

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251
Andrew M. Cuomo, Governor Greg Olsen, Acting Director
An Equal Opportunity Employer

PROGRAM INSTRUCTION **Number: 13-PI-14**

Supersedes:

DATE: July 30, 2013

TO: Area Agency on Aging Directors

**SUBJECT: Senior Community Service Employment Program (Title V of the OAA)
Allocation Schedule and Subgrantee Application for Program
Year 2013-2014**

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ACTION REQUESTED: Submission of the 2013-14 Title V Program Application

RESPONSE DUE DATE: August 23, 2013

PURPOSE: Transmit the Title V Allocation Schedule, Grant Application forms and Instructions for completion of the Title V application and requirements for funding renewal for the Program Year 2013-2014.

Policy on Sponsorship

New York State Office for the Aging’s (NYSOFA) policy on local Senior Community Service Employment Program (SCSEP) sponsorship requires that all subgrantees (also referred to in this PI and attachments as sub-recipients, project sponsors, or sponsors) must be Area Agencies on Aging (AAA). If an AAA wants to delegate the operation of the SCSEP in their county to another entity they may do so through a subcontract, however, NYSOFA must approve the subcontractor. Any AAA that enters into a subcontract to delegate, in whole or in part, SCSEP operation remains responsible as the subgrantee for program compliance with the federal and state laws and the grant agreement. If an AAA elects not to be a sub-recipient of Title V funding, the enrollee slots and funding previously awarded for that county will be reallocated to AAAs where the present slot allocation is under equity per the equitable distribution goals.

Decrease in Funding

Effective July 1, 2013, the United States Department of Labor (USDOL) has decreased the New York State SCSEP allocation by approximately 4.4 percent for all programs currently enrolled in the New York State SCSEP. The funding and slot reduction amounts are included in Attachment 2.

Minimum Wage

On December 31, 2013, the New York State minimum wage will be increased to \$8.00 per hour which will be seventy-five (75) cents higher than the federal minimum wage of \$7.25. USDOL regulations require that the higher of either the federal or state minimum wage must be used. Therefore, beginning January 1, 2014, the \$8.00 hourly rate must be applied.

Durational Limits and Durational Limit Waivers

The average amount of time all participants (also referred to as enrollees) should be in the SCSEP program is twenty-seven (27) months. The maximum time any single trainee can be enrolled in the SCSEP program is forty-eight (48) months unless a participant qualifies for one of the two following waivers:

- Is 75 years of age or older; or,
- Is frail (must be documented by a qualified professional)

Frail means an individual 55 years of age or older who is determined to be functionally impaired because the individual—

(1) Is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or

(2) Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

The primary purpose of the waiver factors is to determine whether a participant is entitled to an extension of the forty-eight (48) month durational limit. The Program Coordinator must make this determination based on the participant's situation at the time the request for waiver is made.

If the participant qualifies for the waiver, a twelve month extension to the forty-eight month durational limit can be granted.

Each subgrantee must have durational limit policy which shall include the following provisions:

- The durational limit policy will be uniformly applied to each and every participant;
- All current and incoming participants will be informed in writing of the individual durational limit policy;
- Transition plans must be in place for each participant affected by a durational limit and will be implemented in a timely manner to provide the best possible outcome for each participant;
- When a participant will be terminated due to reaching his or her time limit, the participant must be sent a notice of termination at least thirty (30) days before the termination date; and,
- A copy of the grievance procedures must be given to each participant whenever they are informed of any durational limit termination.

Performance Measures

The 2000 Amendments to the Older Americans Act and the subsequent SCSEP regulations established mandated performance measures. As a result, USDOL has established for New York State and its subgrantees the following FY 2013-14 performance goals based on those measures:

Performance Measures USDOL Established	Goals
Hours of Community Service Employment	75.8 percent
Entry into Unsubsidized Employment	29.5 percent (Attachment 3)
Retention Rate	74.6 percent
Service Level	150 percent (Attachment 3)
Average Earnings	\$7,386
Service To Most In Need	2.74

For performance measure definitions, how USDOL determines these percentages and to view real time goals, please refer to your SPARQ Quarterly Report, Section E, Core Performance Measures.

The USDOL Senior Community Service Employment Program Performance and Results Quarterly (SPARQ) reporting system automatically computes subgrantee goals by analyzing subgrantee data entries. Subgrantees should review these goals as NYSOFA will monitor each subgrantees progress in achieving the goals to ensure compliance.

Reporting Requirements

As part of the grant agreement, the subgrantee will ensure that:

- It possesses the necessary capacity to perform data collection;
- It enters all data relating to participants served;
- All quarterly data submissions are transmitted to the SCSEP Performance and Results Quarterly Progress Report (SPARQ) by the fifteenth (15) day following the end of a reporting quarter, or as directed by the SPARQ contractor; and
- It submits complete data files in specified formats to NYSOFA at the time it ceases to administer the SCSEP Program.

Wages and Fringe Benefits

USDOL allocates to each state and national sponsor a specified number of authorized positions, which is the minimum number of participant slots that each state must maintain for the program year.

