

Texas Workforce Commission
Senior Community Service Employment Program
Program Year 2015 Grant Application Resubmission
June 1, 2015

**Texas Workforce Commission -- Senior Community Service Employment Program
Program Year 2015 Grant Application**

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SF-424 – Application for Federal Assistance

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

04/30/2015

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

AD-25520-15-55-A-48

State Use Only:**6. Date Received by State:**

7. State Application Identifier:

8. APPLICANT INFORMATION:*** a. Legal Name:**

Texas Workforce Commission

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

74-2764775

*** c. Organizational DUNS:**

0332786850000

d. Address:*** Street1:**

101 E. 15th Street

Street2:

*** City:**

Austin

County/Parish:

*** State:**

TX: Texas

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

78778-0001

e. Organizational Unit:**Department Name:**

Division Name:

Workforce Development Division

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:**

Ms.

*** First Name:**

Jennifer

Middle Name:

*** Last Name:**

Jacob

Suffix:

Title:

Director, Board & Spec. Initiative Contracts

Organizational Affiliation:

*** Telephone Number:**

512-936-0429

Fax Number:

*** Email:**

jennifer.jacob@twc.state.tx.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Labor

11. Catalog of Federal Domestic Assistance Number:

17.235

CFDA Title:

Senior Community Service Employment Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Supplement 1 - Texas SCSEP PY 15 ED.xlsx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Senior Community Service Employment Program, Program Year 2015 Annual Grant Application

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="4,791,429.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="532,381.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="5,323,810.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Supplement 1

Texas SCSEP PY 15 List of Counties

Supplement 1
Texas SCSEP PY15 List of Counties and Authorized Positions

Texas	County	Authorized Positions	Current Enrollments
<u>48003</u>	Andrews	2	1
<u>48007</u>	Aransas	5	5
<u>48009</u>	Archer	1	1
<u>48013</u>	Atascosa	8	3
<u>48015</u>	Austin	3	1
<u>48019</u>	Bandera	3	4
<u>48023</u>	Baylor	1	3
<u>48025</u>	Bee	4	9
<u>48027</u>	Bell	18	17
<u>48035</u>	Bosque	3	4
<u>48039</u>	Brazoria	21	18
<u>48041</u>	Brazos	8	13
<u>48043</u>	Brewster	2	4
<u>48047</u>	Brooks	3	3
<u>48049</u>	Brown	6	18
<u>48057</u>	Calhoun	3	2
<u>48063</u>	Camp	2	1
<u>48073</u>	Cherokee	7	7
<u>48077</u>	Clay	2	0
<u>48089</u>	Colorado	4	0
<u>48091</u>	Comal	9	15
<u>48109</u>	Culberson	1	2
<u>48123</u>	DeWitt	3	6
<u>48131</u>	Duval	3	6
<u>48135</u>	Ector	16	7
<u>48157</u>	Fort Bend	25	26
<u>48163</u>	Frio	4	0
<u>48171</u>	Gillespie	3	0
<u>48175</u>	Goliad	1	0
<u>48177</u>	Gonzales	3	2
<u>48183</u>	Gregg	14	16
<u>48185</u>	Grimes	3	2
<u>48187</u>	Guadalupe	10	14
<u>48203</u>	Harrison	8	9
<u>48221</u>	Hood	5	10
<u>48229</u>	Hudspeth	1	2
<u>48237</u>	Jack	1	1
<u>48239</u>	Jackson	2	0
<u>48247</u>	Jim Hogg	1	2

Texas	County	Authorized Positions	Current Enrollments
<u>48249</u>	Jim Wells	7	3
<u>48255</u>	Karnes	2	0
<u>48259</u>	Kendall	2	1
<u>48265</u>	Kerr	7	1
<u>48271</u>	Kinney	1	4
<u>48273</u>	Kleberg	4	4
<u>48275</u>	Knox	1	1
<u>48283</u>	La Salle	2	1
<u>48285</u>	Lavaca	3	1
<u>48289</u>	Leon	3	1
<u>48293</u>	Limestone	3	0
<u>48297</u>	Live Oak	2	1
<u>48309</u>	McLennan	16	16
<u>48313</u>	Madison	2	0
<u>48315</u>	Marion	4	4
<u>48321</u>	Matagorda	6	7
<u>48323</u>	Maverick	13	25
<u>48325</u>	Medina	6	3
<u>48329</u>	Midland	11	5
<u>48347</u>	Nacogdoches	8	7
<u>48365</u>	Panola	4	5
<u>48371</u>	Pecos	3	0
<u>48377</u>	Presidio	2	1
<u>48379</u>	Rains	2	2
<u>48385</u>	Real	1	0
<u>48389</u>	Reeves	3	3
<u>48391</u>	Refugio	1	3
<u>48395</u>	Robertson	3	2
<u>48401</u>	Rusk	7	6
<u>48409</u>	San Patricio	9	12
<u>48419</u>	Shelby	4	2
<u>48423</u>	Smith	18	25
<u>48427</u>	Starr	16	11
<u>48459</u>	Upshur	4	3
<u>48461</u>	Upton	1	1
<u>48463</u>	Uvalde	5	6
<u>48467</u>	Van Zandt	8	3
<u>48469</u>	Victoria	9	11
<u>48473</u>	Waller	3	0
<u>48475</u>	Ward	2	1
<u>48477</u>	Washington	5	11
<u>48481</u>	Wharton	7	5

Texas	County	Authorized Positions	Current Enrollments
<u>48485</u>	Wichita	12	19
<u>48487</u>	Wilbarger	2	1
<u>48489</u>	Willacy	8	6
<u>48491</u>	Williamson	16	10
<u>48493</u>	Wilson	4	2
<u>48495</u>	Winkler	1	0
<u>48499</u>	Wood	6	9
<u>48505</u>	Zapata	3	5
<u>48507</u>	Zavala	3	4
	TOTAL	494	488

SF-424A – Budget Information – Non-Construction Programs

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SCSEP	17.235	\$	\$	\$ 4,791,429.00	\$ 532,381.00	\$ 5,323,810.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 4,791,429.00	\$ 532,381.00	\$ 5,323,810.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	SCSEP				
a. Personnel	\$ 24,100.00	\$ 2,677.00	\$	\$	\$ 26,777.00
b. Fringe Benefits	7,026.00	781.00			7,807.00
c. Travel	1,080.00	120.00			1,200.00
d. Equipment	0.00	0.00			
e. Supplies	102.00	12.00			114.00
f. Contractual	4,753,413.00	528,157.00			5,281,570.00
g. Construction	0.00	0.00			
h. Other	900.00	100.00			1,000.00
i. Total Direct Charges (sum of 6a-6h)	4,786,621.00	531,847.00		\$	\$ 5,318,468.00
j. Indirect Charges	4,808.00	534.00		\$	\$ 5,342.00
k. TOTALS (sum of 6i and 6j)	\$ 4,791,429.00	\$ 532,381.00	\$	\$	\$ 5,323,810.00
7. Program Income	\$ 0.00	\$ 0.00	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. SCSEP	\$	4,224.00	528,157.00	532,381.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	4,224.00	528,157.00	532,381.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$
14. Non-Federal	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. SCSEP	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	See budget narrative/details in Supplements 5 & 6.	22. Indirect Charges:	\$4,808 - provisional Indirect Cost Rate of 19.95%.
23. Remarks:	Cost Allocation approval letter dated 2/4/15 is Supplement 7. IWC's Non-Federal Contributions Policy is Supplement 8.		

Attachment B
Program Narrative

Attachment B
Program Narrative

A. Service Delivery and Training Strategies

There are no strategy changes since the submission of Program Year 2014—2017 (PY14—PY17) Plan Modification.

B. Service to Minorities (OAA Title V, Section 515)

1. Minority Enrollments

a. Change in minority enrollment levels

Minority enrollments for PY13 and PY14 Quarter 3 are provided in Table 1.

