



November 3, 2017

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Aging (PDA) in accordance with the enclosed Senior Community Service Employment Program (SCSEP) Request for Grant Applications (RFGA) #2018-01. Please read the RFGA carefully. All questions regarding this RFGA should be directed in writing to Rocco Claroni, Pennsylvania Department of Aging, 555 Walnut Street, 5<sup>th</sup> Floor, Harrisburg, PA 17101-1919, or by e-mail at [rclaroni@pa.gov](mailto:rclaroni@pa.gov). All questions must be received by 4:00 P.M. on November 10, 2017. All questions should include a reference to the specific section of the RFGA with the page number. Official answers to questions received by the November 10, 2017 deadline will be posted on the DGS and PDA websites <http://www.emarketplace.state.pa.us/> and [www.aging.pa.gov](http://www.aging.pa.gov)) no later than 4:00 PM on November 17, 2017 as an addendum to the RFGA. A Pre-Proposal webinar will be held on November 21, 2017. Information to access the webinar will be sent to all applicants.

Completed applications must be submitted to the Issuing Office at the address listed below as follows: one (1) original application, five (5) hard copies and one (1) electronic copy (on CD-ROM or flash drive) inclusive of all documents in the original application. The electronic files submitted must be limited to Microsoft Office compatible formats of Microsoft Word and Excel. The application shall be numbered for ease of reference. The original and all copies must contain identical information including all attachments, exhibits, appendices, etc. However, you will only need to submit the original and one (1) copy of a signed Grant Agreement, which is listed in Part III of the RFGA. **Your completed application must arrive at the following address no later than 2:00 P.M., Eastern Standard Time on Friday, January 5, 2018.**

SCSEP RFGA #2018-01  
Pennsylvania Department of Aging  
555 Walnut Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17101-1919  
Attention: Rocco Claroni

**LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.**

Should there be a need to amend the RFGA in any way prior to the application due date, an addendum will be posted to the DGS website. It is the responsibility of interested applicants to check for potential amendments. We expect the evaluation of applications and selection of the grantees to be completed no later than six (6) weeks after receipt of applications.

Sincerely,

Rocco Claroni

Attachment: RFGA 2018-01



**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
2017 REQUEST FOR GRANT APPLICATION (RFGA)**

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## **PART I - GENERAL INFORMATION**

### **A. Background Information for Applicants**

The Senior Community Service Employment Program (SCSEP) is funded under Title V of the Older Americans Act of 1965 as amended and reauthorized in 2016 (P.L. 114-144), 42 U.S.C. §§3001 *et seq.* 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 paid work experience at local public or non-profit agencies and are paid the higher of the Federal, State, or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training (OAA Amendments § 502(b)(1)(J); 20 CFR 641.565(a)). The goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment. SCSEP maintains some web-based resources that may be of assistance to applicants. The program's official U.S. Department of Labor web site at [www.doleta.gov/seniors](http://www.doleta.gov/seniors) provides an overview of the legislation and regulations that govern SCSEP. The Older Workers Community of Practice, located at <https://olderworkers.workforcegps.org/resources>, contains program specific virtual training modules and other helpful resources. The following information describes key aspects of the SCSEP to inform new applicants about the program. For a more in-depth understanding, please read the resources listed in these websites.

### **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, and has an income of no more than 125 percent of the most recent federal poverty income 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);
- 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 One-Stop delivery system; or
- Are homeless or are at risk of homelessness.

### **Individual Employment Plans (IEP)**

As required at 20 CFR 641.535, the selected contractor(s) must assess each SCSEP participant to determine his or her skills and employment-related needs, and must develop a plan to improve the participant's employability. The initial IEP must include an appropriate employment goal for each participant. The selected contractor(s) must then provide or arrange for training and other supportive services identified in the participants' IEPs that are consistent with SCSEP's goal of unsubsidized employment. The selected contractor(s) must monitor the participant's IEP progress regularly and are required to complete a reassessment for each participant at least twice during a 12-month period and, as necessary, update the IEP. If the selected contractor(s) determines that the initial goal of unsubsidized employment is not feasible, the selected contractor(s) must revise 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, the selected contractor(s) must provide training opportunities that enable participants to obtain such employment. In addition, the selected contractor(s) must provide regular follow-up communication with former participants and employers to ensure that the former participant retains the job. The selected contractor(s) may also provide supportive services to successfully placed participants for up to 12 months to help them remain employed. Quality training efforts, appropriate placements, and good relationships between the program and the local employer community increase the likelihood of successful unsubsidized employment and job retention for participants who exit the SCSEP.

### **Community Service Work-Based Training**

Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. Participants obtain income, as well as confidence and skills needed for successful employment and the organizations that host the participants are able to deliver more community service. Community service may include but is not limited to such activities as social, health, welfare and educational services; counseling services, including tax counseling; environmental efforts; weatherization efforts; and economic development. The training provided at these host agencies must be consistent with the participant's IEP. Participants receive wages paid by the selected contractor(s) while they are in work-based or other training, as provided in their IEP.



### **Participant Wages and Fringe Benefits**

The selected contractor(s) must spend a minimum of 78 percent of their SCSEP Federal grant funds on participant wages and fringe benefits. Participant wages are based on the higher of the Federal, State or local minimum wage for time spent in approved program activities only (e.g., community service training, other permissible training, orientation). Generally, current SCSEP contractors pay participants' wages every two weeks. Required fringe benefits for participants are the offer of an annual physical examination and workers' compensation coverage. Prohibited fringe benefits include contributions to retirement plans, annual leave, sick leave, unemployment compensation, holiday pay, bonuses, or any carryover of benefits from one program year to the next. It should be noted that if a participant's host agency is closed on a federal holiday, the selected contractor(s) shall offer the participant the opportunity to make up the scheduled hours that fall on a federal holiday on another day when the host agency is not closed. Please refer to the Department's Aging Program Directive [11-05-04 SCSEP Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances](#) for further information on federal holidays, necessary sick leave, leave of absences, etc.

### **Host Agencies**

Host agencies provide the work sites for program participants and must be public agencies or organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code, including community and faith-based organizations, authorized Federal agencies, State agencies, or local public agencies. See 20 CFR 641.140 for limits on types of host agencies. Host agencies are an essential component of the program because they provide training and work experience for participants. The selected contractor(s) must work with host agencies to identify appropriate training that does not lead to maintenance of effort violations. The selected contractors' communication with the host agencies directly affects the value of the work-based training experience for the participants and the participants' ability to obtain unsubsidized employment.

