



Senior Community Service Employment Program Request for Proposals



Empowering mature job seekers through
upskilling and community service
engagement.

Table of Contents

Executive Summary	3
Introduction and Overview of Opportunity	5
About the National Council on Aging	5
How to Support SCSEP as a Sub-Grantee	6
Eligibility	6
Target Population	7
Glossary of Terms	7
RFP Approach	9
Roles and Responsibilities	9
Sub-grantee Roles	9
NCOA Roles	11
Performance Measures	12
Technical Assistance	13
Bidder's Meeting	13
Submission Process	14
Section 1. Acknowledgment of Authorized Signer	14
Section 2. Geography and Budget Allocation	15
Section 3. Organizational Capacity and Culture Section (25 of 100 Points)	16
Section 4: Program Design and Approach (40 of 100 Points)	16
Section 5: Administrative and Fiscal Qualifications (35 of 100 Points)	17
Section 6: Attachments	18
Additional Partnership Opportunities	18
Deadline to Submit	19
Grant Award Information	19
Evaluation Criteria and Review Matrix	20
Appendix A. Eligible State and County Geographic Areas	22
Appendix B. Supportive Services Form	25



Without SCSEP I wouldn't be able to support myself while I get more training to be able to get a good job. This program has become a life saver for me. I can't begin to tell you how important it is to me and my quality of life. Although we're older, all we need is a chance to prove ourselves that we can still work hard and SCSEP gives us that chance, our foot in the door to prove ourselves.

SCSEP Participant

Executive Summary

Awarding Name: National Council on Aging

Funding Opportunity Title: Senior Community Service Employment Program Sub-Grantee Opportunity

Key Dates:

Key Timeline Event	Date
Request for Proposal Release Date	Wednesday, March 6, 2024
Bidder's Conference (Webinar)	Tuesday, March 12, 2024 (12 p.m. - 1:30 p.m. EST)
RFP Submission Deadline	Friday, April 5, 2024; 11:59 p.m. EST
Technical Responsiveness Review*	Ongoing until Monday, April 8, 2024
Merit Review	Tuesday, April 9, 2024 - Friday, April 19, 2024
Provisional Sub-Grant Award Notification Window	Monday, April 22, 2024 - Friday, April 26, 2024

**NCOA encourages early submissions so the application can be screened for technical responsiveness. Applicants may be asked to re-submit if there is a technical error (e.g., challenges with the portal upload).*

Funding Opportunity Description

The National Council on Aging (NCOA) issues this request for proposals (RFP) to competitively select qualified public or non-profit agencies ("sub-grantees") who can provide services for the [Senior Community Service Employment Program \(SCSEP\)](#). In 2024, NCOA aims to serve over 4,000 disadvantaged seniors in their communities in partnership with sub-grantees in over 350 counties across several states and territories. 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.

Cost Sharing

Non-Federal Share of Costs (Non-Federal). Sub-grantees must provide at least a 12.5 percent non-federal contribution to SCSEP. As part of submitting this application, the sub-grantee agrees to this voluntary commitment, which must be from non-federal sources. Non-federal costs can be broken down into three categories:

- **Cash component.** This is defined as monies from non-federal sources that the sponsor expends to support 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.** This is defined as the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.
- **In-kind costs.** This is defined as the value of non-cash goods and services directly benefiting 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 in-kind costs include donated or discounted professional services, space charges, meeting space, telephone, and transportation.

Award Notification

Subject to funding availability, successful applicants should expect to receive a grant award notification approximately 90-120 days following the application deadline outlined in this NOFO.

Access to the Application

Upon successful completion of a pre-screening questionnaire, an applicant will be able to access the full application. Please click [here](#) to access the online portal, Wizehive. You will be asked to set up a login and profile. Should you have questions, you may email the NCOA team at SCSEP.support@ncoa.org.

Introduction and Overview of Opportunity

The National Council on Aging (NCOA) issues this request for proposals (RFP) to competitively select qualified public or non-profit agencies ("sub-grantees") who can provide services for the [Senior Community Service Employment Program](#) (SCSEP). The SCSEP is the longest-standing program in America that offers help to unemployed individuals aged 55+ and living on a family income of no more than 125% of the federal poverty level. The SCSEP is authorized under the Older Americans Act and funded via the United States Department of Labor (DOL).