Table 1. Minority Enrollments

Population Group	PY13 SCSEP % Minority Participants	PY13 Number of Minority Participants	PY13 Census % Minority Participants	% Difference	PY14 thru Qtr 3 SCSEP % Minority Participants	PY14 thru Qtr 3 Number of Minority Participants
Minority	57.5%	484	50.9%	112.8%	Not Available	Not Available
Hispanic	33.8%	279	34.6%	97.7%	31%	222
Black	23.2%	191	13.5%	171.1%	24%	173
Asian	0.6%	5	1.7%	35.0%	1%	5
American Indian	0.1%	1	0.6%	19.3%	0%	2
Pacific Islander	0.2%	2	0.1%	529.2%	0%	1

The one significant change in minority enrollments from PY13 to PY14 is a decrease in the proportion of Hispanic enrollments – from 34% to 31%.

b. Factor affecting the change in Hispanic enrollments

The decrease in Hispanic enrollments is probably due to less outreach and recruiting in five field coordinators' service areas in South Texas during PY14. These coordinators, or their spouses, had serious health problems in PY14 and, as a result, were either unable to work or worked part-time for several months. South Texas counties have the highest incidence of eligible Hispanics in the state's SCSEP service area.

c. Strategies to improve minority enrollments

1. Asian enrollments

Asian seniors continue to be under-enrolled in the Texas SCSEP service area. There were five Asian participants in PY13 and PY14 Quarter 3. To achieve Asian enrollment that is proportional to eligible Asian incidence, Texas would need to have a total of 14 Asian participants enrolled. To increase Asian enrollments, the state's subgrantee will:

- a) specifically target Asian neighborhoods and places frequented by Asians in Fort Bend county – 17 percent of the eligible population is Asian, the highest by far in the state's service area counties. Specific Asian subgroups to be targeted include:
- Asian Indians (six percent of incidence in the eligible population)
 - Chinese (four percent incidence), and
 - Vietnamese (three percent incidence).
 - Filipinos (two percent incidence).

- b) Meet with staff at agencies and organizations serving these Asian subgroups to explain SCSEP's workplace training program for low-income seniors; ask for their assistance in "spreading the word" to recruit Asian individuals; and identify potential host agencies already serving low-income Asian individuals.
- c) Make Asian outreach a priority task for the Fort Bend County field coordinator's performance.

The state will also request monthly updates on outreach efforts to Asian subgroups and results obtained in terms of community connections made, outreach support received, and enrollments.

2. Hispanic enrollments

The three field coordinators in South Texas have, for the most part, resolved their health and family health issues and returned to work full-time, so we expect Hispanic enrollments to increase in PY15.

To ensure that Hispanic enrollments remain a priority, the state will:

- a) review Hispanic enrollments at least quarterly to ensure that the proportion of Hispanic participants enrolled is increasing;
- b) request that the state subgrantee reviews Hispanic outreach and enrollments at least monthly, particularly for the counties where at least 50 percent of the eligible individuals are Hispanic.

3. American Indian enrollments

In PY14 Quarter 3, there are two American Indians enrolled. For American Indian enrollments to be proportional to their incidence, the

state would need to have a total of five or six American Indians enrolled in SCSEP. Aransas is the only county with at least two percent American Indian incidence and at least 35 eligible Indians. Other counties with at least 35 eligible Indians include Fort Bend, Harrison, Victoria, and Wood. The four field coordinators who serve these five counties will conduct outreach to organizations serving low-income American Indian individuals and community leaders to explain SCSEP's workplace training and employment opportunities; ask for their assistance with recruiting American Indian participants; and identify potential host agencies already serving low-income American Indian individuals.

2. Minority Outcomes

a. Changes in minority outcomes

Minority outcomes for PY12 and PY13 are provided in Table 2. In PY12, the only negative difference between Minority groups and non-Minority groups' Common Measures performance was that Minority individuals earned significantly less than non-Minority individuals. In PY13, there are no negative significant differences between Minority groups and non-Minority groups' entered employment rate, employment retention rate, and average earnings. Entered employment rates. In PY13, the entered employment rate for Hispanics was 87 percent of the PY12 entered employment rate, decreasing from 63.9 percent to 55.3 percent, but was still similar to the entered employment rate for non-Hispanic participants'. Minority participants' entered employment rate in PY13 was 91 percent of the Minority entered employment rate in PY12.

Table 2. Minority Outcomes

Texas Participant Population Group	PY 12			PY 13		
	Entered Employt	Employt Retention	Average Earnings	Entered Employt	Employt Retention	Average Earnings
Minority	59.3%	93.5%	\$6,875	54.2%	90.9%	\$7,483 _a
Non-Minority	50.5%	89.6%	\$8,247	51.9%	88.9%	\$7,773 _a
Hispanic	63.9%	94.4%	\$6,697	55.3%	89.6%	\$7,026 _a
Non-Hispanic	52.1%	90.1%	\$7,973	53.1%	90.3%	\$8,033 _a
Black	52.8%	92.0%	\$6,827	50.0%	92.9%	\$8,258
White	53.5%	90.6%	\$7,954	53.2%	86.7%	\$7,335
Asian	0%	NA	NA	0.0%	0.0%	NA
American Indian	80.0%	100.0%**	\$10,400	0.0%	100.0%	\$7,691
Pacific Islander	0%	100.0%*	\$10,956	0.0%	0.0%	NA

For Black participants, the PY13 entered employment rate was 95 percent of their PY12 entered employment rate. Non-Minority, Non-Hispanic, and White participants' PY13 entered employment rates stayed within one to three percent of their respective entered employment rates in PY12.

Employment retention rates. Hispanic participants' employment retention rate in PY13 was 95 percent of the PY12 Hispanic employment retention rate. All other Minority and non-Minority groups' employment retention rates were within one to four percent of their respective PY12 employment retention rates.

Average earnings. This is the performance measure that showed the most change. Minority, Hispanic, and Black participants' average earnings increased to 109 percent, 105 percent, and 121 percent, respectively, from PY12 to PY13. At the same time, average earnings for Non-Minority and White participants decreased to 94 percent and 92 percent of their average earnings in PY12.

Although American Indian participants' average earnings decreased to 74 percent of their PY12 earnings, the sample size was too small to provide a meaningful comparison.

b. Factors affecting changes in minority outcomes

- 1) Staffing issues may have impacted project performance in PY13. Three new field coordinators were hired in the beginning of the program year. Minority outcomes in different service areas will be compared to determine if there appears to be lower minority outcomes in counties with new field coordinators than in counties with experienced staff.
- 2) Of greatest concern is the significant decrease in the entered employment rate for Hispanic participants. Determining the factors contributing to this decline will require an examination of both quantitative and qualitative data such as individual participant characteristics and barriers, including language barriers, and discussions to gather input and ideas from field coordinators

c. Strategies to improve minority outcomes

Texas SCSEP will focus on improving entered employment rates for Hispanic participants and improving average earnings for all minority groups.

- 1) Analyze the data on entered employment for Hispanic participants and get field staff's input on possible factors negatively impacting Hispanic participants' employment success and average earnings levels for each Minority group;

- 2) Target Hispanic participants and minorities in general for enrollment in additional specialized training, to support their Individual Employment Plans, including
 - a) *JobReady* courses, Teknimedia courses, and English as a Second Language courses as appropriate to increase their employability;
 - b) healthcare and other high-growth occupational training to increase their opportunities for stable employment and higher wages;
 - c) Consider adding a section on salary negotiations with prospective employers in Job Clubs.

C. Organizational Structure.

1. Key staff.

a. Grantee: Texas Workforce Commission (TWC).

- 1) Current Structure: Beverly Donoghue, State SCSEP Grant Manager and Contract Manager, Board and Special Initiative Contracts (15% of time). Beverly serves as TWC's liaison with DOL and the subgrantee, Experience Works. She coordinates State Plan development, develops the annual grant application and limited competition grant applications, handles all policy issues, tracks programmatic and fiscal performance, receives and reviews reports and deliverables, is TWC's SPARQ administrator, coordinates and enters data validation results in SPARQ, provides technical assistance on grant and contract compliance, and develops and manages the subgrantee contract.