### **Maintenance of Effort**

A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each project funded must not: (1) reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program; (2) displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits); (3) impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; and (4) employ or continue to employ any eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff (OAA § 502(b)(1)(G)).

### **Other Permissible Training**

Training that is provided in addition to work-based community service training is an important tool to improve the skills and talents of participants, to help them succeed in



their community service assignments, and to facilitate their placement into unsubsidized employment. The selected contractor(s) should offer practical training opportunities that are designed especially for the needs of older workers. The selected contractor(s) must tailor their training to be consistent with the participants' IEP and should refer to the [U.S. Department of Labor's Advisory Older Workers Bulletin No. 04-04](#) for permissible training activities for SCSEP.

### **Coordination with Local CareerLinks, Area Agencies on Aging, and other SCSEP Contractors**

As a required partner, all SCSEP contractors must coordinate activities with local CareerLinks. We will require the selected contractor(s) to coordinate with Area Agencies on Aging (AAAs) and other local social service agencies, as necessary, to provide supportive services that will help participants achieve self-sufficiency. We also encourage the selected contractor(s) to coordinate efforts with other SCSEP contractors in the applicable service area.

### **Right of First Refusal**

Under this RFGA, the selected contractor(s) must allow current participants to remain in the program under the same conditions they experienced before the competition in order to minimize disruptions to participants and to the program. Therefore, participants must be able to continue community service work-based training in the same geographic area and in the same host agency for up to 90 days after July 1, 2018, even though they may be transferred to a new contractor because of the competition. During these 90 days, the selected contractor(s) will be required to provide orientation to their participants. After 90 days, participants are subject to all of the procedures and requirements of the selected contractor(s). We are committed to minimizing disruptions and require the selected contractor(s) to reflect this commitment.

### **Administrative Costs**

The administrative cost allowance for the program is no more than 10 percent of the Federal share. Functions that are considered administrative for SCSEP purposes are: accounting, financial & cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures, and monitoring of administrative functions. Administrative costs include goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems related to administrative functions such as payroll, accounting, procurement and purchasing systems. It also includes the costs associated with the purchase, development and operation of information systems.

### **Non-Federal Share Requirement**

The selected contractor(s) must contribute a minimum of 10 percent of the total project cost through cash or in-kind contributions. SCSEP funds can only be used to pay up to



90 percent of the total project cost. Applicants must identify the source of this non-federal share in the required budget submission.

**Sub-recipients**

We define a sub-recipient as any organization that provides program services on behalf of the selected contractor(s). There are no statutory restrictions on the type of entity that may be a sub-recipient; however, all sub-recipients are required to follow all applicable SCSEP rules, regulations, and policy advisories. Regardless of how or through which entities the selected contractor(s) chooses to deliver services, the selected contractor(s) remains liable for complying with all the terms and conditions of its grant, including all SCSEP rules, regulations, and policy advisories.

**Performance Measures** – The performance measures for the program are outlined in 20 CFR part 641 subpart G. The U.S. Department of Labor (USDOL) designed these measures to ensure that the selected contractor(s) enrolls only those individuals who need the most training assistance to obtain employment. The performance measures also hold the selected contractor(s) accountable for placing participants into and retaining participants in unsubsidized jobs.

PDA’s FY 17-18 SCSEP performance goals are contained in Part II of this RFGA.

**PDA announces the anticipated availability of SCSEP grant funds and opens the competitive selection process for potential applicants representing public or private non-profit organizations for the purpose of operating the SCSEP in four designated regions of the Commonwealth.**

**B. Statement of Purpose**

The purpose of this RFGA is to solicit for Fiscal Year (FY) 18-19 (July 1, 2018 to June 30, 2019) services for SCSEP participants in four designated regions of the Commonwealth. There will be one-year renewal options for an additional four years (FY 19-20, FY 20-21, FY 21-22, and FY 22-23). The funding for this RFGA is dependent on federal funding from the USDOL to the PDA.

The regions, the counties included in each region, and the proposed number of slots (positions) allocated to each county in FY 18-19 are:

East

Berks	9 slots
Bucks	13 slots
Chester	6 slots
Delaware	11 slots
Montgomery	22 slots



Central

Adams	2 slots
Blair	5 slots
Cambria	6 slots
Cumberland	7 slots
Dauphin	5 slots
Franklin	5 slots
Fulton	1 slot
Huntingdon	3 slots
Lebanon	3 slots
Perry	3 slots
Somerset	17 slots
York	6 slots

Western

Armstrong	15 slots
Butler	25 slots
Clarion	3 slots
Clearfield	3 slots
Indiana	5 slots
Jefferson	3 slots
Venango	10 slots

Northern

Bradford	4 slots
Carbon	2 slots
Centre	3 slots
Columbia	3 slots
Juniata	2 slots
Lackawanna	6 slots
Mifflin	5 slots
Monroe	9 slots
Montour	2 slots
Northumberland	4 slots
Pike	6 slots
Potter	3 slots
Schuylkill	5 slots
Snyder	2 slots
Sullivan	1 slot
Susquehanna	2 slots
Tioga	2 slot
Union	3 slots
Wayne	3 slots



This information along with the funding amounts for each region can be found in Exhibit 1. Applicants may propose SCSEP projects for one or more of the four regions. However, a separate application and budget must be submitted for each region where SCSEP services are proposed. If an applicant is proposing to serve more than one region, a single contract will be executed for each region awarded. Please note that the slots and dollar amounts allocated for each county are based on the FY 17-18 federal SCSEP slot and funding allocation to PDA. Depending on the federal FY 18-19 SCSEP slot and funding allocation to PDA, the number of slots and dollar amounts could change.

PDA reserves the right to add SCSEP funds and slots during the contract or contract renewal years. AAAs that PDA will continue to fund in FY 18-19 and are not a part of the RFGA have been assigned to one of the aforementioned four SCSEP regions. Please refer to Exhibit 2 to view the names of these AAAs and their projected FY 18-19 SCSEP slots. **Please remember that the AAAs and slot totals listed in Exhibit 2 are not a part of this RFGA.** PDA may require the selected contractor in each region to provide SCSEP services in one or more of the AAA Planning and Service Areas listed in Exhibit 2 during the contract or renewal years of the contract.

## C. Grant Application Procedures

### 1. General Procedures

#### Rejection of Applications

The Commonwealth reserves the right to reject any applications received as a result of this request, or to negotiate separately with competing contractors.