Funding is secured from the DOL as an initial award to the NCOA. NCOA expects to apply and competitively secure funding on behalf of all qualified sub-grantees through the SCSEP National Grants Competition for Program Year (PY) 2024, forecasted [here](#). Please note that SCSEP funds are contingent upon the availability of federal funds, and the posting of this RFP is not a commitment of available funds.

Qualified sub-grantees will support individual economic self-sufficiency and promote meaningful part-time opportunities in community service assignments for this identified population of mature workers. Awarded sub-grantees may be eligible for a renewal of the award based on their continued success in achieving specified grant performance operational and financial goals annually with a limit of five consecutive years following the period specified in this announcement.

About the National Council on Aging

Since 1950, [NCOA](#) has ensured the health and economic well-being for generations of older adults. As the first national voice for older adults, our vision is to create a caring and just society where everyone lives with dignity, purpose, and security as they age. Our goal is to improve the lives of 40 million older adults by 2030.

NCOA is dedicated to making it possible for low-income and other disadvantaged older adults to participate fully in determining their future and the future of their communities, in line with the SCSEP principles. We have been one of the four original national sponsors for the [SCSEP](#) since 1968 and continue to operate the program.

In 2024, NCOA aims to serve over 4,000 disadvantaged seniors in their communities in partnership with sub-grantees in over 350 counties across several states and territories.

For more information about NCOA and our efforts to help older adults return to the workforce, please click [here](#).

How to Support SCSEP as a Sub-Grantee

Eligible older adults (“program participants”) receive work experience at local public or non-profit agencies. They are paid a training stipend higher than 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. Program participants are not considered employees of NCOA, the sub-grantee, or the agencies where they train.

The dual goals of the program are to—

1. Promote useful opportunities in community service job training and
2. Move SCSEP participants into unsubsidized employment, where appropriate.

Applicants who desire to be a sub-grantee under this RFP can apply for a state(s) or territory(ies) and their assigned number of authorized “positions” (available seats for participants). Applicants must apply for one or more contiguous counties to be considered a technically responsive application.

Funding is allocated by participants for \$9,200 per position per 12-month period. Please review Appendix A. *Available States and Territories* for more information. You may still apply for funding if you do not see your state or jurisdiction in this Appendix.

Eligibility

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 sub-grant to another agency to provide services. Fiscally sponsored organizations are not eligible to apply.

This call for proposals is for the following states/jurisdictions: California, Georgia, Kentucky, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Tennessee, Vermont, Virginia, and West Virginia. Other state representation may be presented; however, applicants will be contacted during the review process for additional information.

Coordination with American Job Centers, State and Local Workforce Investment Boards, Area Agencies on Aging, and other SCSEP Providers

All SCSEP sub-grantees 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). Sub-grantees also coordinate with other SCSEP providers and [Area Agencies on Aging](#) to ensure seamless support to help participants achieve self-sufficiency.

Target Population

Eligible Participant

A participant is eligible for SCSEP if he/she/they are 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 service to the following participants, as listed in 20 CFR 641.520. These participant types include—

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

Under this call for proposals, NCOA is not authorized to provide sub-grants to individuals or for-profit entities, and such requests will not be considered for funding.

Glossary of Terms

Individual Employment Plans (IEP)

Other employment and training programs sometimes refer to this type of plan as an Individual Development Plan or Individual Training Plan.

Sub-grantees assess each SCSEP participant to determine his/her/their skills and employment-related needs. The sub-grantee then develops a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal for each participant.

The sub-grantee must then provide or arrange for training and other supportive services identified in the participants' IEPs that are consistent with SCSEP's goal of having wages paid fully by the employer (known as unsubsidized employment).

The sub-grantee monitors the participant's IEP progress regularly, 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 sub-grantee determines that the initial goal of unsubsidized employment is not feasible, the sub-grantee 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, sub-grantees provide training opportunities that enable participants to obtain such employment.

In addition, sub-grantees provide regular follow-up communication with former participants and employers for 12 months after exit to ensure that the participant retains the job. Quality training efforts, appropriate placements, and good relationships between the sub-grantee and the local employer community increase the likelihood of successful unsubsidized employment and job retention for SCSEP participants.

Maintenance of Effort

A community service assignment for a SCSEP participant is allowed only when specific maintenance of effort requirements are met. Each sub-grantee 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.