- 2) Reorganization of grant and contract management planned for summer 2015:
 - a) A Program Specialist (to be determined) in Workforce Program Policy, Employment Services/WIA Unit, will be the State SCSEP Grant Manager and Subject Matter Expert, (14% of time). This position will serve as TWC's liaison with DOL, coordinate State Plan development, develop the annual grant application, handle all policy issues, serve as TWC's SPARQ administrator, coordinate and enter data validation results in SPARQ, and provide programmatic technical assistance on the grant.
 - b) Beverly Donoghue, Board and Special Initiative Contracts, will be the contract manager (7% of time). Beverly will track programmatic and fiscal performance, receive and review reports and deliverables, and coordinate with State Grant Manager to provide technical assistance to subcontractor on contract compliance.
- 3) Additional Key Staff
 - a) Gloria Murillo, Director of Field Operations, Subrecipient Monitoring (5% of time) -- oversees on-site monitoring reviews conducted by teams to ensure contract requirements are met and adequate financial and program controls are implemented; also supervises data validation team.
 - b) Melinda Huizar, Accountant, Finance (5% of time) -- monitors monthly expenditures and provides quarterly reports to DOL.

b. One subgrantee: Experience Works, Waco, Texas -- 494 positions.

- 1) Wes Cowan, State Director, (52% of time) – oversees both state and federal SCSEP projects in Texas, is responsible for achieving performance and programmatic and fiscal goals and manages all aspects of EW’s state and federal programs in Texas; has over 24 years of experience in SCSEP project administration.
- 2) Sandra Langston, State Manager (50% of time) – supervises five field coordinators, including four coordinators who work 100% of their time and one coordinator who works 34% of her time, in counties served by the state SCSEP grantee; has over seven years of SCSEP staff experience.
- 3) Cheryl Young, State Manager (50% of time) – supervises six field coordinators, including five coordinators who work 50% or more of their time and one coordinator who works 30% of her time, in counties served by the state SCSEP grantee; has over 12 years of SCSEP staff experience.
- 3) 11 Employment and Training Coordinators – 100% to 30% of time.

2. Organizational charts.

a. See Supplement 2, TWC Organizational Chart.

b. See Supplement 3, TWC Workforce Program Organizational Chart

Laurie Biscoe, Deputy Director, Workforce Program, supervises Debbie Carlson, Director, Workforce Program Policy and Services for Dislocated Workers. Ms. Carlson supervises Jason Vaden, Employment Services, WIA, Choices, NCP, and SNAP Policy. Mr. Vaden supervises Joel Mullins,

Employment Services and WIA Unit Supervisor, who supervises the to-be-designated SCSEP State Grant Manager.

c. See Supplement 4, TWC Workforce Contracts/Operations Organizational Chart.

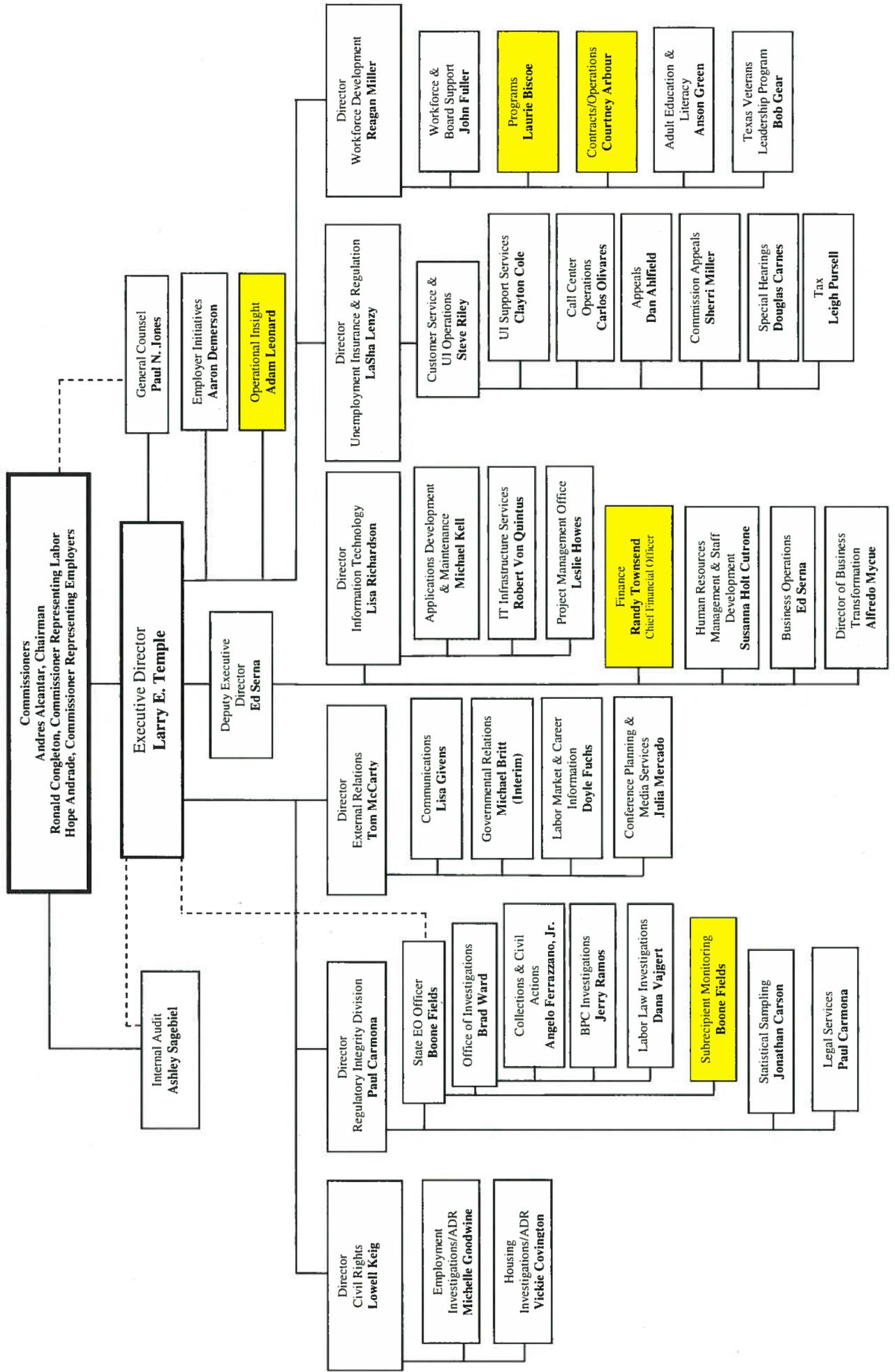
Courtney Arbour, Deputy Director, Workforce Contracts/Operations, supervises Jennifer Jacob, Director, Board and Special Initiative Contracts.

Ms. Jacob supervises Pat Fontenot, Supervisor, Contract Interface Team, who supervises Beverly Donoghue, who will be the SCSEP Contract Manager.