#### Incurring Costs

The Commonwealth is not liable for any costs incurred by Grantees prior to issuance of a contract.

#### Addenda to the RFGA

If it becomes necessary to revise any part of this RFGA before the application response date, addenda will be issued to all applicants who received the original RFGA. It is the responsibility of interested applicants to check the DGS web site at [www.dgs.state.pa.us](http://www.dgs.state.pa.us) for addenda or to obtain additional information.

#### Discussions for Clarification

Applicants that submit an application may be required to make an oral or written clarification of their application to the Commonwealth to ensure thorough mutual understanding and applicant responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.



### **Prime Grantee Responsibilities**

The selected contractor(s) will be required to assume responsibility for all services offered in its application whether or not it produces them. Further, the Commonwealth will consider the selected contractor(s) to be the sole point of contact with regard to contractual matters.

### **Application Contents**

Applications will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (1) under the provisions of any Commonwealth or United States statute or regulation; or (2) by rule or order of any court of competent jurisdiction. If a contract is executed, the successful application submitted in response to this shall be subject to disclosure. All material submitted with the application becomes the property of the Commonwealth of Pennsylvania and may be returned only at the Commonwealth's option. Applications submitted to the Commonwealth may be reviewed and evaluated by any person other than competing applicants at the discretion of the Commonwealth. The Commonwealth has the right to use any or all ideas presented in any application. Selection or rejection of the application does not affect this right.

### **News Releases**

News releases pertaining to this project will not be made without prior Commonwealth approval, and then only in coordination with the Issuing Office.

### **SAP Requirement**

In order to do business with the Commonwealth of Pennsylvania, the selected applicant(s) are required to enroll in the SAP system. Applicants may enroll at [www.vendorregistration.state.pa.us/](http://www.vendorregistration.state.pa.us/) or by calling toll free at 1-877-435-7363, option 1.

### **Applicant's Representations and Authorizations**

Each applicant by submitting an application understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the applicant in the application material is important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the facts relating to the submission of this application. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. No attempt has been made or will be made to induce any firm or person to refrain from submitting an application on this contract, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.



- c. The application is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- d. To the best knowledge of the person signing the application for the applicant, the applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the applicant in its application.
- e. To the best of the knowledge of the person signing the application for the applicant and except as otherwise disclosed by the applicant in its application, the applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
- f. The applicant is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the applicant cannot certify, then it shall submit along with the application a written explanation of why such certification cannot be made.
- g. The applicant has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the application or the specifications for the services described in the application.
- h. Each applicant, by submitting its application, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.
- i. Until the selected Contractor(s) receives a fully executed and approved written contract from the Issuing Office there is no legal and valid contract, in law or in equity, and the selected Contractor(s) should not begin to perform.



### Notification of Selection

The responsible Contractor(s) whose application is determined to be the most advantageous to the Commonwealth, as determined by the Issuing Office, after taking into consideration all of the evaluation factors, shall be notified in writing of its selection for negotiation.

### RFGA Protest Procedure

- a. **Who May File the Protest** Any actual or prospective applicant who is aggrieved in connection with the solicitation or award of the contract may file a protest, in writing, with the Issuing Office.
- b. **Time and Place for Filing**
  1. A protest by a party not submitting an application must be filed within seven (7) days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the application submission deadline specified in the cover letter to the RFGA. Parties who submit an application may file a protest within seven (7) days after the protesting party knew or should have known of the facts giving rise to the protest, but in no event may a protest be filed later than seven (7) days after the date of the notice of selection. The date of filing is the date of receipt of the protest.
  2. A protest must be in writing and filed with the Issuing Office.
- c. **Contents of Protest** A protest shall state all grounds upon which the protesting party asserts the RFGA or selection was improper. The protesting party may submit with the protest any documents or information it deems relevant.
- d. **Notice of Protest** The Issuing Office shall notify the successful applicant(s) of the protest if selection has been made. If the protest is received before selection and substantial issues are raised by the protest, all applicants who appear to have a substantial and reasonable prospect of selection shall be notified and may file their agreement/disagreement with the Issuing Office within five (5) days after receipt of notice of protest.
- e. **Stay of Procurement** The head of the purchasing agency or designee will immediately decide upon receipt of a timely protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The Issuing Office shall not proceed further with the solicitations or with the award of the



contract and shall suspend performance under the contract, if awarded, unless: the head of the purchasing agency or designee makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Commonwealth.

- f. **Response and Reply** Within fifteen (15) days of receipt of the protest, the Issuing Office may submit to the head of the purchasing agency or designee and to the protesting party a response to the protest. The protesting party may file a reply to the response within ten (10) days of the date of the response.
- g. **Procedures** The head of the purchasing agency or designee shall review the protest and any response or reply. The Issuing Office may decide the merits of the protest on the written, submitted documentation; request and review any additional documents or information he deems necessary to render a determination; or, in his sole discretion, conduct a hearing.
- h. **Determination** The head of the purchasing agency or designee shall promptly, but in no event later than sixty (60) days from the filing of the protest, issue a written determination. The determination shall:
  - 1. State the reason for the decision.
  - 2. Inform the protesting applicant of its right to file an action in Commonwealth Court within fifteen (15) days of the mailing date of the decision.

The Issuing Office shall send a copy of the determination to the protesting party and any other person determined by the Issuing Office to be affected by the decision.

## **2. Criteria for Evaluation of Applications**

A review committee of qualified personnel selected by the Pennsylvania Department of Aging will complete an evaluation of each application. Responses to each of the criteria as described in Part II-B-Application Format of the application (*Response to Required Program Activities, Performance Accountability, Organizational Management, Financial Management and Coordination*) will be the basis of the evaluation. Applicants must provide succinct but detailed and pertinent answers specific to each item listed. Applications should be written so that reviewers are able to score each response solely on the written information provided for each criterion rather than by reference to another section of the application.

All applications must be complete. Each applicant will be responsible for completing and submitting each required part of the application. The Department reserves the right



to request additional information from the applicant, to make a decision based on the application submitted and to negotiate any aspect of the application. The application must include the signature and title of a person authorized to enter into a binding agreement with the Commonwealth. All applications must include a signed and dated SCSEP Application and a signed Grant Agreement. Incomplete applications will not be reviewed.