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. Sub-grantees also work with host agencies to identify appropriate training that does not lead to maintenance of effort violations.

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.

Other Allowable Training

Sub-grantees can provide other types of training besides work-based community service training. This additional training is tailored to each participant and may include classroom or general skills training. With prior approval from NCOA, training can include specialized training and on-the-job experience training.

RFP Approach

Roles and Responsibilities

NCOA and the sub-grantees collaborate to achieve optimal outcomes for participants and the program. The following is a brief overview of the roles and responsibilities of NCOA and the sub-grantees.

Sub-grantee Roles

Key among their responsibilities, sub-grantees:

1. Recruit SCSEP-eligible participants and assist them in gaining the skills and confidence necessary to secure unsubsidized employment;
2. Provide training, especially community service employment, for the number of participants specified in the subgrant agreement; and
3. Facilitate their unsubsidized employment, and promote their retention in those jobs.

To accomplish this, sub-grantees take the following steps:

Step 1. 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 include 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.*

Supportive Services Components

1. Supportive services are funded through the Participant Wages and Fringe (PWF) funding category.
2. The need for any supportive services is to be consistent with and documented in the participant's IEP and 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. Any supportive service request by the participant must be maintained in the participant's program file by completing the *Supportive Services Request Form*. Please see *Appendix B* for more information.
5. All supportive services must be available equitably to all participants within a sub-grantee's service area.
6. To ensure successful placement, sub-grantee recipients may provide supportive services to a participant placed in unsubsidized employment during the first 12 months of unsubsidized job placement. This will 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:

- a. Counseling is designed to assist participants with their community service training assignments and with obtaining unsubsidized employment
- b. Counseling designed to assist participants with health and nutritional matters, Social Security, Medicare benefits, and laws regarding retirement
- c. Providing incidentals such as work shoes, safety glasses, eyeglasses, and hand tools, if these items are required for participation in 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.)
- d. Instruction designed to help the participants in their community service training assignment
- e. Periodic meetings that provide information to participants concerning health, job-seeking skills, safety, and consumer affairs
- f. Dependent care
- g. Follow-up services

Step 2. Protect all Personally Identifiable Information (PII).

PII refers to any information about an individual maintained by the sub-grantee, 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.

Step 3. Meet all performance goals outlined in their Sub-Grantee Agreement;

Step 4. Employ at least 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 operate and manage the grant successfully.

Step 5. Recruit and select eligible participants for enrollment in SCSEP;

Step 6. Recruit and select host agencies;

Step 7. Promote linkages and partnerships with local employers and public workforce providers;

Step 8. Comply with SCSEP policies, procedures, and related requirements, such as using the DOL database for SCSEP (GPMS), 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;

Step 9. Use the NCOA case management method, specifically the assessment, and IEP, to guide all program services, including appropriate community service assignments, additional training, job development, placement assistance supportive services; and

Step 10. Submit the NCOA SCSEP Monthly Financial Report (MFR) by the 10th day of the following month that details all spending by budget category and line item and includes supporting documentation for all spending.

NCOA Roles

NCOA SCSEP staff supports every sub-grantee by:

1. Providing guidance, training, and coaching on program planning and performance, program expenditures, data collection, and SCSEP and NCOA policy;

2. Providing technical assistance on NCOA's person-centered approach to IEPs, community service assignments, and unsubsidized placements;
3. Monitoring program performance and operations;
4. Ensuring quality data, training and supporting sub-grantees' data entry staff, and using NCOA SCSEP DCS and the DOL GPMS data collection system and reports; and
5. Assisting with cost reporting and other fiscal matters.

Performance Measures

The subgrantee must achieve the performance goals outlined in their Subgrant Agreement with NCOA. Listed below are the anticipated goals for NCOA's current subgrantees. These will change if DOL changes NCOA's goals.

1. Number of eligible individuals served

The total number of people served is 160% times the sub-grantee's number of authorized or modified positions. This allows for the expected churn rate.

Goal = 160% of authorized positions

2. NCOA Unsubsidized Placement Goal

50% times the applicants' number of authorized or modified positions

Goal = 50% of authorized or modified positions exited into unsubsidized jobs

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

4. Retention of unsubsidized employment two quarters after exit at 38.9%.

5. Retention of unsubsidized employment four quarters after exit at 29.5%.

6. Quarterly median earnings of \$3,461.

Technical Assistance

Bidder's Meeting

NCOA will host a Bidders' Meeting on **Tuesday, March 12, 2024; at 12 p.m. ET/11 a.m. CT**. Potential applicants will be able to address questions and clarify specific elements of the RFP announcement during this meeting. Questions, comments, and requests for technical assistance received before the Bidders' Meeting will be addressed during the meeting, where applicable.