Supplement 2

Texas Workforce Commission Organizational Chart

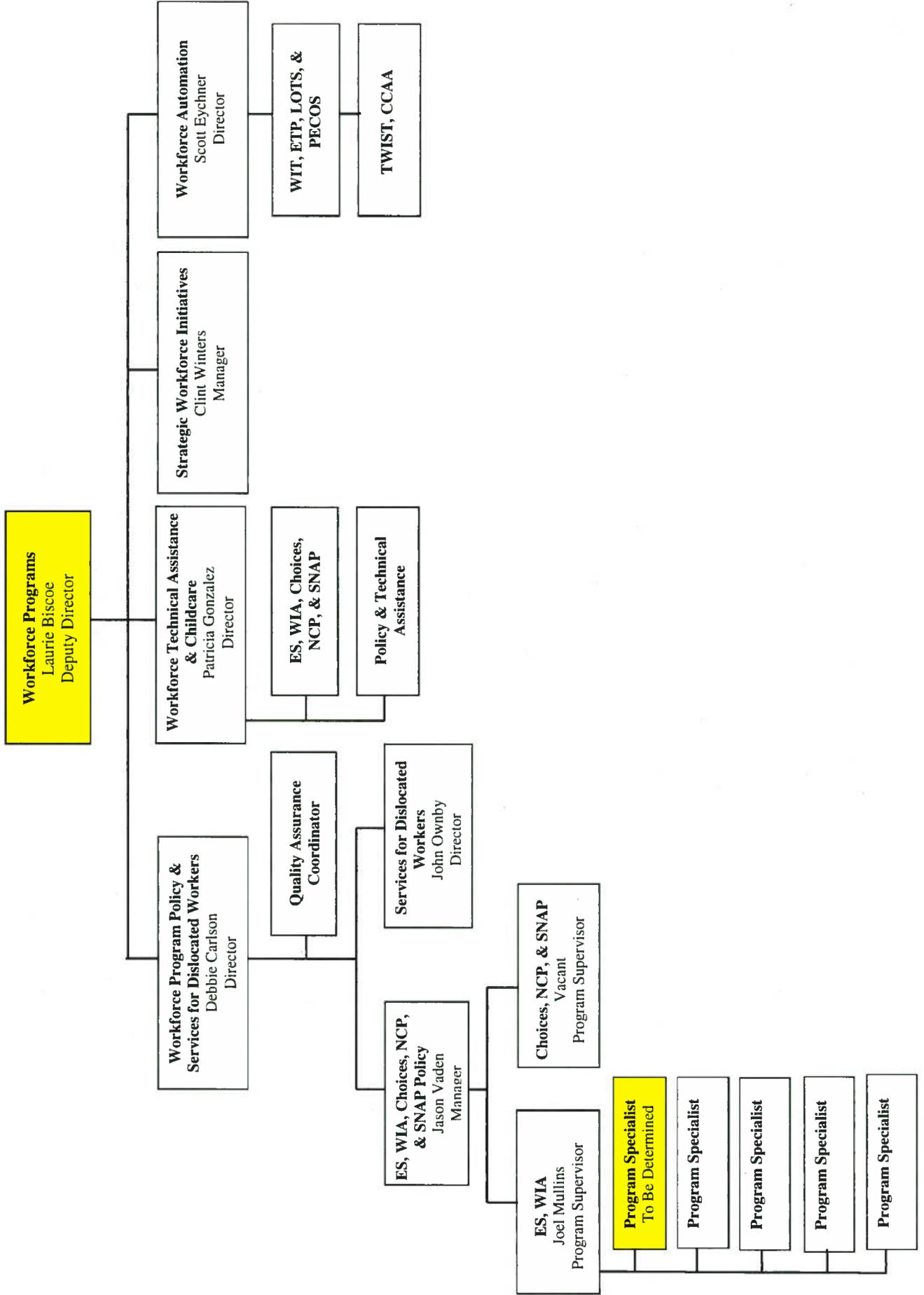
Supplement 2 Texas Workforce Commission Organizational Chart



Supplement 3

TWC Workforce Programs Organizational Chart

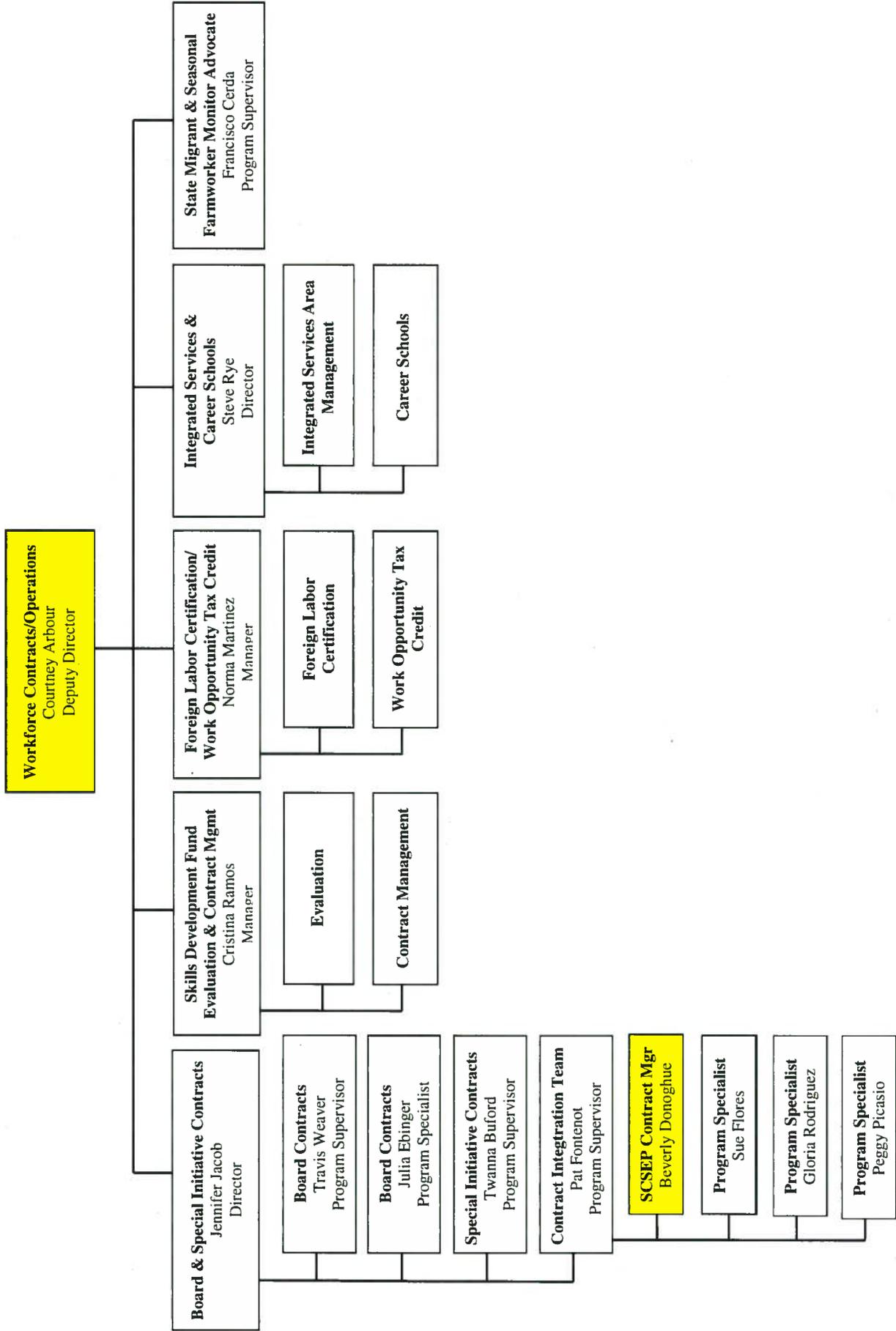
Supplement 3 TWC Workforce Programs Organizational Chart



Supplement 4

TWC Workforce Contracts/Operations Organizational Chart

Supplement 4 TWC Workforce Contracts/Operations Organizational Chart



Attachment C

Budget Narrative and Supportive Documents

Supplement 5

Grantee Budget Summary and Budget Detail

Supplement 5

Grantee Budget Summary and Budget Detail

PY 15 Senior Community Service Employment Program

BUDGET SUMMARY					
Cost Categories	Administrative Costs	Program Costs	Total Grant (Administrative + Program)	Match	Total Project
Personnel Salary/Wage	\$ 24,100	\$ -	\$ 24,100	\$ 2,677	\$ 26,777
Fringe Benefits	\$ 7,026	\$ -	\$ 7,026	\$ 781	\$ 7,807
Travel	\$ 1,080	\$ -	\$ 1,080	\$ 120	\$ 1,200
Supplies	\$ 102	\$ -	\$ 102	\$ 12	\$ 114
Contractual	\$ 373,356	\$ 4,380,057	\$ 4,753,413	\$ 528,157	\$ 5,281,570
Other	\$ 900		\$ 900	\$ 100	\$ 1,000
Indirect	\$ 4,808		\$ 4,808	\$ 534	\$ 5,342
Total	\$ 411,372	\$ 4,380,057	\$ 4,791,429	\$ 532,381	\$ 5,323,810