### **3. Awards**

Grants will be administered through PDA. All applicants will receive official written notification of the status of their application from PDA. Unsuccessful applicants may request a debriefing. This request must be in writing and must be received by the Department within thirty (30) calendar days of the written official notification of the status of the application. The Department will determine the time and place for the debriefing. The debriefing will be conducted individually by Department staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

### **4. Reports**

The selected applicant(s) will be required to submit a monthly expenditure report (invoice) to PDA. The selected applicant(s) must transmit these reports in order for PDA to receive said reports within thirty (30) calendar days after the end of the reporting month. The exception is the June monthly report, which is due within forty five (45) calendar days after the end of the reporting period. The selected applicant(s) must collect and report all SCSEP data requirements according to specified time schedules. The selected applicant(s) will be required to use the SCSEP Data Collection and Performance Results Quarterly Progress Report (SPARQ) Data Collection System. SPARQ tracks participant records beginning at the time of enrollment. SPARQ has other case management capabilities, although the primary use of SPARQ is to track participant training and employment, generate Quarterly Progress Reports, alert SCSEP grant recipients when follow-ups are required and lead grant recipients to program improvement. Applicants must ensure that the applicant and any local subcontractors of the applicant will have high-speed Internet access and the ability to use SPARQ.

### **5. Type of Contract and Method of Payment**

Applicants funded through this RFGA will be awarded a cost reimbursement contract. The term of the contract will be for one year with an option to renew in year two, an option to renew in year three, an option to renew in year four and an option to renew in year five. Applicants will submit monthly invoices to PDA. Applicants will receive payment approximately 4-6 weeks after receipt of the invoice by PDA.

### **6. Application Deadlines**

Please refer to Exhibit 3 for the activities associated with this RFGA and the associated due dates.



## PART II Application Instructions and Required Format

### A. Application Instructions

The following is a list of requirements

1. The applicant must submit one (1) original application, five (5) hard copies and one (1) electronic copy (on CD-ROM or flash drive) inclusive of all documents in the original application. The electronic files submitted must be limited to currently supported versions of Microsoft Word and Excel. The application shall be numbered for ease of reference.
2. The application must be received by the Department of Aging **by 2:00 PM EST on January 5, 2018. Late applications will be rejected, regardless of the reason. All application documents and files must be submitted to:**

SCSEP RFGA #2018-01  
Pennsylvania Department of Aging  
555 Walnut Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17101-1919  
Attention: Rocco Claroni

A complete and concisely written, SCSEP Grant Application shall consist of the following in the order listed below:

- Cover letter (on the applicant's letterhead), signed by a person authorized to enter into a binding agreement with the Commonwealth.
- A Table of Contents
- SCSEP Application form signed by a person authorized to bind the applicant into a contractual agreement. (Exhibit 4)
- Application Description and Justification addressing the issues identified in items 2, 3, 4, 5 and 6 in subsection B, below – Application Format.
- A detailed budget in the format provided (Exhibit 5).
- Any letters of support that are to be considered in the review process.
- Completed Form W-9, Request for Taxpayer Identification Number and Certification, must be attached to the application.
- Signed and dated Grant Agreement
- Signed and dated Appendix J of Grant Agreement



## **B. Application Format**

Applicants must follow the format as described below to complete Part II of this RFGA. Applications must be typewritten on 8 ½” by 11” paper, double-spaced, with a font size no smaller than 12 point and margins of at least ½ inch on all sides. Applications shall be no more than thirty-five (35) pages, excluding attachments.

### **1. Application Form and Table of Contents**

Each copy of the application must include a completed SCSEP Application Form, which is contained in Exhibit 4. Each copy of the application must also include a Table of Contents, which must delineate each section of the application and the corresponding page number.

### **2. Required Program Activities**

Describe in detail each activity and service listed below. Provide as attachments any examples of the documents that are described below such as an assessment form, participant and host agency orientation manuals, etc.

- a. **Participant Recruitment** The applicant must describe how it will broaden local awareness of the program in order to recruit eligible individuals to the program.

The following must be included in the response:

- Applicants must describe the outreach efforts that will be made in local communities to raise awareness of the program. Please include a description of the various methods of outreach that will be utilized.
  - Applicants must describe how outreach efforts will be designed to encourage low-income older individuals age 55 and over to enroll in the program. Please include a description of how the outreach efforts will be specifically designed to attract individuals who are most in need, which is defined below in [Section 3. Performance Accountability](#).
  - Applicants must describe how recruitment goals for the target population will be consistently met. Applicants must also include a description of how they will ensure that all vacant positions remain filled as program participants exit for unsubsidized employment or other reasons.
- b. **Participant Eligibility** The applicant must describe how it will ensure that individuals applying to be program participants and existing program participants meet the eligibility criteria to enroll or remain in the program.



The following must be included in the response:

- Applicants must describe their procedures to ensure the accuracy of the individual's age, income and residence for eligibility determination purposes. Applicants must include a description of how often eligibility will be certified.
- Applicants must describe their procedures to ensure that the individual is unemployed at the time of enrollment and while enrolled in the program.
- Applicants must describe how ineligible individuals will be notified of their ineligibility and any other action that the applicant may implement. This response must describe both pre-enrollment and post-enrollment situations.

c. **Assessments and IEPs** The applicant must describe how it will continuously assess program participants using the IEP and other assessment tools to ensure participants are trained for viable employment opportunities.

The following must be included in the response:

- Applicants must describe how often assessments and IEPs will be completed.
- Applicants must describe how the training and services reflected on the IEP will enhance and improve the participant's skills, and lead to higher-level skills that will increase employability.
- Applicants must describe any procedures that will be in place to ensure that the participant acknowledges and agrees with the training plan.
- Applicants must describe how assessments will capture the assistance that participants may need, including those services that will be acquired through other programs, such as disability programs, veteran programs, aging programs, transportation programs, etc.
- Applicants must describe how they will ensure that each participant's training assignment and host agency rotation(s) are consistent with his or her IEP.



- d. **Orientation** The applicant must describe how it will introduce program participants and host agencies to program requirements, roles and responsibilities, and permissible and non-permissible activities. Please include general timeframes for when orientation will occur and how often. Please include a copy of any Participant Orientation manual that the applicant may have already developed.
- e. **Community Service Work-Based Training** The applicant must describe how participants will be trained through community service organizations, how it will ensure that the work-based training is of high quality, and how this training will lead to unsubsidized employment.