The recording of this meeting will be posted within 48 hours via an NCOA web link on the NCOA website. Potential applicants do not need to attend the meeting to apply but are strongly encouraged to attend.

To access this webinar, please follow these instructions:

One tap Mobile: US:
+19292056099,,97229197354# or +16699006833,,97229197354#

Meeting URL:
<https://ncoa.zoom.us/j/97229197354?pwd=Z0FkRndyQnVHM1RtMVRibG1xbmdjQT09>

Meeting ID: 972 2919 7354
Passcode: 919010

Submission Process

The RFP has four main sections housed within our online grants portal, Zengine. The Bidder's Conference will provide instructions on how to access the portal. Please access the application by clicking [here](#). We encourage you to take the following steps and place them in a Word document or other separate online document to allow for edits and changes. Working within the portal to populate answers is not advisable.

Section 1. Acknowledgment of Authorized Signer

Agency Name:

Address:

City:

State:

Zip:

Phone Number:

Website (if applicable):

Executive Director/Chief Executive Officer:

Executive Director/Chief Executive Officer Phone Number:

Executive Director/Chief Executive Officer Email:

Financial Point of Contact Name:

Financial Point of Contact Email:

Financial Point of Contact Phone Number:

I, the undersigned, am an official authorized to bind the Sub-grantee to this Request for Proposal.

I understand that the National Council on Aging (NCOA) reserves the right to modify the specifics of this application at the time of funding and 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 both parties have signed a written Sub-grant Agreement.

I also agree to the provided programmatic assurances.

Signature of the authorized representative

Name:

Title:

Date:

Section 2. Geography and Budget Allocation

Instructions

Which best describes your organization? (Check only one)

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

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
 - Regional government or council
 - Local
 - Other, Specify
- Rehabilitation services provider
- Veteran services provider

Do you currently administer SCSEP?

- Yes
- No

If “yes,” you will be asked to choose the state your organization currently serves through any of your organization’s SCSEP programs in the application portal.

Geographic Section

Please choose the state(s) you would like to apply for. You can choose more than one state. Please hold down the Command button to be able to choose more than one option. As you choose a state, you must choose the corresponding counties you desire to work in. You must choose at least two counties to be considered technically responsive. Please use the guiding [excel sheet](#) to add the available authorized positions and place that amount in the field below.

You will have the option to choose other state options outside of the targeted NCOA service area. Please list counties for consideration in these additional states within the portal. Please note that if you propose a state outside of the targeted NCOA service area, an NCOA designee will contact you during the review process to determine alignment with the overall intent of this call for proposals.

Current SCSEP applicants must choose their current geographic service to be deemed technically responsive. Current SCSEP applicants can choose additional states and counties besides their service footprint.

Within the portal, the amount for each state and series of counties will be auto-populated and then divided into the following allowable budget categories accordingly:

- Participant Wages and Fringe Benefits (PWFB) at 82% of the budget
- Other Participant Costs (OPC) at 12% of the budget
- Administrative Costs at 6% of the budget

Please note that if an applicant applies for more than one state, multiple contracts will be executed, one awarded per state.

Section 3. Organizational Capacity and Culture Section (25 of 100 Points)

Each question does have a 9,000 character limit (to include spaces). Please provide brief and concise answers for each question.

Question 1: Provide a summary of your organization's skills, resources, and experience relevant to the services described in this RFP.

Question 2: Describe your organization's experience coordinating with local and regional community services to integrate the service delivery system in the counties you are bidding for.

Question 3: What makes you especially qualified to specialize in serving older job seekers? Please describe how your organization's history, purpose, mission statement, or strategic plan demonstrates an investment and prioritization of this population.

Question 4: Please describe how your organization's decision-makers reflect those you serve. If you are working to diversify your decision-making base, please share how you integrate diverse perspectives/opinions or feedback into your workforce operational plans.

Section 4: Program Design and Approach (40 of 100 Points)

Question 1: Describe how your organization will outreach, market, and enroll priority of service groups to achieve equitable enrollment/equitable distribution. County enrollments must reflect modified position allocations to ensure equitable distribution.