BUDGET DETAIL

ADMINISTRATIVE COSTS

Personnel Salary/Wage

Position	Annual Salary	% Project	Federal 90%	Match 10%	Total
State Grant Manager/SME	\$ 54,761	14.00%	\$ 6,900	\$ 767	\$ 7,667
Contract Manager	58,784	7.00%	3,703	411	4,114
Deputy Division Director	101,161	3.70%	3,369	374	3,743
Policy Director	96,865	3.70%	3,226	358	3,584
Contract Mgt. Director	90,142	3.70%	3,002	334	3,336
Contract Mgt. Supervisor	62,400	3.70%	2,078	231	2,309
Administrative Support	54,725	3.70%	1,822	202	2,024
Total			\$ 24,100	\$ 2,677	\$ 26,777

Fringe Benefits

Retirement	6.50%		\$ 1,567	\$ 174	\$ 1,741
FICA	7.65%		1,844	205	2,049
Insurance	15.00%		3,615	402	4,017
Total	29.15%		\$ 7,026	\$ 781	\$ 7,807

Travel

Travel for state grant manager and/or contract manager for travel relating to program administration, such as to attend a regional DOL meeting. Travel is paid in accordance with state travel regulations and agency travel policy.			\$ 1,080	\$ 120	\$ 1,200
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Supplies

<i>Consumables</i> Estimated allocable share of office supplies, computer supplies,			\$ 102	\$ 12	\$ 114
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Contractual

<i>Subrecipient</i> Please see Supplement 7 "Contractual" for detail.			\$ 373,356	\$ 41,484	\$ 414,840
--	--	--	------------	-----------	------------

Other

Estimated allocable share of utilities, building rental, and other operating expenses.			\$ 900	\$ 100	\$ 1,000
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Indirect

DOL-Approved Rate	19.95% of Personnel		\$ 4,808	\$ 534	\$ 5,342
Administrative Costs Subtotal			\$ 411,372	\$ 45,708	\$ 457,080

PROGRAM COSTS					
Cost Categories		Federal 90%	Match 10%	Total	
Personnel Salary/Wage					
N/A		\$ -	\$ -	\$ -	
Fringe Benefits					
N/A		\$ -	\$ -	\$ -	
Travel					
N/A		\$ -	\$ -	\$ -	
Supplies					
N/A		\$ -	\$ -	\$ -	
Contractual					
<i>Subrecipient</i>		\$ 4,380,057	\$ 486,673	\$ 4,866,730	
Please see Supplement 7 "Contractual" for detail.					
Other					
N/A		\$ -	\$ -	\$ -	
Indirect					
N/A		\$ -	\$ -	\$ -	
Program Costs Subtotal		\$ 4,380,057	\$ 486,673	\$ 4,866,730	
Total Grant Funds		\$ 4,791,429	\$ 532,381	\$ 5,323,810	

MATCH			
Match consists of \$4,224 of state general revenue-funded project costs provided by the Grantee, and \$528,157 contractual match provided by subrecipient in-kind/nonfederal support.			\$ 532,381

Supplement 6

Contractual Budget Summary and Budget Detail

Supplement 6
Contractual Budget Summary and Budget Detail
PY 15 Senior Community Service Employment Program

BUDGET SUMMARY			
Cost Categories	Administrative Costs	Program Costs	Total Funds (Administrative and Program Costs)
Personnel Salary/Wage	\$ 41,360	\$ 412,054	\$ 453,414
Fringe Benefits	\$ 18,612	\$ 197,786	\$ 216,398
Travel	\$ 850	\$ 90,656	\$ 91,506
Supplies	\$ 1,351	\$ 31,958	\$ 33,309
Contractual	\$ 3,463	\$ 14,606	\$ 18,069
Other	\$ 307,720	\$ 3,632,997	\$ 3,940,717
Total Grant Funds	\$ 373,356	\$ 4,380,057	\$ 4,753,413
Match: Non-Federal/In-Kind Contributions			\$ 528,157
Total Project			\$ 5,281,570

BUDGET DETAIL

ADMINISTRATIVE COSTS

Cost Categories	Amount	Budget Justification
Personnel Salary/Wage	\$ 41,360	
State Director (Cowan)	5,110	7% of time X \$73,000
Payroll Admin. Support Technician	6,720	35% of time X \$19,200
Bookkeeper (Keen)	27,212	60% of time X \$45,354
Office Administrator (Tobias)	2,318	5% of time X \$46,350
Fringe Benefits	\$ 18,612	
		Calculated @ flat rate of 45% of salary/wage
Travel	\$ 850	
		Travel for State Director (9%), Office Administrator (9%) , & Bookkeeper (61%) for TWC's Annual Conference; Leadership Meetings and State Director travel as needed. <i>Travel costs not to exceed State of Texas guidelines.</i>
Supplies	\$ 1,351	
Office Supplies	825	Supplies calculated at 9% of total supplies cost for State Office
Computer supplies	37	
Postage & shipping	400	
Express mail	89	
Contractual	\$ 3,463	
Office space rent	2,052	9% of \$1,900/month
Storage space rent	1,260	1 storage unit @ \$105/month
Office equipment rental	151	9% of postage machine @ \$1,680 per year
Other	\$ 307,720	
Other – Indirect costs	\$ 278,932	New 8.57% NICRA provisional approved by DOL

ADMINISTRATIVE COSTS (Continued)		
Cost Categories	Amount	Budget Justification
Other (Continued)		
Other-Miscellaneous	\$ 28,788	
Conference booth	162	Booth space rental for TWC's Annual Conference
Internal & external meetings	300	Rental of hotel conference room for Kickoff meeting
Office maintenance & repair	326	9% of contracts for printers,
Telephone	1,650	9% of land lines, cell phone, & 800
Bond & insurance	20,000	General liability insurance, fidelity bond, & umbrella insurance
Internet	950	9% of total internet costs for state
Bank charges	5,400	
Administrative Costs Sub-Total	\$ 373,356	

PROGRAM COSTS		
Cost Categories	Amount	Budget Justification
Personnel	\$ 412,054	
ETC #1 Bobbie Bates	32,668	100% of time X \$32,668
ETC #2 Ilse Galvan	32,668	100% of time X \$32,668
ETC #3 Nicolina Ortiz	32,668	100% of time X \$32,668
ETC #4 Valori Huntsman	32,045	100% of time X \$32,045
ETC #5 Liz Cox	31,769	82% of time X \$38,743
ETC #6 Margarete Patterson	24,960	78% of time X \$32,000
ETC #7 Marilyn Cates	22,868	70% of time X \$32,668
ETC #8 Shirley Traylor	17,641	54% of time X \$32,668
ETC #9 Brenda Wilson	24,000	50% of time X \$48,000
ETC #10 Courtney Arroyo	11,434	35% of time X \$32,668
ETC #11 Billie Sue Wilkins	9,800	30% of time X \$32,668
Data Quality Spec.	25,272	90% of time X \$28,080
Data Quality Spec.	2,808	10% of time X \$28,080
State Manager #1 Young	24,000	50% of time X \$48,000
State Manager #2 Langston	24,000	50% of time X \$48,000
Office Administrator	25,493	55% of time X \$46,350
State Director	37,960	52% of time X \$73,000
Fringe Benefits	\$ 197,786	
		Calculated @ flat rate of 48%
Travel	\$ 90,656	
Kickoff meeting	\$ 10,500	Kickoff meeting in July or August -- Includes hotel, per diem, & mileage for 14 staff members
Staff travel	\$ 62,156	Includes mileage, per diem, & hotel
Participant Assistant travel	\$ 18,000	Includes mileage only