Federal Older Americans Act (OAA) Title V funds are allocated to state and national sponsors on a unit cost basis. The unit cost includes agency administrative costs per slot, enrollee wages and fringe benefits for an average of twenty (20) hours weekly of subsidized employment, and other enrollee costs for supportive services. The unit cost is based on estimated expenses for twenty (20) hours of subsidized employment at State or Federal minimum wage (whichever is higher), and the required fringe benefits for each position.

Title 20 Code of Federal Regulations (CFR) Section 641.565 contains the specific program requirements for enrollee wages and fringe benefits. This section identifies those fringe benefits that are required for the programs, and also sets limits on other fringe benefits such as enrollment into retirement programs. Fringe benefits must be administered uniformly to all enrollees within a project or sub-project; project sponsors are required to ensure that enrollees receive all fringe benefits required by law. Those required are Social Security (FICA), and coverage for Worker’s Compensation and Unemployment Insurance benefits.

Per Section 7(b) of the Standard Assurances for OAA Title V (Attachment 4 of this PI), as a condition to receiving Title V funds, each subgrantee agrees to maintain a full enrollment level for the program. The Title V program allocates subsidized positions, and the resources to support these job slots based on minimum costs for each position. The unit cost assumes that the enrollee will work twenty (20) hours per week at minimum wage and receive only those fringe benefits which are required by federal law. Title V programs which provide excessive enrollee wages and fringe benefits not only exceed this unit cost and have problems maintaining full enrollment levels, they also create a disincentive to placing older workers into unsubsidized employment, and deny opportunities for Title V employment to many other low income persons.

NYSOFA will not approve subgrantee program budgets that fail to provide full funding of the minimum number of enrollee job slots for the program year. A subgrantee or its subcontractor who budget for costs for enrollee wages and fringe benefits that are in excess of the unit costs allocated for each position must assume those additional costs. If county personnel policy requires Title V salaries and fringe benefits at higher levels and the county chooses not to subsidize the higher levels with its own funds, the subgrantee must consider other options for the Title V program. This may include reclassification of the Title V jobs from county employee lines to trainee positions.

Assigning Costs

Seventy-five (75) percent of the funds must be spent on participant wages and fringe benefits. Twenty-five (25) percent can be spent on other program costs. 9.45 percent of the total expenditures can be expended on administrative costs. For example, if you are receiving and expend \$40,000 in Title V funding the following would apply:

Wages and Fringe	(75% X \$40,000)	= \$ 30,000 minimum
Administration	(9.45% X \$40,000)	= \$ 3,780 maximum
Other Program Costs	(40,000 - \$33,780)	= \$ 6,220 maximum remainder

If less than \$3,780 is spent for administration, these funds could be spent in the “other” category.

Attachment 1d is a table representing the types of costs that can be charged to these three categories.

Matching Funds

OAA limits federal reimbursement to ninety (90) percent of the total allowable Title V costs. Title V regulations state that a grantee (in this case NYSOFA) may not require a subgrantee (the area agency on aging) to provide non-Federal resources for the use of

the SCSEP project (20 CFR 641.809) as a condition of receiving a grant. NYSOFA does not have a source of funds for matching Title V funds that are allocated to the local programs.

Therefore, in order to continue to operate the Title V Program, NYSOFA requests that local programs provide non-Federal match to help with the matching requirement. In previous years, some local programs have provided over-match to enable NYSOFA to meet the overall, statewide matching requirement. We appreciate your cooperation in identifying and reporting over-match to ensure that New York State is able to continue this program.

Consistent with the 2012 application document, the budget pages contain a line to document any allowable matching funds you choose to provide. The matching funds can include the value of in-kind personal services such as the value of the supervision and training received at the community service assignment and/or rent provided by a third party. Please note the following:

- Other Federal funds may **not** be used to match Title V funds unless specifically stated in the authorizing legislation;
- Matching expenditures must meet all criteria for allowable costs under the Title V program. They must be for authorized employment activities for Title V enrollees;
- In-Kind contributions must be reasonable and properly documented. NYSOFA only allows rental expenses, salaries/wages and related fringe benefits for in-kind expenses. These costs must be borne by a third party at no cost to the Area Agency on Aging; the Agency's sponsoring organization, or any Title V contractor(s). The amount of matching expenses charged to the program must not exceed the actual documented cost to the contributing party; and,
- The sources of the funds used to pay for the matching costs must be allowable. They can include funds or in-kind contributions not used to match other State or Federal funds. Matching expenditures must be documented consistent with the documentation provided for expenditures of Federal funds.

Please contact your Fiscal Team or the Title V program staff if you have any questions about in-kind matching funds.

SUBMITTING YOUR APPLICATION TO NYSOFA

Please complete and submit to NYSOFA one (1) original, signed Title V Application, and two copies. The application shall include: the completed Subgrantee Application – Title V (signature page); Standard Assurances; Title V Program Summary Budget; and Planned Program. The application shall also include, as applicable, the Plan for Contractual Services and the In-Kind Contribution Form. The original application must bear the signature of the subgrantee official authorized to sign the SCSEP Application for Title V OAA grant renewal.