Sub-grantees are advised not to under-enroll or over-enroll in a given County.

Question 2: How connected is your organization to the key stakeholders in the employment space (e.g., chambers, economic development boards, AJCs, companies hiring in large volume)? Please share about your efforts to develop relationships with growing employers in the area you desire to serve.

Question 3: Describe your approach to job coaching and counseling older adults and the associated case management.

Question 4: Describe your approach to meet the program goals described in *RFP Approach, Performance Measures section*. If you currently administer SCSEP, please include information regarding your final quarterly progress reports from PY2021 and PY2022, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.

Question 5: What long-term strategies will you employ to serve minority populations in your targeted areas?

Question 6: What are the high-need community training opportunities available for enrollees, and how can they translate that experience into employment opportunities?

Section 5: Administrative and Fiscal Qualifications (35 of 100 Points)

Question 1: Describe your overall operational structure and reporting process. Please share how you will staff this project. Highlight their roles and responsibilities. Share your organization's approach to ensure staff are reasonably allocated to this project.

Question 2: Describe the agency's client intake process and data management plan. The plan should include (1) completeness and accuracy of gathering required client data elements, (2) maintaining privacy/confidentiality of client records, and (3) procedures for handling and reporting data/client information breaches.

Question 3: Describe the organization's capacity to fully serve all counties despite the physical distance from your organization's main location. This approach should include secure storage for personnel files and privacy for interviewing. Describe any infrastructure and staff you have in other counties.

Question 4: Describe the organization's current accounting system, including the following: staffing, what accounting software is 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 frequently as monthly by NCOA.

Question 5: Describe what specific source(s) you expect to use for your non-Federal match (cash, in-kind, and/or indirect). Also, if you are a current SCSEP sub-grantee,

please include in your response whether you returned any grant funding at the closeout of PY2022.

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:

Unique Entity ID:

Do you have a current Central Contractor Registration (CCR):

YES

NO

If yes, please provide

9-digit zip for Headquarters:

9-digit zip for Primary Place of Performance:

Section 6: Attachments

Attachment 1

Organizational Chart

Attachment 2

Resumes of key staff who would administer the program.

Please include the project lead's resume.

Additional Partnership Opportunities

The Department of Labor anticipates making funds available for the next four years to existing SCSEP grantees to apply for employment strategies focused on a specific sector with in-demand jobs. There will be additional funds to support SCSEP job seekers interested in the identified sector for training and supportive services and the administration of this additional scope of work.

Within the application portal, you can indicate if your organization has identified a particular sector it wants to focus on. Please provide details on potential partners, including training providers, schools, employers and other community organizations or businesses, if interested in this anticipated funding opportunity. This opportunity is only available for consideration by existing NCOA subgrantees who re-apply for a subgrant.

The applicant's interest in this additional partnership opportunity does not change their application's outcome or review process.

Deadline to Submit

The application package must be submitted via Zengine **at 11:59 PM EST, Friday, April 5, 2024.**

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

NCOA encourages applicants to begin their application process immediately and submit early. If problems occur while using Zengine, the applicant is advised to contact NCOA. A technical assistance team member will respond within 24 hours. NCOA, in its sole discretion, may pre-approve in writing submission via an alternate method (e.g., email) due to a systems issue in Zengine, only insofar as any such systems issue is beyond the applicant's control.

Applications must have email receipt timestamps by the Application Deadline if an alternate submission method is approved. An application that is not timestamped or postmarked, as applicable, by the Application Deadline will not be reviewed.

Grant Award Information

NCOA will announce the conditional contract award **by April 26, 2024.** **Binding contracts are dependent upon NCOA's successful SCSEP bid.** All Applicants will be notified of the award decision by email. Applications received after this deadline will not be reviewed or considered.

Evaluation Criteria and Review Matrix

Proposals will be evaluated based on the following criteria:

- **Organizational Capacity (25 points)**
- **Program Design and Approach (40 points)**
- **Administrative and Fiscal Qualifications (35 points)**

The Applicant must score at least 80 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.

Review for Eligibility and Completeness (Technical Review)

The application will be screened during a technical review for eligibility and completeness. Applications received from ineligible entities will not be considered for funding. Applications containing only some RFP documentation may be deemed non-responsive and excluded from further consideration. NCOA expects all applicants to complete and include all required documentation. However, the NCOA, in its sole discretion, may determine that an omission is curable and, therefore, may continue considering the application despite the deficiency. Technical Review will be conducted separately for each application.