PROGRAM COSTS (Continued)		
Cost Categories	Amount	Budget Justification
Supplies	\$ 31,958	
Office supplies	20,279	General office supplies for state office & field staff, including but not limited to ink, paper & other misc
4 Desktops/towers	3,000	4 office desktops in State office @ \$750 each (to replace items 7 years or older)
Copier/Scanner/Printer	3,599	replace Sharp copier/scanner/printer
Printing supplies	1,500	For business cards, promotional
Postage & shipping costs	3,160	9% of total cost of Texas State Office postage & shipping, includes but is not limited to postage for customer satisfaction surveys and for some participants' payroll checks
Express mail	420	
Contractual	\$ 14,606	
State Office rent	11,856	52% @ \$1,900/month
Maintenance contracts	2,750	Maintenance contracts for printers, copiers, & scanners
Other	\$ 3,632,997	
Other – Participant Wages & Fringe Benefits (PWFB)	\$ 3,539,668	75% of the Texas SCSEP grant (\$3,593,572) minus 1.5% of PWFB for additional training & supportive services. Includes participant wages, FICA calculated @ 7.65%, and Workers Compensation calculated at 5.38%

PROGRAM COSTS (Continued)		
Cost Categories	Amount	Budget Justification
Other (Continued)		
Special Request for 1.5% PWFB for Training and Supportive Services	\$ 53,904	See Attachment E, Optional Special Request.
a) Special Request -- Training	33,904	Training for healthcare occupations (1/1/16 to 06/30/16); training for other high-growth occupations. computer skills, online training, and blended learning webinars (7/1/15 - 6/30/15)
b) Special Request -- Supportive Services	20,000	Supportive services for Healthcare Initiative participants during training & after placement in unsubsidized healthcare jobs for 6 months (1/1/16
Additional Supportive Services	\$ 15,000	Supportive services for participants during training & after placement in unsubsidized employment for 6 months
Other – Miscellaneous Costs	\$ 24,425	
Computer troubleshooting	500	Local (Texas) & emergency computer repair (IT department in Arlington, VA)
Telephone/internet/hotspots	23,000	Land lines, cell phone reimbursement for staff, hotspots, & internet connections
Motor Vehicle Record check	325	For staff & participant assistants
Booth display space	600	Space rental at TWC's Annual Conference
Program Costs Sub-Total	\$ 4,380,057	
TOTAL GRANT FUNDS (Administrative & Program Costs)	\$ 4,753,413	

MATCH		
Non-Federal/In-Kind Contribution	\$ 528,157	Non-federal/in-kind supervisory salaries

<i>For Agency Use Only</i>	
Cost category budget{s} associated with the above costs:	
1241 Enrollee Wages and Fringe Benefits	\$ 3,539,668
1241 HQ Admin-Indirect Charges	\$ 278,932
1241 Local Administration	\$ 94,424
1241 Other Enrollee Expenditures	\$ 840,389
1241 In-Kind Contribution – Supplemental Data	\$ 528,157

Supplement 7

TWC Cost Allocation Plan Approval Letter, dated February 4, 2015

U.S. Department of Labor

Office of the Assistant Secretary
for Administration and Management
Washington, D.C. 20210



Rec'd CFO office
2-9-15

February 4, 2015

Mr. Randy Townsend
Chief Financial Officer
Texas Workforce Commission
101 E. 15th Street
Austin, TX 78778-0001

Dear Mr. Townsend:

We have reviewed your organization's final indirect cost allocations for FYE's August 31, 2011-2013. The Texas Workforce Commission has chosen not to employ an indirect cost rate, but to allocate actual costs monthly in accordance with the Integrated Statewide Accounting System/PeopleSoft cost allocation methodology.

The allocation methodologies delineated in your Cost Allocation Plans are hereby approved on a final basis for fiscal years ending August 31, 2011 through August 31, 2013. The allocation methodologies are approved on a provisional basis for fiscal years ending August 31, 2014 and August 31, 2015. **Any changes** to the Cost Allocation Plan must receive the prior written approval of the Division of Cost Determination.

Note: The charging of SWCAP costs to Federal programs is based on the prior year's approved SWCAP. **This methodology must not change** without prior written approval of the Division of Cost Determination.

ETA TEGL 6-05- TWC provided a Certificate of Compliance for FY's 2011-2013. TWC certifies that they collect other taxes but only uses them for UI programs. Based on the Certificate, your organization is deemed compliant with the ETA TEGL requirement.

ETA TEGL 15-09- TWC submitted a cost allocation plan (CAP) for TEGL 15-09 which we reviewed and accepted. TWC provided a Certificate of Compliance for FY 2013. TWC certifies that less than 100% of the P&I collected was used for the benefit of the UC Program. As a result of the execution of their CAP for FYE August 31, 2013, non-UC share of cost as identified in the plan was \$70,443.51 and was credited to the UI Appropriation from non-federal sources. We reviewed the calculations and methodology and hereby approve this amount. Your organization is deemed compliant with the ETA TEGL requirement.

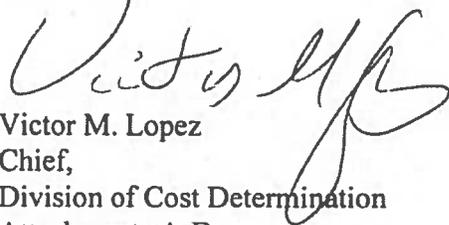
Indirect cost proposals, based on actual cost for FYE August 31, 2014 and budgetary cost and rate information for FYE August 31, 2016 as well as the proposals containing costs and

certifications for TEGL's 6-05 and 15-09 are due in this office **no later than February 28, 2015**. The proposals must be supported by documentation cited in the enclosed attachments and submitted to:

U.S. Department of Labor
Division of Cost Determination, Room S-1510
200 Constitution Ave, NW.
Washington, DC 20210
ATTN; Mr. Victor M. Lopez

If you have any questions, please contact Ms. Cara Radosevich at (202) 693-4110.

Sincerely,



Victor M. Lopez
Chief,
Division of Cost Determination
Attachments A-D

Supplement 8

TWC Non-Federal Contribution Policy for SCSEP

Texas Workforce Commission

A Member of Texas Workforce Solutions

Title: **Non-Federal Contribution Policy for the Senior Community Service Employment Program (SCSEP)**

Statutory Requirement: SCSEP grantees must provide a non-federal match of ten percent of the total project cost for each program year.

$$\begin{array}{rccccccc} \text{Annual SCSEP allocation} & + & \text{Match} & = & \text{Total Project Cost} \\ 90\% & & 10\% & & 100\% \end{array}$$

Policy: This policy outlines the Texas Workforce Commission's (TWC) requirements for non-federal matching contributions reported by the Texas State SCSEP subcontractor (subcontractor).

Purpose: To ensure that the subcontractor's matching non-federal contributions are complete, accurate, in compliance with federal and state regulations, and reported timely.

Types of Non-Federal Contributions

Non-federal contributions include cash and in-kind contributions:

- (1) *Cash match:* Cash contributions to support SCSEP such as:
 - subcontractor salaries and fringe benefits
 - administrative travel
 - office space costs
 - equipment and furniture; and
 - miscellaneous expenditures such as postage, payroll services, communications, copying services, etc.
- (2) *In-kind contributions:* The value of donated or discounted non-cash goods and services directly benefitting SCSEP. In-kind contributions may be provided by host agencies, other community organizations, and individuals.

Host Agency In-Kind Contributions

- (1) *The host agency supervisor's time.*
 - The host agency supervisor's time reported as non-federal contributions must be paid from non-federal funds;
 - The host agency supervisor's time for each participant pay period must be consistent with the time/schedule of participants during each pay period; and

- The host agency supervisory rate must be consistent with the supervisor's hourly wage and fringe benefit rate.
- (2) *Other host agency in-kind costs* may include such items as office space, equipment, and furniture donations; utilities, telephone, supplies, and postage donated for the subcontractor's use; other project costs such as transportation, health screenings, training, and supportive services; and other services contributed to the project.

Other In-Kind Contributions

Community organizations may also provide in-kind contributions. These may include such items as:

- services provided, like professional services or a physician's time;
- discounted services, that is, the difference between the market value of a service or item and the amount charged to the subcontractor; and
- meeting space.

General Requirements for Non-Federal Contributions

- Are identified as non-federal contributions in the subcontractor's recordkeeping system;
- Are not included as contributions for another federal program;
- Are necessary and reasonable to accomplish the program objectives;
- Are allowable under the New Uniform Guidance Regulations; and
- Are verified by documentation.