The following must be included in the response:

- Applicants must describe how host agency organizations will be recruited and selected, including the factors that will be used to determine whether the host agency will provide quality job training.
- Applicants must describe existing relationships with host agencies or plans to develop new relationships with host agencies and how the applicant plans to leverage those relationships to provide assignments for SCSEP participants that prepare them for opportunities in High Priority Occupations and assist them in becoming job-ready.
- Applicants must describe how assignments to community service work-based training will be made to ensure that the training is consistent with the participant's IEP, including a description of the contractual relationship that will exist between the applicant and the host agency.
- Applicants must describe how local projects will ensure that participants receive adequate supervision during training hours.
- Applicant must describe procedures for rotating participants to other host agency assignments.
- Applicants must describe plans and procedures for documenting and ensuring that host agencies either are public agencies or have 501(c) (3) designation, and how such records will be maintained.



- f. **Other Training** The applicant must describe in detail its choice of any general training, specialized training, or On-the-Job Experience (OJE) that will be provided while the participants are enrolled in the program, in addition to the community service training. Explain your choice of training and how it will help participants become self-sufficient and obtain unsubsidized employment. As an attachment, provide a work plan that includes a schedule of training activities participants will receive while enrolled in SCSEP. Include any signed OJE contracts. Ensure that your budget narrative reflects these activities.
- g. **Fringe Benefits** The applicant must describe any permissible and/or required fringe benefits that will be offered to participants. Please refer to allowable fringe benefits in Part I of this RFGA.
- h. **Supportive Services** The applicant must describe any supportive services that will be offered to participants and the resources the applicant will use to fund those services. The applicants must also address those supportive services that will be offered to participants once they are placed in an unsubsidized job in order to help retain them in those positions.
- i. **Unsubsidized Employment** The applicant must describe how it plans to place participants in high priority occupations according to local labor market data. In addition, the applicant must describe how the targeted jobs will enable participants to become self-sufficient in positions for which they would not have otherwise had the necessary skill training provided by the program. Applicants should include in this description the types of jobs it will seek for participants.
- j. **Termination** The applicant must describe the circumstances under which a participant may be terminated from the program. Please include description of the criteria that will be used for “for cause” terminations.
- k. **Minimizing Disruptions** The applicant must describe its plan for carrying out activities designed to ensure minimal disruptions to existing participants if the applicant is selected to provide SCSEP services through this RFGA. The applicant must describe how participants will be notified, what records will be turned over, what efforts will be made to place program participants into other employment and training opportunities, and what other services might be provided to ease the transition. The applicant must provide and describe its timeline for developing and initiating program operations and this transition process following notification of the award. Applicants should highlight any prior experience in transitioning SCSEP participants from another SCSEP grantee to the applicant’s program.



We expect the transition period from the incumbent grantee to the new provider(s) to take place in May and June 2018. As participants are transferred from one contractor to another because of this competition, the enrolled participants must be given the opportunity to continue in the program. The selected contractor(s) must offer incumbent SCSEP participants the opportunity to continue in the SCSEP in the same geographic area, and in the same host agency for up to ninety (90) days. At the end of the 90-day period, the selected contractor(s) may choose to move participants into new host agencies or they may continue to use the current host agencies.

Participants may not remain enrolled with their former SCSEP sub grantee. We will require the former sub grantee to identify all participants who must be transferred to other sub grantees. We are committed to minimizing disruptions to the extent possible, and require that applicants and the current sub grantee reflect this commitment. We will work with the current sub grantee to promote a seamless transition if there is a new sub grantee in an area. We will support the transition by providing technical assistance and participant, follow-up, durational limit and host agency data.

We will require successful applicants and the incumbent grantee to ensure minimum disruptions to participants, including continuous payments of wages during the transition. We expect new sub grantees to assume payroll responsibilities on July 1, 2018. Successful applicants must plan to make the first payment to participants in the first or second week of July 2018. Please note that the successful applicants will not receive their first payment from the Commonwealth until around mid-September.

- i. **Confidentiality of Files** The applicant must describe how participant files will be kept confidential from personnel not affiliated with the project. If the applicant plans to enlist volunteer assistance, the applicant must describe how it will ensure volunteer compliance with the confidentiality requirements.
  
- m. **Complaint Resolution Process** The applicant must describe the complaint resolution process that will be in place for program applicants, participants and/or host agency complaints or grievances without Federal Intervention. For complaints involving illegal acts or discrimination, the applicants must describe the complaint resolution process that will be in place for participants and/or host agencies prior to State appeal.



### 3. Performance Accountability

PDA will be held accountable for meeting goals in six SCSEP performance measures in FY 18-19. PDA will negotiate goals for each of the six performance measures with the U.S. Department of Labor (DOL) in the spring of calendar year 2018. PDA will require any contractor(s) receiving funds awarded through this RFGA to meet PDA SCSEP goals that will be negotiated with the U.S. DOL for each performance measure. For informational purposes, the SCSEP performance measures, a description of each performance measure and the goals negotiated for each performance measure between PDA and the U.S. DOL for the current fiscal year (FY 17-18) are listed below. Applicants should note that the U.S. DOL expects continuous program improvement of PDA. Because of this expectation, PDA's goals for each performance measure in FY 18-19 could exceed the performance goals that were negotiated for FY 17-18. Applicants should also note that PDA could face financial sanctions for failing to meet its performance goals. PDA may impose any financial sanction it receives on any recipient of funds awarded through this RFGA for failure to meet PDA performance goals. Applicants must describe strategies for ensuring that performance goals will be met or exceeded. Applicants must provide data on its SCSEP performance or its performance in a similar program for the past three fiscal years. Applicants must describe procedures that will be in place to communicate high or low performance to staff and strategies that will be taken to address poor performance.

#### **FY 17-18 PDA SCSEP Performance Measures and Goals**

1. "Community Service" 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 grant. Paid non-community service training hours are excluded from this measure. **For Fiscal Year 17-18, the PDA goal for this measure is 80%.**
2. "Common Measures Entered Employment" is defined as the number of participants who are employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter. **For Fiscal Year 17-18, the PDA goal for this measure is 46.9%.**
3. "Common Measures Employment Retention" is defined as of those participants who are employed in the first quarter after the exit quarter, the number of participants who are employed in both the second and third quarters after the exit quarter divided by the number of participants who exited for employment during the exit quarter. **For Fiscal Year 17-18, the PDA goal for this measure is 72.1%.**
4. "Common Measures Average Earnings" is defined as those participants who are employed in the first, second and third quarters after the exit quarter: total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who exited for employment



during the exit quarter. **For Fiscal Year 17-18, the PDA goal for this measure is \$7156.**

5. “Service level” is defined as the total number of participants served divided by a grantee’s authorized number of positions. **For Fiscal Year 17-18, the PDA goal for this measure is 165.3%.**
  