Please mail or deliver the original application and two copies on or before August 23, 2013 to:

Tim Kovarik
New York State Office for the Aging
Bureau of Health Benefits & Economic Security, 4th Floor
2 Empire State Plaza
Albany, NY 12223-1251

By copy of this Program Instruction, each subgrantee is authorized to begin Title V activities for the July 1, 2013– June 30, 2014 period utilizing their allocation as shown on the attached schedule. These activities must be conducted in accordance with the requirements stated in this Program Instruction.

Failure to complete this application in full will result in your Notification of Grant Approval (NGA) being delayed.



Greg Olsen, Acting Director

ATTACHMENTS:

- Subgrantee Application – Title V (signature page)
- Standard Assurances
- Title V Program Summary Budget
- Planned Program
- Plan for Contractual Services
- In-Kind Contribution Form
- New Cost Categories, and Assignment and Reporting of Costs
- 2013-2014 Title V Allocation Schedule
- 2013-14 Title V County Performance Goals

PROGRAMS AFFECTED:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Title III-B | <input type="checkbox"/> Title III-C-1 | <input type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> Title III-F |
| <input type="checkbox"/> Energy | <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP |
| <input type="checkbox"/> CSE | <input type="checkbox"/> SNAP | <input checked="" type="checkbox"/> Title V |
| | <input type="checkbox"/> HIICAP | |

CONTACT PERSON: Tim Kovarik

TELEPHONE: (518) 474-7252

SUBGRANTEE APPLICATION - TITLE V PROGRAM

INSTRUCTIONS: When completed, **send one (1) original application**, with the authorized signature in blue ink as indicated below, **and two (2) copies of the completed original application** to: Tim Kovarik, The New York State Office for the Aging, 2 Empire State Plaza, 4th Floor, Albany, NY 12223-1251. Keep one (1) file copy.

1. County Name	2. Program Period: From: 7/1/13 to 6/30/14
3. Subgrantee Organization: Name: _____ Address: _____ City: _____ NY Zip _____ Name of SCSEP Contact Person: _____ Phone: Area Code: _____ Number: _____	
4. Official Authorized to Receive Payments: Name: _____ Title: _____ Address: _____ City: _____ NY Zip _____	
5. Terms and Conditions: The Area Agency agrees with respect to any funds used for programs described in this application to comply with all applicable federal, state and local laws and rules including the following: <ul style="list-style-type: none"> a) Title V of the Older Americans Act of 1965 as amended; b) U.S. Dept. of Labor Rules and Regulations for Title V; c) New York State Office for the Aging Rules and Regulations which may pertain to Title V; d) Article 15 of the New York State Executive Law (Human Rights Law); e) Title VI of the Civil Rights Act of 1964; f) Section 504 of the Rehabilitation Act of 1973; g) Age Discrimination in Employment Act of 1975; and h) Americans with Disabilities Act of 1990 (42USC12101 See 92-PI-32). <p>The Area Agency further agrees to comply with all of the conditions and Standard Assurances included in the Annual Implementation Plan and this application for funding as approved by the New York State Office for the Aging, including the Title V Standard Assurances.</p>	
_____ Typed Name of Individual Authorized to Sign Application for the Subgrantee Organization	_____ Title
_____ Signature	_____ Date

Senior Community Service Employment (Title V) Program Standard Assurances

- A. The AAA agrees to administer the Senior Community Service Employment Program (SCSEP or Title V). The AAA agrees to comply with United States Department of Labor's (USDOL) regulations, and New York State Office for the Aging's (NYSOFA) policies and procedures governing SCSEP. The AAA assures and certifies that it will:
- 1) provide community service assignments only for eligible individuals and, to the extent possible, recruit necessary technical, administrative and supervisory personnel from among eligible individuals;
 - 2) provide community service assignments for eligible individuals in the county in which they reside;
 - 3) assign eligible individuals in services related to publicly owned and operated facilities and projects, or projects sponsored by organizations, other than political parties, exempt from taxation under the provisions of section 501(c)(3) of the Internal Revenue Code of 1954, except projects involving the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship;
 - 4) assure that no otherwise Title V qualified older person with a disability or perceived to have a disability shall, solely by reason of this disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. This includes alcoholism and drug addiction;
 - 5) not deny community service assignments to any person with a disability if reasonable accommodations can be made for that person's disability;
 - 6) contribute to the general welfare of the community in a manner that will:
 - a) result in an increase in employment opportunities over those opportunities which would otherwise be available,
 - b) not result in the displacement of currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work or wages or employment benefits), and
 - c) not impair existing contracts for service or result in the substitution of federal funds in connection with work that would otherwise be performed;
 - 7) not employ or continue to employ any participant to perform work which is the same

or substantially the same as that performed by any other person who is on layoff;