Responsibilities of the Subcontractor

The subcontractor is responsible for:

- Developing and maintaining policies, procedures, and forms to document non-federal contributions;
- Verifying that non-federal costs are calculated accurately, completely, and recorded in the subcontractor's accounting records;
- Submitting in-kind contributions with monthly expenditure reports online in TWC's Cash Draw and Expenditure Reports (CDER) database until the ten percent match requirement has been met;
- Providing all required documents for review upon request by TWC's Subrecipient Monitoring staff for desk audits and/or on-site reviews; and
- Ensuring that all SCSEP records with personal identity information are kept confidential, whether in paper, electronic or verbal form.

Documentation Required

(1) *Host agency supervisory time*

- Participant time sheets with supervisor's hours -- completed and signed by Host Agency Supervisor, also signed by participant -- for each pay period.
- Host agency supervision report with supervisors' hourly wage and fringe benefits and percent of supervisor's wages and fringe benefits funded by federal and non-federal sources; to be updated annually

(2) *Non-federal contributions other than direct supervision of participants*

- Receipts and records for each contribution, including:
 - type of contribution (cash, space, training, etc.)
 - date(s) of contribution
 - cost breakdown as appropriate
- Non-federal contributions report form listing types of contributions, amount contributed for each type, and total contribution; two semi-annual reports for each program year (Quarters 1-2 and Quarters 3-4)

Responsibilities of Texas Workforce Commission

- Communicate TWC's policy and requirements for non-federal contributions to the subcontractor and provide technical assistance as needed;
- Ensure that the subcontractor's policies, procedures, and forms to document non-federal contributions meet TWC's requirements
- Track the subcontractor's in-kind contribution submissions;
- Verify annually with a desk audit and/or on-site monitoring visit that the subcontractor's non-federal contributions are complete, accurate, and in compliance with federal and state regulations.

References

Title V of the Older Americans Act Amendments of 2006 (Public Law 109-365, October 17, 2006, §502(c).

20 CFR §641.809 What non-Federal share (matching) requirements apply to the use of SCSEP funds?

2 CFR Chapters 1, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 (79 Fed. Reg. 75871).

Attachment D

Programmatic Assurances for PY 2015 Funds

Attachment D

Programmatic Assurances for PY 2015 Funds

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

You agree to:

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL No. 12-06, to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area.
- Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA).
Individuals with priority include those who:
 - Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before non-covered persons);
 - Are 65 years 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 utilizing services provided through the One-Stop Delivery System;
 - Are homeless or are at risk for homelessness.

Assessment

- Assess participants at least twice per 12-month period.
- Use assessment information to determine the most appropriate community service assignments (CSAs) for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to transition to other services.
- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by DOL in the grant agreement and only

ATTACHMENT D

when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment (CSA)

- Base the initial CSA on the assessment done at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at CSA through annual monitoring.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Maintenance of Effort*: Ensure that CSAs do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that CSAs do not:
 - Displace currently-employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
 - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
 - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

- Provide orientations for its participants and host agencies, including information on:
 - Project goals and objectives
 - Participant rights and responsibilities
 - CSAs
 - Training opportunities
 - Available supportive services
 - Availability of free physical examinations
 - Host agencies

ATTACHMENT D

- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
- SCSEP goals and objectives
 - Grantee and local project roles, policies, and procedures
 - Documentation requirements
 - Holiday and sick leave
 - Assessment process
 - Development and implementation of IEPs
 - Evaluation of participant progress
 - Health and safety issues related to each participant's assignment
 - Role of supervisors and host agencies
 - Maximum individual duration policy, including the possibility of a waiver, if applicable
 - Termination policy
 - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers' compensation and other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Establish written policies relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

Durational Limits

Maximum Average Project Duration – 27 Months

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

Maximum Individual Participant Duration – 48 Months

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets extension criteria.

ATTACHMENT D

- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.

Termination Policies

- Provide a 30-day written notice for all terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment for:
 - Provision of false eligibility information by the participant
 - Incorrect initial eligibility determination at enrollment
 - Income ineligibility determined at recertification
 - Participant has reached individual durational limit
 - Participant has become employed while enrolled
 - IEP-related termination
 - Cause (must be approved by the ETA prior to implementation)

Equitable Distribution

- Comply with the equitable distribution (ED) plan for each state in which grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.
- Comply with the authorized position allocations /ED listed in www.scseped.org.
- Collaborate with all grantees authorized to serve in your state to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits, and provide this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the FPO approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients' and local project operators' skills, knowledge, and abilities.

ATTACHMENT D

- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipients and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency, and employer surveys.
- Develop a written plan for both disaster response and recovery so SCSEP may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce investment boards, American Job Centers (One-Stop Centers), vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees should give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored separately by grantee or sub-recipient from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media, *e.g.*, personal identification numbers (PINs) and SPARQ logins.
- Ensure that the ETA/SCSEP national office is immediately notified by grantee in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under its grant comply with all SPARQ access and security rules.

Documentation

- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and recertifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances, *e.g.*, TEGs, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice.
- Ensure data are entered directly into the WDCS/SPARQ.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

ATTACHMENT D

If any box is not checked, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to those standard grant requirement(s).

By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.



Signature of Authorized Representative



Date

Attachment E

Optional Special Requests

Request for Additional Funds for Participant Training and Supportive Services

Older Americans Act (OAA), Section 502(c)(6)(c)

Attachment E

Optional Special Requests

Additional Funds for Participant Training and Supportive Services (Older Americans Act Section 502(c)(6)(c))

a) Detailed Description of the Additional Training and Supportive Services to Be Provided

Texas' PY15 grant amount is \$4,791,429. The minimum funds required for Participant Wages and Fringe Benefits is \$3,593,572. Texas is requesting to use 1.5 percent of the \$3,593,572 Participant Wages and Fringe Benefits amount, or \$53,904, for additional training and supportive services. If this special request is approved, the amount budgeted for Participant Wages and Fringe Benefits will decrease commensurately to \$3,539,668, or 73.87% of the PY15 grant amount. (See Supplement 6, Contractual Budget, of this application.)

1) Additional Training

Texas is requesting \$33,904 to expand training opportunities for participants. Training opportunities will be based on local and regional labor markets; participants' assessments, employment goals, and Individual Employment Plan (IEP) service strategies; and existing and potential training providers. Four main types of training will be provided: general, computer, occupational, and job search skills training. The state subgrantee will develop and expand existing partnerships with classroom and online training providers, Workforce Solutions offices, and employers and explore opportunities for customized training.

General training. These courses, while not occupation-specific, help prepare participants to obtain and retain unsubsidized employment. Examples include literacy, numeracy, English-as-a-second language (ESL), General Educational Development (GED) preparation, and transferable workplace skills or "soft skills" training.

Online training is available with the state subgrantee's *JobReady* program, an automated assessment and training database, that helps staff members determine participants' skill gaps and provide on-line training in basic reading comprehension, writing, and math skills as well as transferable skills like interpersonal communications. Twenty-nine basic courses are provided at no cost. However, there are over 100 additional basic and advanced courses costing \$75.00 each that participants will be able to access.

Community organizations often provide adult literacy, ESL, and GED preparation classes. Workforce Solutions offices sometimes provide soft skills or transferable workplace skills. When costs for these types of training are not covered by partner agencies, the state's subgrantee will be able to pay the additional training costs. TWC staff will coordinate with the state's Adult Education and Literacy Department, now a part of TWC, to identify and explore opportunities for adult literacy and ESL classes with an employment focus.

Computer training. The state subgrantee has received recognition for its information technology training programs for low-income seniors and continues to excel in this area. Since computer literacy is necessary for most jobs, all participants will be given access to basic computer training. Participants needing more advanced courses, including certificate or certification-level courses, can be provided with training in accordance with their IEPs. Online training can be used when the participant indicates a preference for such training or when similar resources cannot be arranged at no or low cost through accessible community partners such as Workforce Solutions offices and community colleges.