6. “Service to Most-in-Need” is defined by counting the total number of the following characteristics for all participants and dividing by the number of participants served. Participants are characterized as most-in-need if they:
  - a. Have a severe disability
  - b. Are frail, as defined in CFR 641.140
  - c. Are age 75 or older
  - d. Meet the eligibility requirements related to age for, but do not receive, benefits under Title II of the Social Security Act (42 U.S.C. 401 et seq.)
  - e. Live in an area with persistent unemployment and are individuals with severely limited employment prospects
  - f. Have limited English proficiency
  - g. Have low literacy skills
  - h. Have a disability
  - i. Reside in a rural area
  - j. Are veterans
  - k. Have low employment prospects
  - l. Have failed to find employment after utilizing services provided under title I of the Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.)
  - m. Are homeless or at risk for homelessness

**For Fiscal Year 17-18, the PDA goal for this measure is 2.71.**

#### **4. Organizational Management**

The applicant must describe how the management structure and staffing of the organization are aligned with the grant requirements and how the structure and staffing are designed to assure responsible general management of the organization. The applicant must provide the following:

- a. An organizational chart indicating how staff that will be operating PDA’s SCSEP Program at the local level fit into the applicant’s organization.
  
- b. The names of the staff that will operate SCSEP services at the local level and their qualifications.
  
- c. Letters of recommendation from any organization that the applicant currently contracts with to provide similar services to those described in this RFGA.



- d. A description of any prior experience in operating a SCSEP or similar employment and training program.

The applicant must describe where and how administrative/fiscal and programmatic/participant files and records, pertaining to the management of the contract will be maintained. If administrative/fiscal and programmatic/participant files and records will not be kept at an office in Pennsylvania, describe where they will be kept and how the applicant will make these files and records available to Department staff for monitoring visits and to conduct data validation. The applicant must describe how it will monitor SCSEP activities at the local level. The applicant must describe the type and frequency of substantive training that program staff will receive on program policy, PDA guidance and directives, performance and fiscal reporting.

### **5. Financial Management**

A line item budget, which is attached as Exhibit 5, must be completed and all costs must be fully explained in the budget narrative. The budget narrative must explain the assumptions that were made in the preparation of the line-item budget in Exhibit 5. The line item budget should identify only federal funds for each line item. Dollar amounts to be budgeted for each region are contained in Exhibit 1. Applicants may bid on one or more regions but a separate budget and application must be provided for each region. The U.S. Department of Labor will pay no more than 90% of the total cost of activities carried out under a SCSEP grant. Consequently, a 10 percent non-federal match is required of PDA. **While contributing non-federal resources is not a condition of this agreement, PDA requires that they be reported, to the extent that the selected applicant(s) may have non-federal resources utilized for this program. This would include cash and in-kind services, including, but not limited to supervision of participants at host agencies.** Applicants should describe in the budget narrative any in-kind services that will be provided with their proposed SCSEP Project, and the dollar amount associated with those in-kind services. Selected applicants will report these resources on the required financial reporting form.

A minimum of 78% of the available funds must be allocated for participant wages and fringe benefits and no more than 10% of the available funds can be allocated for administrative costs. Functions that are considered administrative for SCSEP purposes are: accounting, financial & cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures, and monitoring of administrative functions. Administrative costs include goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems related to administrative functions such as payroll, accounting, procurement and purchasing systems. It also includes the costs associated with the purchase, development and operation of information systems.



Other Participant Costs (OPC) include intake and eligibility determination, participant assessment, Individual Employment Plan (IEP) preparation, host agency development, outreach and recruitment, classroom training, job placement assistance and participant support services. Participant support services may include transportation, and incidentals such as work shoes, badges, uniforms, eyeglasses, tools, child and adult care, and temporary shelter. Some information technology costs can also be charged to OPC such as the cost of tracking and monitoring participant and performance information, developing employment statistics and performance information.

Required fringe benefits for participants are the offer of an annual physical examination and workers' compensation coverage. Prohibited fringe benefits include contributions to retirement plans, annual leave, sick leave, unemployment compensation, holiday pay, bonuses, or any carryover of benefits from one program year to the next. If a participant's host agency is closed on a federal holiday, the selected contractor(s) shall offer the participant the opportunity to make up the scheduled hours that fall on a federal holiday on another day in accordance with the requirements contained in PDA's Aging Program Directive

[11-05-04 SCSEP Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances.](#)

The applicant must describe the system it has in place to compare planned and actual expenditures on a regular basis, including whether the applicant has a formalized process for comparing and analyzing planned and actual costs. The applicant must describe the strategies to ensure that expenditures do not exceed available funds. The applicant must also describe the strategies to ensure that all grant funds are fully expended so that SCSEP funds do not lapse. The applicant must also describe how it will track projected and actual enrollment and projected and actual participant wages and fringe benefits. Please describe your audit or monitoring findings and recommendations for the past three years, including any corrective actions.

## **6. Coordination**

The applicant must list the key partners (e.g. employers, educational institutions, CareerLINKs, Area Agencies on Aging, Local Workforce Development Boards, etc.) that they currently coordinate with to support SCSEP program implementation and operation throughout the duration of the RFGA funding period. Include each partner's specific areas of expertise, training, and activities for which they will be responsible. You must describe the types of agreements in place with partners, both mandated and other, and the types of contributions received through partners. You must describe specific contributions to SCSEP or a similar program from partners, such as supportive services, training, evaluation, research, promotion, medical exams, etc. You must describe contributed materials such as eyeglasses, shoes, uniforms, transportation vouchers, books and training materials, etc. You must describe your ability to maintain and manage partnerships. You must describe monetary contributions received from partners in the last two program years and specify the purpose of the funding, the dollar amount (both cash and in-kind), and the percent of total budget that it represents. You



must describe the nature of your relationship with each partner and provide the following as attachments, as applicable:

- a. Memoranda of Understanding with Local WDBs/CareerLinks or other organizations that describe services, referrals, cost sharing, and obligations of each party.
- b. Signed letters of commitment (not simply letters of support)

