NCOA, exercising any function or responsibility in connection with the RFP or with planning or carrying out any agreement relative to this RFP has any personal financial interest, direct or indirect, in the operation of the Subgrantee; and that there is no contract until a written Subgrant Agreement has been signed by both parties.

Signature of authorized representative(s):

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Attachment B (Narrative Response)

Instructions: Please provide complete and concise responses to the following questions directly on this form. Limit your responses to no more than 12 pages total including this form and excluding the attachments requested.

Agency Name: _____

Estimated Funding Request (use the budget calculator at attachment C and do both a 12 month and nine month budget)

ORGANIZATIONAL CAPACITY (25 POINTS)

1. Which best describes your organization? (Check only one)

- Private, 501(c)3 not-for-profit
- Governmental

2a. Which of these further describes your organization? (Check all that apply)

- Area Agency on Aging
- American Job Center or Workforce Investment Board
- Community-based organization
- Community action agency
- Faith-based organization
- Community or Technical College
- Other aging services provider
- United Way member/grant recipient
- Unit of government:
 - State
 - Local
 - Regional government or council
 - Other, Specify _____
- Rehabilitation services provider
- Veteran services provider

2b. Do you currently administer SCSEP? Yes No

3. List counties (by state) your organization currently serves through any of your organization's programs.

4. Describe your organization's history, purpose, and mission statement.

5. Provide a summary of your organization's skills, resources, and experience relevant to the services described in this Request for Proposal (RFP).

6. Describe your organization's experience in coordinating with local and regional community services to integrate the service delivery system in the counties for which you are bidding (as detailed in the Overview and Timeline section on page 1). Provide specific examples of how these efforts have led to increased opportunities for older adults to access services. Please include a minimum of two letters of support (excluded from the narrative page limit) from partner organizations describing the nature of the collaboration.

7. Describe your staff's access to Internet service (check one):

- T1 or faster
- Cable, Satellite or DSL
- Other (please specify) _____

SERVICE Delivery and Coordination (40 Points)

1. Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to *Priority of Service for Individuals with Multiple Barriers to Employment* on page 6). Include in your response outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.
2. Describe your history with local employers and detail your long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment. List the employers with whom you have active relationships. List employers you haven't worked with who provide in-demand jobs with whom you might work.
3. Describe your approach and relevant experience in helping older adults secure jobs. Describe any relevant experience providing education and training services to other cohorts besides older workers—if applicable—in your community.
4. Describe your approach to meet the program goals describe in *Section VI, NCOA SCSEP Performance Measures*. If you answered "yes" to question 2b on page 18, please include information regarding your performance achievement from PY2014 and PY2015, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.
5. Describe the long-term strategy for serving minorities under SCSEP.
6. List needed community services and the exact places where these services are most needed. Specifically, address the needs and location(s) of those individuals most in need of community services and the groups with whom you would work to meet their needs.

ADMINISTRATIVE AND FISCAL QUALIFICATIONS (35 Points)

1. Describe your organizational structure and proposed job descriptions and duties of paid staff and volunteers that will be involved in the program.
2. Describe the agency's client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client records, and procedures for handling and reporting data/client information breach.
3. Describe the office space you would make available for your SCSEP program, including secure storage for personnel files and privacy for interviewing. Describe any infrastructure and staff you have in other counties. If you are applying for more than 150 authorized positions and/or will be responsible for operations in multiple counties, describe how you intend to support these numbers and the operations of locations that are distant from your "home" office.
4. Describe the organization's current accounting system, including the following: staffing, what accounting software used, areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency's procedures for ensuring timely submission of invoices and other fiscal reports as requested by NCOA.
5. Using the Budget found on page 6 of this RFP, describe what specific source(s) you expect to use for

your non-Federal match (cash, in-kind and/or indirect). Also, if you answered “yes” to question 2b on page 18, please include in your response whether you returned any grant funding at closeout. If yes, please also include the total amount returned for PY2014 and PY2015, if applicable, and also identify the subtotal of funds by category: PWFB, Admin or OEC.

6. Based on the information in Section II, Request for Proposal, referencing the national competition and potential to receive fewer authorized positions than are available and budgeted in this RFP, what is the minimum number of authorized positions you would consider in this bid for these counties?
7. Under the federal Transparency Act, NCOA must report subgrantee activity to the Federal Government and requires each subgrantee to have the following: (please provide your organization’s information below)
 - Federal ID: _____
 - DUNS number: _____
 - Do you have a current Central Contractor Registration (CCR): YES _____ NO _____
 - If yes, please provide: _____
 - 9 digit zip for Headquarters: _____ - _____ (for Congressional District)
 - 9 digit zip for Primary Place of Performance: _____ - _____ (project director’s office if different from headquarters)
8. **Please attach the following documents with this RFP.** (The documents are excluded from the 12 page narrative limit but must be included as part of your application packet).
 - A minimum of two letters of support (*see Section VIII-C above for more information*)
 - Most recent annual report
 - Most recent financial statement audit
 - Federal compliance reports (*if applicable*)
 - Agency Brochure (*If your agency uses its Annual Report as its brochure, please make a note as part of your submission materials*)
 - Mission Statement and Strategic Plan (*if available*)
 - Organizational Chart and the resumes of key staff who would administer the program. Please include Chief Executive Officer and Chief Financial Officer in addition to program staff.
 - For 501(c) 3 organizations – provide a copy of your IRS determination letter or some other form of verification.