Computer skills training has a three-tiered approach. Participants who require a basic understanding of how to use a computer and Internet browsing, may learn these skills in a community service assignment or in a one-on-one session with a field coordinator of participant assistant using a laptop computer. Computer software is loaded onto the laptop, so that in rural areas where internet access is not available, the laptop serves as a portable training device. Another option is accessing online, self-paced training presented by a facilitator at a training site, a Workforce Solutions office, or a local state subgrantee office. Online resources available to participants include entry-level training through Teknimedia, a self-paced computer skills program that has been successful with SCSEP participants, or through the *JobReady* program or GCFLearnFree.com computer training.

The second level of training is transferable computer skills that participants can either learn at the training site if they have access to computers at their host agencies, or through one-on-one interaction with a facilitator. Components may include, but are not limited to, exploring e-mail, basic word processing, spreadsheets, and presentations. When other facilitators are unavailable, state subgrantee field staff are trained to provide hands-on support to online/self-paced trainees.

The third level is advanced training that allows the participant to gain skills in A+ Certification, QuickBooks, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Access, and/or Outlook. Training is available based upon a labor market analysis by the state subgrantee's regional coordinator and evidence that there is a demand for these skills within the local labor market. Both Teknimedia and *JobReady* are low-cost resources for more advanced technology certificate courses. Participants can also take courses through Workforce Solutions offices, community/technical colleges, or a partnership between these two or other entities.

Occupational skills training. Recent examples from Texas' Healthcare Initiative pharmacy technician, include certified nursing assistant, phlebotomy technician, and medical billing and coding courses that are offered at local community and technical colleges. Some are also offered online from private companies such as PennFoster. Prices range from \$700 to \$1,700 for classroom and online courses. Additional examples of occupation-specific training include teacher's aide certificate or courses, fork lift certificate training, commercial driver's license training, and security guard training. Self-paced advanced courses in *JobReady*, such as bookkeeping skills, medical office skills, customer service skills are particularly valuable in rural areas, since they are self-paced, provided at low cost, and available online through the program.

For entry-level retail and hospitality sector jobs, strengthening basic computer literacy skills may be the only “hard skill” that is needed

The Healthcare Initiative pilot project has brought together training partners and business partners with participants who have successfully completed their training, and because of these newly developed relationships, future training opportunities will lead to opportunities for higher-paying employment positions.

Job club/job search training. Once trained, participants are empowered in their job search with customized job search assistance that, at a minimum, includes resume preparation, interview skills, and referrals. Because job development is most effective when the participant is actively involved in the process, job referrals made by staff or through the Texas Workforce Solutions network supplement the activity of the participant. Sometimes more in-depth support may be necessary, especially for participants who lack confidence in their ability to find a job. Support can be provided either through Workforce Solutions’ job-search classes or through the state subgrantee’s job club/job search training developed specifically for older job seekers. The state subgrantee’s job club/job search training incorporates practices from its most successful projects around the country as well as ideas and adapted materials from some of the most recognized trainers in the industry. A computer literacy component on submitting electronic resumes and applying for jobs online is included in job clubs for participants who need it. In rural areas where there are few participants, staff members may collaborate with other employment and training providers to ensure there are enough participants to hold a job club.

Blended learning. The state subgrantee’s federal project is currently piloting a blended learning program in Texas for customer service and office skills training. This training combines a multi-state webinar facilitated by a local field coordinator at each site. If the pilot is successful, TWC may want to add blended learning to the currently available occupational skills training.

Customized training. This specialized training is training designed to prepare a participant for a particular job or industry in demand in the participant’s community. A contract is negotiated with a training provider that details specific skills to be learned, timelines, and payment responsibilities. Workforce Solutions offices and other community partners can provide this type of training. The state’s subgrantee plans to explore potential customized training opportunities for participants in high-growth occupations.

2) Additional Supportive Services

Before the state’s Healthcare Initiative, most supportive services and supplies were obtained at no cost. Texas is requesting \$20,000 for additional supportive services specifically for Healthcare Initiative participants. Staff members will be able to purchase supportive services and supplies for participants when these are not available at no cost. Examples of supportive services include:

- immunizations, which are required by many community/junior colleges for health care continuing education training;

- incidental expenses such as uniforms, work shoes, new eyeglasses, stethoscopes will help participants successfully complete their health care training, obtain unsubsidized employment, and retain their employment for six months;
- transportation expenses such as gas cards and transit passes, that cannot always be met by no-cost community resources. Transportation is a major problem for many rural participants, particularly for those who do not have cars;
- general supportive services such as occasional assistance with rent or utilities.

b) An explanation of how such activities will directly benefit participants, improve the effectiveness of the project, and improve employment outcomes for individuals served.

In the past few years, participants served by the state subgrantee have needed more training and supportive services to achieve unsubsidized employment. This is due to several factors:

- SCSEP's emphasis on serving those most in need, i.e., with the most employment barriers;
- Increased entry-level educational and/or skill requirements, such as computer literacy, for most jobs;
- Emphasis on moving participants into high-growth occupations, that generally require more highly skilled workers
- The ongoing challenge of enabling participants in rural areas to find and obtain unsubsidized employment.

The state subgrantee is taking a proactive approach to extending training opportunities to participants. Additional resources will enable participants to access higher-level skills training opportunities as a result of enhanced linkages with community and technical colleges, Workforce Solutions offices, and other providers. Access to online and software training resources will benefit all participants, particularly those residing in rural areas. Making online training available at the host agency, in the home, or at other accessible sites means that all participants will have the opportunity to learn the computer skills required for their career objectives. Since computer skills are required for most jobs, the emphasis on computer training will enable participants to increase their computer proficiencies and become job ready more quickly than in the past. Because participants' skills and skill levels will increase, they will be more marketable with local businesses. Their entered employment and retention rates are expected to improve.

Increased funds for supportive services will enable the state subgrantee to continue to supply the needed services and support for Healthcare Initiative participants after the Limited Competition Grant ends on 12/31/15 (if DOL approves the requested six-month, no-cost extension to the project. This support would assist any Healthcare Initiative participants still enrolled in training to have their certification/license costs paid for, support Healthcare Initiative participants to transition effectively to unsubsidized employment, and continue assisting them as needed to retain their employment. For example, a participant training for CNA certification may need work-related incidentals, such as blood pressure equipment and a uniform, which a community college cannot provide. Since the state subgrantee will now be able to supply the needed items, a community college becomes more willing to set up a class specifically for older job seekers and at a reduced cost. Increased funds for supportive services is expected to result in fewer unplanned exits by participants and increased employment and retention rates.

c) A sequence and timeline for these activities

As part of the on-going IEP process, state subgrantee staff members identify additional training to be provided to participants to assist them to achieve their employment goal. The schedule for training to meet the needs of an individual participant is determined by several factors: the availability and schedule of classes at community educational institutions or through Workforce Solutions offices; ability to leverage resources by coordinating with other entities; service strategy timelines; or a participant’s decision to engage in online training. Likewise, supportive services are developed as quickly as possible once a need has been identified, either prior to job placement or after placement to retain employment. Computer literacy training will be introduced in several areas initially and will expand to all areas during the program year.

Proposed training for PY 15-16 is as follows:

Type of Training	Projected Training Frequency	Time Period
JobReady training – reading, writing, & math skills;	40 courses completed/month X 11 months = 440 courses completed	August 2015 - June 2016
State subgrantee Job Club	4 Job Clubs held/month X 12 months = 48 Job Clubs held	July 2015 - June 2016
Literacy, ESL, basic, & workplace skills training	Average 200 participants a month in training.	July 2015 - June 2016
Health care training	20 health care training courses completed	January 2016 - June 2016
Other occupation-specific training	25 participants complete occupational training	July 2015-June 2016

d) No displacement of eligible individuals or elimination of positions for such individuals is anticipated. Training is expected to be short-term, and because it is designed to lead to employment, participants are expected to exit the program more quickly. This assures that the funding by DOL can support the same level of enrollment, although enrollment will be of shorter duration than in the past.

e) Performance measures expected to be improved by expenditures of additional funds

Performance Measure	Expected Improvement
Entered employment	1% over final PY 14 Entered Employment
Retention	2% over final PY 14 Retention
Average earnings	\$500 increase over PY 14 Average Earnings