**EXHIBIT 1**

**FY 18-19 SCSEP RFGA REGIONS, COUNTIES, AND SLOTS AND FUNDING AMOUNTS**

<b>REGION</b>	<b>COUNTY</b>	<b>FY 18-19 PROJECTED SLOTS</b>	<b>APPROXIMATE ALLOCATION</b>
<b>EAST</b>			
	BERKS	9	\$84,662
	BUCKS	13	\$122,289
	CHESTER	6	\$56,441
	DELAWARE	11	\$103,476
	MONTGOMERY	22	\$206,951
<b>TOTALS</b>		<b>61</b>	<b>\$573,820</b>
<b>CENTRAL</b>			
	ADAMS	2	\$18,814
	BLAIR	5	\$47,034
	CAMBRIA	6	\$56,441
	CUMBERLAND	7	\$65,848
	DAUPHIN	5	\$47,034
	FRANKLIN	5	\$47,034
	FULTON	1	\$9,407
	HUNTINGDON	3	\$28,221
	LEBANON	3	\$28,221
	PERRY	3	\$28,221
	SOMERSET	17	\$159,917
	YORK	6	\$56,441
<b>TOTALS</b>		<b>63</b>	<b>\$592,634</b>
<b>WESTERN</b>			
	ARMSTRONG	15	\$141,103
	BUTLER	25	\$235,172
	CLARION	3	\$28,221
	CLEARFIELD	3	\$28,221
	INDIANA	5	\$47,034
	JEFFERSON	3	\$28,221
	VENANGO	10	\$94,069
<b>TOTALS</b>		<b>64</b>	<b>\$602,041</b>
<b>NORTH</b>			
	BRADFORD	4	\$37,628
	CARBON	2	\$18,814
	CENTRE	3	\$28,221
	COLUMBIA	3	\$28,221
	JUNIATA	2	\$18,814
	LACKAWANNA	6	\$56,441
	MIFFLIN	5	\$47,034
	MONROE	9	\$84,662
	MONTOUR	2	\$18,814
	NORTHUMBERLAND	4	\$37,628
	PIKE	6	\$56,441
	POTTER	3	\$28,221
	SCHUYLKILL	5	\$47,034
	SNYDER	2	\$18,814
	SULLIVAN	1	\$9,407
	SUSQUEHANNA	2	\$18,814
	TIOGA	2	\$18,814
	UNION	3	\$28,221
	WAYNE	3	\$28,221
<b>TOTALS</b>		<b>67</b>	<b>\$630,261</b>
TOTAL SCSEP SLOTS FOR RFGA		<b>255</b>	
TOTAL APPROXIMATE SCSEP FUNDS FOR RFGA			<b>\$2,398,755</b>

**EXHIBIT 2**  
**ASSIGNED REGIONS FOR AAAs NOT PARTICIPATING IN RFGA**

<b>REGION</b>	<b>AAA</b>	<b>FY 18-19 PROJECTED SLOTS</b>
<b>EAST</b>		
	PHILADELPHIA	92
<b>TOTAL REGION SLOTS</b>		<b>92</b>
<b>CENTRAL</b>		
	LANCASTER	15
	LEHIGH	9
	NORTHAMPTON	5
<b>TOTAL REGION SLOTS</b>		<b>29</b>
<b>WESTERN</b>		
	WASHINGTON/FAYETTE/GREENE	14
	WESTMORELAND	13
	ERIE	12
<b>TOTAL REGION SLOTS</b>		<b>39</b>
<b>NORTHERN</b>		
	LUZERNE-WYOMING	15
	LYCOMING-CLINTON	6
<b>TOTAL REGION SLOTS</b>		<b>21</b>
<b>TOTAL STATEWIDE NON-RFGA SLOTS FOR FY 18-19</b>		<b>181</b>

**EXHIBIT 3****APPLICATION ACTIVITIES AND DEADLINES**

<b>ACTIVITY</b>	<b>DATE</b>	<b>TIME</b>
Place RFGA Notification on PDA and DGS websites and release copies of RFGA to prospective applicants.	11/3/2017	10:00 AM EST
Interested applicants must submit in writing any questions concerning the RFGA to the PDA by:	11/10/2017	4:00 PM EST
Official written response to all questions asked by prospective applicants posted on the PDA and DGS websites.	11/17/2017	4:00 PM EST
Pre-Proposal Webinar	11/21/2017	TBD
Applications must be received by PDA by:	1/5/2018	2:00 PM EST
Applications evaluation meeting	1/30/2018	9:00 AM EST
Anticipated date for notification of awards	3/2/2018	10:00 AM EST
Anticipated effective date of grant	7/1/2018	



**EXHIBIT 4**

**SCSEP APPLICATION FORM**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Applicant Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone number of Contact Person:** \_\_\_\_\_

**Fax number of Contact Person:** \_\_\_\_\_

**Email address of Contact Person:** \_\_\_\_\_

**Region to be served:** \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**(IRS W-9 must accompany this application)**

**DUNS Number**

**I CERTIFY THAT I AM THE EXECUTIVE OFFICER, OF SAID ORGANIZATION, AND THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
**Authorized Signature** **Date**

\_\_\_\_\_  
**Print Name** **Date**

EXHIBIT 5

Senior Community Service Employment Program

LINE-ITEM BUDGET SUMMARY

July 1, 2018 through June 30, 2019

LINE-ITEM CATEGORIES	ADMINISTRATION	PARTICIPANT WAGES & FRINGE BENEFITS	OTHER PARTICIPANT COSTS	TOTAL
Personnel				
Occupancy				
Communications				
Supplies & Minor Equipment				
Transportation				
Contract Services				
Other Operating Expenses				
Indirect Costs				
<b>Total SCSEP Funds</b>				













**Attachment #1 to Exhibit 5**

**Budget Definitions**

Personnel

- (1) Program Director's Salary – Annual salary of the individual(s) who has primary executive responsibility for program activities.
- (2) Professional Staff Salaries
  - Administrative/General – Salaries for full-time and part-time personnel whose principal duties are in the areas of administration, supervision and direction of the overall operation rather than in specific program areas.
  - Program Staff – Salaries for full-time and part-time personnel who are principally concerned with the delivery of program services.
  - Accounting/Bookkeeping – Salaries for full-time and part-time personnel whose principal functions are in the accounting, fiscal or bookkeeping aspects of the operation.
- (3) Clerical and Other Salaries
  - Clerical and Other – Salaries for full-time and part-time personnel who primarily perform duties of a clerical nature such as stenograph, typing, filing, data processing and other related office functions excluding duties in the accounting/bookkeeping area. Also included are salaries of personnel not otherwise classified.
  - Custodial/Janitorial – Salaries and wages for full-time and part-time personnel who are principally engaged in custodial or janitorial services.
- (4) Wages (All Categories) – Compensation of full-time, part-time and substitute personnel paid on a basis of an hourly rate.
- (5) Other Personnel Costs
  - Payroll Taxes (Social Security) – Employer's share of Social Security contributions at the current rate and within statutory income limits.
  - Payroll Taxes (Unemployment Compensation) – Premiums paid for both state and federal unemployment compensation coverage.