- 8) utilize methods of recruitment and selection (including notifying the state employment security agency when vacancies occur) which will assure that the maximum number of eligible individuals will have an opportunity to participate in the project;
- 9) conduct training as may be necessary to make the most effective use of the skills and talents of participants, provide for the reasonable expense of individuals being trained, including reasonable compensation for time spent in training; and, wherever possible, obtain all training for participants at reduced or no cost to Title V from such sources as the host agency, Workforce Investment Act (WIA) and the Carl D. Perkins Vocational and Applied Technology Education Act.;
- 10) assure that safe and healthy conditions of work will be provided;
- 11) establish and administer the grant with the advice of persons competent in the field of service in which employment is being provided, and of persons who are knowledgeable with regard to the needs of older persons;
- 12) authorize pay for reasonable transportation costs of participants which may be incurred under the grant in accordance with 20 CFR Section 641.545;
- 13) assure that to the extent feasible, the needs of minority, limited English speaking, and Native American Indian eligible individuals are served, and individuals who have the greatest economic need, at least in proportion to their numbers in the geographic jurisdiction of the project and take into consideration their rates of poverty and unemployment based on the best available information;
- 14) authorize funds to be used, to the extent feasible, to include individuals participating in the project under the State Unemployment Insurance Plan;
- 15) coordinate activities with the local WIA system and the Carl D. Perkins Act programs to insure that project trainees can benefit from such cooperative activities as dual eligibility, shared assessments, training and referral;
- 16) develop and uniformly apply a durational limit policy including: notice to current and incoming participants in writing of the individual durational limit policy and that such policy will be uniformly applied to every participant; development and implementation of an individual transition plan in a timely manner to provide for the best possible outcome for each participant affected by a durational limit; and, when an individual's participation will be terminated due to a term limit, sending the participant written notice of the termination at least 30 days before the termination date and providing the participant with a copy of the grievance procedures.

- B. If the federal-state guidelines are amended or revised, the AAA will comply with them or notify NYSOFA within thirty (30) days after promulgation of the amendments or revisions that it cannot so conform so that NYSOFA may take appropriate action, including grant termination, if necessary.
- C. The AAA has complaint resolution procedures for trainees or applicants including those who are determined ineligible or against whom adverse actions are taken. Such procedures comply with federal requirements and include:
- 1) An opportunity for the participant or applicant to respond either verbally or in writing to an action of the AAA, including filing a grievance;
 - 2) An opportunity for an informal conference;
 - 3) A prompt determination of the issue;
 - 4) If an issue cannot be resolved to the satisfaction of the participant or applicant, the participant or applicant will be notified that they may request a review of the process by NYSOFA and/or the U.S. Department of Labor; and
 - 5) If the complaint alleges discrimination in violation of Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 or the Workforce Investment Act, such complaint may be directed or mailed to the Civil Rights Center of the U.S. Department of Labor and AAA will use the complaint processing procedures that meet the requirements of 29 CFR 37.70 through 37.80 to resolve the complaint.
- D. AAA agrees that it will:
- 1) comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply to hospital and educational employees of state and local governments; and,
 - 2) it will otherwise compensate participants at a rate which is at least commensurate with the highest applicable minimum wage which is either the minimum wage applicable under the Federal Fair Labor Standards Act of 1938; the New York State minimum wage for the most nearly comparable covered employment, notwithstanding any exceptions which may otherwise apply; or the prevailing rate of pay for persons employed in similar public occupations by the same employer.
- E. The AAA agrees that it will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties;
- F. The AAA agrees that it will give the United States Department of Labor, the Comptroller General, the Office of the State Comptroller and NYSOFA, through any authorized

representative, the access to and the right to examine all records, books, papers or documents related to SCSEP; and

G. The AAA agrees that it will comply with the federal regulations governing grant administration for SCSEP as set forth in 20 CFR Part 641, 29 CFR Parts 95 through 99.

H. Eligibility Criteria and Enrollment Priorities:

- 1) The AAA through SCSEP will provide useful part-time community service assignments for **unemployed** low income persons who are 55 years old or older while promoting transition to unsubsidized employment.
- 2) To be eligible for SCSEP the individual must be no less than 55 years of age, a resident of New York State, unemployed at the time of application and whose family income does not exceed 125% of the Federal Poverty Level.
- 3) The AAA shall recertify the income eligibility of each trainee at least once each project year between July 1 and June 30 according to the schedule in this project agreement.

I. The AAA or, the AAA's contractor, will recruit and select eligible individuals in sufficient numbers to fill all authorized slots. Enrollment priorities for filling all positions shall be to individuals with the following characteristics:

- 1) have a severe disability;
- 2) are frail;
- 3) are age 65 or older;
- 4) meet the eligibility requirements related to age for, but do not receive, benefits under Title II of the Social Security Act.;
- 5) live in an area with persistent unemployment and are individuals with severely limited employment prospects;
- 6) have limited English proficiency;
- 7) have low literacy skills;
- 8) are veterans who meet the criteria of the Jobs for Veterans Act;
- 9) have low employment prospects;
- 10) have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998;
- 11) are homeless or at risk for homelessness;
- 12) reside in a rural area; or,
- 13) have a disability.