During this phase, please note the following:

1. NCOA will not accept any unsolicited changes, additions, revisions, or application deletions after the submission deadline.
2. Throughout the review and selection process, NCOA reserves the right to seek clarification from applicants whose applications are being reviewed and considered.
3. Applicants may be asked to clarify their approach, long-term strategy, and performance measures, modify their budgets, and propose authorized positions or targeted counties.

Merit Review

Merit Reviewers will evaluate each application against the criteria enumerated in the section of this RFP. At least two Merit Reviewers will review each application. Merit Reviewers may include, but are not limited to, NCOA personnel, contractors, and other subject matter experts. The most highly ranked applications will be recommended to the NCOA Project Investigator for the SCSEP project.

Evaluation Criteria

The application will be reviewed through a point system, 0 - 100. The Section scores will have the following verbal descriptors:

Unacceptable (Below 70)	Marginal (70 - 79)	Acceptable (80 - 84)	Very Good (85 - 94)	Outstanding (95 - 100)
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Outstanding

The application thoroughly addresses and strongly develops all criteria while providing specific and comprehensive documentation and required information. It is an extremely strong application with only minor weaknesses that are unlikely to affect the successful implementation of the proposed project.

Very Good

Criteria are thoroughly addressed with necessary detail and support. Documentation and required information are specific and considered feasible. The application demonstrates a high likelihood of successful implementation, with only some minor weaknesses. The weaknesses identified will likely have a minor impact on the successful implementation of the proposed project.

Acceptable

Criteria are addressed but do not contain necessary detail and/or support. Most documentation and required information are present and sufficient, although some need to be improved or added. The application has some strengths but has at least one major weakness. The weaknesses identified will likely have a moderate impact on the successful implementation of the proposed Project.

Marginal

Some criteria are addressed, although when addressed, they contain little detail and/or support. Some documentation and required information need to be included or improved. Application has a few strengths and a some major weaknesses. The weaknesses identified will likely impact the successful implementation of the proposed project.

Unacceptable

Few, if any, criteria are addressed. Documentation and required information need to be included. Application has very few strengths and numerous major weaknesses. The weaknesses identified will likely prevent the successful implementation of the proposed project.

OR

The criteria do not meet the programmatic intent of the RFP.

Appendix A. Eligible State and County Geographic Areas

Table I. Eligible Geographic Areas by State

State	# of Counties	Available Slots
California	10	365
Georgia	107	492
Kentucky	36	218
New Jersey	14	389
New York	6	214
North Carolina	27	214
Ohio	14	146
Pennsylvania	31	552
Puerto Rico	46	275
Tennessee	14	176
Vermont	14	176
Virginia	30	207
West Virginia	48	362

Eligible Geographic Areas by State and Corresponding County

Please click [here](#) for the available counties by state.

Appendix B. Supportive Services Form

National Council on Aging
Senior Community Service Employment Program
REQUEST FOR SUPPORTIVE SERVICES

This form is to be completed in accordance with the NCOA Supportive Services Policy. All supportive services are to be made available on an equitable basis to all SCSEP participants within a sub grantees' area of service.

PARTICIPANT'S NAME (<i>Last, First, Middle</i>)	SPARQ PID	DATE

Support Service Requested	Dollar Amount of Request	Length of Time Service Needed <i>(Must match timeframe in IEP)</i>
a. Transportation		
b. Health and/or medical		
c. Incidentals		
Work shoes		
Badges		
Eyeglasses		
Tools		
Other (<i>specify</i>):		
d. Dependent care		
e. Housing (including temporary shelter)		
f. Needs related payment		
g. Follow-up services		
h. Other (<i>specify</i>):		

Briefly explain how provision of this service will contribute toward successful attainment of the goal identified on the Individual Employment Plan (IEP):

OTHER FUNDING SOURCE (<i>Identify</i>)	AMOUNT \$
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FOR SCSEP USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	AMOUNT APPROVED \$	DATE
AUTHORIZED SCSEP REPRESENTATIVE'S NAME	REPRESENTATIVE'S SIGNATURE	

NOTES:

March 2019

Appendix B. Supportive Services Form