- Payroll Taxes (Other) – Other payroll taxes imposed on the employer by governmental bodies.
- Employee Benefits (Health Coverage) – Employer-paid premiums for health care coverage.
- Employee Benefits (Life Insurance) – Employer-paid premiums for life insurance coverage.
- Employee Benefits (Workmen’s Compensation) – Premiums paid for workmen’s compensation insurance.
- Employee Benefits (Disability Coverage) – Employer-paid premiums for disability insurance coverage.
- Employee Benefits (Other) – Other employee benefits.

Occupancy

- (1) Utilities – Costs of electricity, gas, water, sewerage, heat and other items of similar nature other than telephone and telegraph.
- (2) Maintenance and Repairs – Costs of maintenance and repairs of buildings and grounds.
- (3) Leases and Rentals – Costs of the use of rented or leased land and buildings.
- (4) Other Occupancy Costs
  - General Expenses – Operating expenses not elsewhere specified.
  - Insurance (Fire & Liability) – Premiums for fire and liability coverage.

Communications

- (1) Telephone and Telegraph – Costs of telecommunications (telephone, telegraph and facsimile services and equipment).
- (2) Postage – Costs of stamps, metered mail, registration, certification, post office boxes, stamped envelopes and other items of like nature.



## Supplies and Equipment Expenses

### (1) Equipment Maintenance and Repairs

- Furniture and Fixtures – Costs of maintaining and repairing furniture and fixtures.
- Office Equipment – Costs of maintaining and repairing office equipment.
- EDP Equipment – Cost of maintaining and repairing equipment used in program service areas.
- Other Equipment – Cost of maintaining and repairing equipment used in program service areas.

### (2) Rented Equipment

- Furniture and Fixtures – Costs of the use of rented or leased furniture and fixtures.
- Office Equipment – Costs of the use of rented or leased office equipment.
- Other Equipment – Costs of the use of rented or leased equipment used in program service areas.
- EDP Software Rental and Maintenance – Rental costs and annual upgrade/maintenance fees for proprietary software, i.e., operating systems, language processors, data base management, communication handlers and other specialized software products.

## Supplies and Minor Equipment

- Supplies (Clothing) – Costs of clothing items provided to service consumers.
- Supplies and Minor Equipment (Janitorial) – costs of janitorial supplies and minor items of equipment not used in the direct delivery of services.
- Supplies (Food) – Costs of food purchased for service consumers regardless of its state of preparation and excluding costs of preparation and delivery.



- Supplies and Minor Equipment (Medical) – Costs of medical supplies, drugs and minor medical equipment.
- Supplies and Minor Equipment (Office) – Costs of stationery, pens, pencils, staples and other items of like nature.
- Supplies and Minor Equipment (Program) – Costs of supplies and minor equipment used in program service areas.

### Transportation

#### (1) Travel Expenses

- Consumer Transportation – Costs of transportation for service consumers.
- Staff Travel – Expenses of job-related transportation other than consumer transportation incurred by staff.
- Motor Vehicle Maintenance and Repairs – Costs of maintaining and repairing motor vehicles exclusive of items of operating expenses.
- Rented Motor Vehicles – Costs of the use of rented or leased motor vehicles.
- Motor Vehicle Operating Costs – Costs of motor vehicle operation (Gasoline, oil, insurance and other expenses) directly related to a vehicle owned or operated when such costs are not included as part of a rental or lease charge.

### Contracted Services

- (1) Consultant Fees – Costs of a contract with an outside agency, institution, organization, specialist or expert where the result anticipated from the service meets one of the following criteria: (a) advice or recommendations on a course of action that should be followed; (b) review or evaluation of an existing or proposed program, project or procedure; (c) guidance on how to reach a desired goal; (d) development of a plan of action.
- (2) Legal Fees – Costs of legal service incurred in the administrative function (attorney fees, notary fees, court costs, witness fees, recording services, transcripts of testimony, stenographic services, recording of deeds,



Prothonotary services, etc.), but not legal services procured for the Legal Assistance Program.

- (3) Conference Expenses – Contracted costs involved in conference or meetings to include space rental, contracted meals and related expenses that are a part of the conference.
- (4) EDP Contractual Services – Costs of vendor provided electronic data processing services (computer services, data entry services, feasibility studies, system design and development, software development and back-up facilities), but not rentals or maintenance of EDP equipment.
- (5) Janitorial Services – Costs of janitorial/custodial services for buildings and grounds performed by outside vendors.
- (6) Other Contracted Services
  - Accounting/Bookkeeping – Costs of accounting and bookkeeping services performed by outside individuals or firms.
  - Auditing – Costs of audits performed by outside firms as distinguished from the cost of purchased bookkeeping or accounting services.
  - Other – Costs of other services purchased from agencies or individuals exclusive of consulting services or services otherwise classified.

#### Other Operating Expenses

- (1) Advertising/Public Relations – Cost incurred in providing information concerning agency activities to the general public through various media.
- (2) Fidelity and Surety Bonds – Costs associated with the fidelity and surety bonding of employees.
- (3) Association Dues and Memberships – Costs of dues and membership fees for individuals or for the agency when such costs are related directly to the delivery of service function or activity.
- (4) Books and Subscriptions – Costs of books and subscriptions for periodicals such as technical and professional journals, magazines, newspapers, etc. and similar services procured on the subscription basis.



(5) Printing and Duplicating - Costs of printing, engraving, duplicating binding, blueprinting, photostating and similar services performed by contractors, other agencies or the county, including the cost of paper or other supplies necessary to and billed as part of the service.

(6) Miscellaneous Operating Expenses

- Advisory/Governing Board Expenses – Allowable expenses including authorized travel relating to the performance of prescribed duties by members of the advisory or governing board of the agency.
- Conferences – Expenses attributable to attendance at authorized conferences.
- Staff Development – Costs of in-service and other training related to the administration and delivery of services, including related travel expense, etc.
- Staff Recruitment – Expenses, including advertising, in connection with the recruitment of staff.
- Freight and Delivery Charges – Freight out and charges for delivery. (Delivery charges on the purchase of fixed assets should be charged to the respective fixed asset account.)
- Printing and Duplicating – Costs of printing and duplicating services.

Indirect Costs - Indirect costs must stay within the allowable 10% administrative cost parameter.