J. The AAA will offer SCSEP participants the opportunity to take a physical examination within 60 days of enrollment and annually in accordance with 29 CFR §641.565.

- 1) The AAA shall provide orientation to the SCSEP participant as soon as practicable after determination of eligibility. The orientation shall include information on term

- limits, project objectives, community service assignments, training, supportive services, rights and duties of the trainee, permitted and prohibited political activities, plans for transition to unsubsidized employment and a discussion of safe working conditions at the host agency.
- 2) The AAA shall provide orientation to those individuals who will supervise SCSEP participants at the host agencies.
- K. The AAA shall assess each new participant to determine the most suitable community service assignment for the individual and to identify appropriate employment, training and community service objectives for each individual. The assessment shall be made in partnership with the new participant in accordance with 29 CFR §641.535. Assessments shall be done at least two times during a twelve month period to determine the SCSEP participant's potential for transition to unsubsidized employment. Assessments shall be documented and made a part of the participant's permanent record. Assessments and service strategies or individual employment plans of a participant, prepared under the Workforce Investment Act of 1998 may be substituted for one prepared by the AAA.
- L. The AAA shall use the assessment or reassessment as a basis for developing or amending an Individual Employment Plan (IEP). The IEP shall be developed in partnership with the SCSEP participant to reflect the needs, interests and desires of the participant (29 CFR §641.535). The AAA shall review the IEP at least twice in a 12-month period.
- M. The AAA shall employ reasonable means to place each SCSEP participant into unsubsidized employment. Whenever AAA fails to achieve the performance measures established by NYSOFA, the AAA will develop and submit to NYSOFA a plan of action AAA will implement to achieve the performance measures.
- N. The AAA will complete and document a follow up for SCSEP participants who are placed in unsubsidized employment at least once within three (3) months of unsubsidized placement.
- O. The AAA shall ensure that all SCSEP participants, including those hired by contractors, receive all the fringe benefits as may be required by law and will ensure compliance with NYSOFA's wage and fringe benefits policy (see 12-PI-05).
- P. The AAA shall ensure that all reporting requirements are completed in accordance with NYSOFA requirements.
- Q. Term Limits:
- 1) The AAA will limit participation in SCSEP to no longer than forty eight (48) months unless NYSOFA grants an extension for the participant that is frail and/or over the age of 75 years.
 - 2) The AAA will maintain twenty-seven (27) months as an average amount of time all trainees are in SCSEP.

Program Summary Budget - Title V Program

County: _____

Program Period: July 1, 2013 to June 30, 2014

Budget Category	A. Total Budget	B. Administrative		C. Enrollee Wages Fringe Benefits	D. Program/Other Costs
1. Personnel	0				
2. Fringe Benefits	0				
3. Equipment					
4. Travel	0				
5. Maintenance & Operations	0				
6. Other Expenses	0				
7. Subcontracts	0				
8. Total Budget Lines 1-7	0		0	0	0
9. Total Federal Funds Requested	0	*	**	***	
		%			
10. Non Federal Matching Funds	0	*			
		%			
<p>* Federal share cannot exceed 90% of the Total Budget. ** Federal share of Administration is not to exceed 9.45% of the Federal funds requested. *** Federal share of Enrollee Wages and Fringe Benefits must be at least 75% of the Federal funds requested.</p>					

Title V Supporting Budget Schedule

County : _____
 Program Period: _____ 13-PI-14

1. Personnel: Complete for each administrative/supervisory position. Enter name, title and location (Staff identified on the personnel roster whose salary in column 10 is exclusively Title V need not be listed)

	Annual Salary	Chargeable to Title V	
		%	
Name			
Title			0
Name			
Title			0
Name			
Title			0
Name			
Title			0
Sum of Personnel Roster Column 10 amounts that are exclusively Title V Enrollee wages Total Number of enrollees: _____ Rate per hour: \$ _____			0
Total			0

2. Fringe Benefits:

Staff: Composite Percentage _____%

Amount

Enrollees: the following must be provided:

Social Security _____% Workers Compensation _____%

Physical Examinations _____% Unemployment Insurance * _____%

Disability (Nor-for-Profits only) _____%

Composite Percentage: _____%

Amount

* Note: County can elect not to pay unemployment until claim is filed, therefore, a 0% entry may occur.

Total Fringe Benefits AAA Staff and Title V Enrollees

Title V
0

3. Equipment: (Equipment having a unit cost of \$1,000 or more must be described in detail here. Other

equipment items with a unit cost of less than \$1,000 can be described in narrative form at the bottom of this section.)

Item & description (unit cost of \$1,000 or more)	Quantity	Unit Purchase Price	Annual Unit Rental Price	Amount Chargeable to Program
Briefly describe equipment items with a unit cost of less than \$1,000.				
Title V Equipment Total				0

Title V Supporting Budget Schedule (continued)

County: _____
 Program Period: _____

4. Travel: *Per USDoL directive, mileage reimbursement cannot exceed \$.55 per mile*

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5. Maintenance and Operations:

Rental costs:
 Other maintenance & Operations costs:

Total	0

6. Other Expenses: (List Specific items and cost)

Training: \$ _____ Conferences/Seminars: \$ _____
 Bonding: \$ _____ Other: * \$ _____
 * Specify

Total	

7. Subcontracts: List each contract and amount.

A copy of the contract must be submitted to NYSOFA before reimbursement will be made.

Subcontractor	NYSOFA use only Contract rec'd	Total Amount Title V Program
Total number of Subcontracts: _____	Total	0

8. Total Budget

Lines 1-7 _____

9. Federal Funds:

Title V Base Allocation: _____

Reallocated/Supplemental Funds _____

Total	0
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10. Non-Federal Matching Funds:

Source	Check (√) if In-kind	Amount
Total		0

Planned Program

Recruitment and Selection of Participants:

- (1) Your agency has developed and implemented methods for recruiting and selecting participants that assure the maximum number of eligible individuals have an opportunity to participate in the program. Yes No
- (2) The income definitions and income inclusions for determining Senior Community Service Employment Program (SCSEP) eligibility, as described in Training and Development Guidance Letter (TEGL) 12-06, are used to determine and document participant eligibility. TEGL 12-06 may be access on www.doleta.gov/seniors under Technical Assistance. Yes No
- (3) Your agency has developed strategies to recruit applicants who have priority for service as defined in the Older Americans Act (OAA) Section 518(b)(1)-(2). Priority is to be afforded to individuals who are 65 years of age or older or:
- a) Are veterans or eligible spouses of veterans as defined in 20 CFR 1010.110; Yes No
 - b) Have a disability; Yes No
 - c) Have limited English proficiency or low literacy skills; Yes No
 - d) Reside in a rural area; Yes No
 - e) Have low employment prospects; Yes No
 - f) Have failed to find employment after utilizing services provided through the One-Stop Delivery System; or Yes No
 - g) Are homeless or at-risk for homelessness (OAA Section 518(b)(1)-(2)). Yes No

Please provide additional information if you checked No: _____

Assessment

- (1) Participants are assessed at least two times per 12 month period. Yes No
- (2) Assessment information is used to determine the most appropriate community service assignments for participants. Yes No

Please provide additional information if you checked No: _____

Individual Employment Plan (IEP)

- (1) The IEP establishes an initial goal of unsubsidized employment for all participants. [] Yes [] No
- (2) The IEP is updated at least as frequently as the assessment. [] Yes [] No
- (3) The IEP is used to determine SCSEP training assignments and maximize the participants' potential for transition to unsubsidized employment. [] Yes [] No
- (4) The IEP includes action steps and sets timelines to provide needed support services and to achieve training objectives and employment goals. [] Yes [] No

Please provide additional information if you checked No: _____

Community Service Employment Assignment (CSEA)

- (1) The initial CSEA is based on the assessment done at the time of enrollment. [] Yes [] No
- (2) The IEP is the basis for determining when, as appropriate, to rotate participants through assignments with a CSEA or to other CSEAs to acquire the skills necessary to obtain unsubsidized employment. [] Yes [] No
- (3) Select host agencies are designated 501C organizations. [] Yes [] No
- (4) You have procedures in place for assuring adequate supervision of participants at the host agencies. [] Yes [] No
- (5) You have procedures in place to assure safe and healthy working conditions. [] Yes [] No

Please provide additional information if you checked No: _____

Recertification of Participants

- (1) Participants' income eligibility is recertified at least once every 12 months, or more frequently if circumstances warrant. [] Yes [] No
- (2) You have a written policy identifying actions to use with those found to be ineligible (including notification of their right to appeal the finding). [] Yes [] No

Please provide additional information if you checked No: _____

Physical Examinations

- (1) Paid physicals are offered to participants upon program entry and each year thereafter as a benefit. Yes No
- (2) A written waiver is obtained from each participant who declines to have a physical. Yes No

Please provide additional information if you checked No: _____

Orientation

- (1) Upon entry into SCSEP, your agency provides orientations for the participant and host agency which include information on:

Participant Orientation

- Project goals and objectives Yes No
- Community Service Employment Assignments Yes No
- Training opportunities Yes No
- Available supportive services Yes No
- Participants' rights and responsibilities Yes No
- Host agencies Yes No
- Provision of safe working environment Yes No
- Annual monitoring and safety assessment Yes No
- Termination policies Yes No
- Grievance procedures Yes No

Please provide additional information if you checked No: _____

Participant Benefits

- (1) Benefits are provided that are required by State or Federal law (such as workers' compensation or unemployment insurance), and the costs of physical examinations. Yes No
- (2) Written policies are established that relate to compensation for scheduled work hours during which a host agency is closed for Federal holidays. Yes No
- (3) You have written policies relating to necessary sick leave that is not part of an accumulated sick leave or bonuses. Yes No
- (4) Do you use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave or bonuses? Yes No

Please provide additional information if you checked No: _____

Durational Limits

- (1) Your agency is complying with an average participation cap for eligible individuals (in the aggregate) of 27 months. Yes No

Please provide additional information if you checked No: _____

Maximum Duration of Program Participation 48 Months

- (1) Your program complies with the requirement that participants may participate in the program no longer than 48 months in the aggregate (whether or not consecutive) unless the participant receives a waiver of this requirement. Yes No
- (2) Participants are notified of the policy pertaining to the maximum duration requirement at the time of enrollment. Yes No

Please provide additional information if you checked No: _____

Termination Procedure

- (1) You provide a reason for termination and inform the participants of your grievance policies. (An IEP termination policy must be approved by NYSOFA prior to implementation.) Yes No

Please provide additional information if you checked No: _____

Written Termination Policy is in effect for:

- (1) Provision of false information (immediate) Yes No
- (2) Incorrect initial eligibility determination Yes No
- (3) Income ineligibility determined at recertification Yes No
- (4) Cause (immediate or corrective action, depending on infraction) Yes No
- (5) If applicable, and there are no extenuating circumstances that would hinder the participant from moving to unsubsidized employment, refusal to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the IEP. Yes No

Please provide additional information if you checked No: _____

Over-Enrollment

- (1) You manage over-enrollment to minimize the impact on participants and avoid layoffs. Yes No

Please provide additional information if you checked No: _____

Maintenance of Effort

- (1) Participants do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program. Yes No
- (2) Participants do not displace currently employed workers (including partial displacement, such as a reduction in hours on non-overtime work, wages, or employment benefits). Yes No
- (3) Participants do not impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed. Yes No
- (4) You do not assign or continue to assign any participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff. Yes No

Please provide additional information if you checked No: _____

Linkages & Coordination with Other Organizations and Programs

- (1) Does your agency have as up to date Memorandum of Understanding with the local Workforce Investment Board (WIB) ? Yes No
- (2) Is SCSEP represented on the Workforce Investment Board? Yes No

Please provide additional information if you checked No: _____

Procedures for Payroll and Payment of Workers' Compensation

- (1) Your agency makes all required payments for payroll and Workers' Compensation premiums on a timely basis. Yes No
- (2) You ensure that host agencies do not pay Workers' Compensation costs for participants. Yes No

Please provide additional information if you checked No: _____

Maintenance of Files and Privacy Information

- (1) Participant files are maintained for (3) three years after the program year in which all follow-up activity for a participant has been completed. Yes No
- (2) Participant records are securely stored and access is limited to appropriate staff to safeguard personal identifying information. Yes No
- (3) Safeguards to preclude tampering with electronic media are established (e.g., Personal Identification Numbers (PIN) for recordkeeping). Yes No
- (4) You comply with and ensure that authorized users comply with all SPARQ access and security rules. Yes No

Please provide additional information if you checked No: _____

Documentation

- (1) Documentation is maintained for waivers of physical examinations by participant. Yes No
- (2) Documentation is maintained for the provision of complaint procedures to participants. Yes No
- (3) Documentation is maintained for eligible determinations and re-determinations. Yes No
- (4) Documentation is maintained for terminations and the reasons for such terminations. Yes No

Please provide additional information if you checked No: _____

Plan For Contractual Services

(Complete only for each new subcontractor)

Contractor must agree to conform to all standards developed by the NYSOFA for agreements between Program Subsponsors and Contractor. Copies of all contracts (including budgetary information) must be sent to NYSOFA no later than 30 days after the effective date of the contract. Failure to do so may result in loss of funds.

Subcontractor:

Name _____

Address _____

Service Location _____

Contract Period:

From 7/1/13 to 6/30/14

Total Amount of Contract: \$ _____

Federal Funds Requested: \$ _____

Non-Federal Matching Funds: \$ _____

A. Indicate below the type of service to be provided.

- Outreach and recruitment
- SCSEP administrative services (payroll, records)
- SCSEP project staff coordinator ____PT ____FT
- Training ____ work experience
- ____ classroom
- ____ job search/job club
- ____ other (indicate) _____
- Individual assessments
- Individual development plan
- Host agency assignment
 - ____ aging service agency/network
 - ____ community service agency
- Unsubsidized placement
- Other (indicate) _____

B. Number of enrollees to be served _____

In-Kind Contribution Form

CONFIDENTIAL Supervisor/Trainer's Non-Federal In-Kind Contribution

The Senior Community Service Employment Program (SCSEP) relies on the valuable contributions of the organizations and individuals who train and provide supervision to our program trainees. In order to reflect the value of this contribution, please complete this form. The information on this form will be seen only by those individuals who compute and report aggregate in-kind contributions and the staff persons who audit or monitor the program.

Name of Agency: _____

Address: _____

Phone: _____ **Name of Supervisor/Trainer:** _____

A) <input type="checkbox"/> Annual Salary or <input type="checkbox"/> Hourly Wage Rate	\$ _____
B) Hours Worked Per Year	_____
C) Hours Worked Supervising SCSEP *	_____
D) In-Kind Supervision	\$ _____

(Compute row D as Follows: For Salaried employees - $A \times (C \div B) = D$ for hourly employees - $A \times C = D$)

*** Time spent supervising SCSEP trainee must be paid for with non-federal funds that are not used to match another federal program.**

Certification: I certify that the above information is accurate. I agree to inform the SCSEP of any changes in the information that may occur during the course of the grant period. Authorized representatives of the United States Department of Labor (USDOL), the New York State Comptroller or his authorized representatives, the staff of NYSOFA and the staff of the local SCSEP subrecipient shall have access to and right to examine all payroll and time allocation records that support the claimed in-kind contributions. Records pertaining to the claimed in-kind supervision will be retained for four years after the end of the grant period.

Signature: _____

Date: _____

Title: _____

New Cost Categories, and Assignment and Reporting of Costs

(some examples)

Administration (9.45% max)

Program Costs

	Program Costs	
	Program/Enrollee Wages and Fringe Benefits	Program/Other
Management Information Systems (MIS) and monitoring for administrative systems, budget, planning, preparation and tracking.	75% minimum	Management Information System (MIS) for program and enrollee services (QPR).
Hiring, training and supervision of administrative staff.		Planning, developing, monitoring and oversight of program and enrollee activities.
Processing fiscal reports and forms.		Hiring, training and supervision of program staff.
Completing and processing time records and other payroll items including distribution of payroll. (i.e., If payroll distribution is combined with a counseling visit, the cost can be shared with Program/Other).		Community Outreach
		Outreach, recruitment, intake, assessment, training and placement of enrollees and the paper work necessary to do these activities.
		Worksite/Training site monitoring
		Preparation of any program materials such as flyers, handbooks or training material.
		Completion of any paper work about program services for enrollees or applicants.
		Dealing with enrollee or worksite issues such as grievances, accident reports and other paper work necessary for other programs or services such as food stamps, housing, etc.
		Outreach, recruitment, negotiations with employers for job development and placement activities.

NEW YORK STATE OFFICE FOR THE AGING
TITLE V
OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM
FINAL ALLOCATION SCHEDULE
PROGRAM PERIOD 7/1/2013 TO 6/30/2014

<u>COUNTY</u>	<u>POSITIONS</u>	<u>ALLOCATION</u>
Albany	10	\$92,186
Allegany	0	0
Broome	0	0
Cattaraugus	0	0
Cayuga	0	0
Chautauqua	4	36,874
Chemung	0	0
Chenango	0	0
Clinton	11	101,404
Columbia	0	0
Cortland	2	18,437
Delaware	0	0
Dutchess	0	0
Erie	29	267,339
Essex	6	55,311
Franklin	10	92,186
Fulton	3	27,656
Genesee	4	36,874
Greene	0	0
Herkimer	0	0
Jefferson	3	27,656
Lewis	4	36,874
Livingston	0	0
Madison	0	0
Monroe	18	165,934
Montgomery	0	0
Nassau	0	0
Niagara	4	36,874
Oneida	6	55,311
Onondaga	11	101,404
Ontario	3	27,656
Orange	0	0
Orleans	0	0
Oswego	0	0
Otsego	0	0
Putnam	0	0
Rensselaer	4	36,874
Rockland	6	55,311
St. Lawrence	2	18,437
Saratoga	5	46,093
Schenectady	3	27,656
Schoharie	0	0
Schuyler	0	0
Seneca	0	0
Steuben	0	0
Suffolk	0	0
Sullivan	3	27,656
Tioga	6	55,311
Tompkins	2	18,437
Ulster	0	0
Warren/Hamilton	0	0
Washington	0	0
Wayne	4	36,874
Westchester	33	304,213
Wyoming	2	18,437
Yates	4	36,874
New York City	376	3,466,189
Seneca Nation	0	0
St Regis Mohawk	0	0
TOTAL	<u>578</u>	<u>\$5,328,338</u>

SCSEP 2013-2014			
Service Level and Entered Employment Performance Goals			
Counties	Allocated Positions	Service Level Goal - 150% # of Trainees	Entered Employment
Albany	10	15	4
Chautauqua	4	6	2
Clinton	11	17	5
Cortland	2	3	1
Erie	29	44	13
Essex	6	9	3
Franklin	10	15	4
Fulton	3	5	1
Genesee	4	6	2
Jefferson	3	5	1
Lewis	4	6	2
Monroe	18	27	8
Niagara	4	6	2
Oneida	6	9	3
Onondaga	11	17	5
Ontario	3	5	1
Rensselaer	4	6	2
Rockland	6	9	3
Saint Lawrence	2	3	1
Saratoga	5	8	2
Schenectady	3	5	1
Sullivan	3	5	1
Tioga	6	9	3
Tompkins	2	3	1
Wayne	4	6	2
Westchester	33	50	15
Wyoming	2	3	1
Yates	4	6	2
New York City	376	564	166
NY TOTAL/GOALS:	578	867	256