



**Northern Middle Tennessee
Workforce Board Inc.**

Special Populations

Committee

May 4, 2022

1:00 P.M.

[Click here for Zoom link](#)

Meeting ID: 816 7141 8835

Passcode: 377817

Telephone Number: +1 312 626 6799

Agenda

Welcome

Call the Meeting to Order

Approval of Minutes

Business Reports:

1. Career Service Provider Update
2. Federal Performance Measures
3. Business and Industry Service
4. Target Grants
 - a. Adult Education
 - b. Senior Community Service Employment Program
 - c. Summer Youth Employment Program

Adjourn

Members:

Corey Johns
Christopher West
Dr. Lynn Seifert (Chair)
George "Bo" Callis
James Harper
Ginger Jarrett
Dr. Arrita Summers

Complete zoom link: <https://us02web.zoom.us/j/81671418835?pwd=OXFKcG9IT3Eyd1pVR1FaK01Ua2pQUT09>



**DRAFT UNTIL
APPROVED**

**Northern Middle Tennessee Workforce Board
Special Populations Committee
Meeting Minutes
February 2, 2023, via Zoom at 10:00 a.m.**

Members Attending	Members Absent	Staff & Guests Attending
Chris West	Corey Johns	Kim Rye
Lynn Seifert	James Harper	Marla Rye
Bo Callis	Ginger Jarrett	Andrea Dillard
Arrita Summers		Meagan Dobbins
John Alexander		Ginger Fussell
		Sherry Maynard

The Northern Middle Tennessee Workforce Special Populations Committee met on February 2, 2023, at 10 a.m. via Zoom.

After a quorum was established, Lynn Seifert requested a motion to approve the minutes. Arrita Summers motioned, and John Alexander seconded. With no further discussion, the minutes were approved.

Career Service Providers

Andrea Dillard began by giving an update on the performance of EDSI. EDSI is exceeding their enrollment for Adults and Dislocated Workers. They exceeded their youth enrollment goal last quarter but have not met it for Quarter 2, which ended December 30. They continue to struggle with exits which makes their caseload extremely high. They were given specific exit goals to meet in order to manage the caseloads. For the last two quarters, they have not met their exit goals. Of the participants they have exited in Adults/Dislocated Worker and Youth, they are exiting at a positive rate which means they are working. EDSI is meeting the placement wage goal as well as MPCR for Adult/Dislocated Worker. They didn't achieve their Youth goal for MPCR. They have met the Youth Work Experience and In-School Youth Ratio goals.

MAC did not meet its enrollment goals for the first quarter but exceeded them for the second quarter ending December 30. They exceeded their exit and positive exit goals, but of the number of actual exits achieved, many of them are not going to work. MAC needs to improve on exiting their participants to employment. They are meeting their placement wage goal but not meeting their MPCR. They exceeded their work experience goal but did not meet their in-school youth ratio goal.

Andrea moved on to update the committee regarding the three new youth contract providers. Jobs for Tennessee Graduates has exceeded their enrollment goal. Monroe Harding has increased their

enrollments since the last meeting was held. They are struggling with expenditures and allowable costs. Liberty Station is improving. They increased their enrollments and have a better understanding of expenditures and allowable costs. These contractors do not have any exits that need to be monitored yet.

Federal Performance

Next, Andrea reviewed the Federal Performance measures. She brought to their attention that last quarter the 4th Quarter after Exit measure was failing, but when it was finalized, it rose to a passing score. The same measure for the second and third quarters is passing at 100%. All other measures have a passing score of either 90% or 100% of the goal. Currently, the chart says we are failing the measurable skills gain, but this is the only performance measure added to throughout the year, and confidently said that it would be passing by the end of the quarter due to data being updated throughout the quarter.

Bo Callis asked when these particular participants would have entered the program. Andrea stated that these participants would have exited the program around two to two and a half years ago. Meagan added that the only real-time data is the measurable skills gains. Andrea stated that these participants are followed up with quarterly. Marla added that it is a delayed measuring system.

Target Grants

Marla informed the committee that an \$80K justice-involved grant was applied for and awarded. We plan to partner with Vol State Community College and Nashville State to provide industrial readiness training in Sumner County. The program is set to start on March 13, 2023, with 20 individuals. They are working on getting employers involved on the front end and agree to hire individuals once they graduate and give the participants a smooth transition. Dr. Arrita Summers shared how they were already working in the jails and conducting a welding class. She also mentioned they were adding a correctional officer program that would work to build a system for justice-involved individuals.

Marla went on to tell the committee about the Automotive Technician Development Training project. Multiple dealerships across middle Tennessee have worked together to start the training program. The automotive industry is currently a growing sector. To fill needed positions with qualified candidates, they want to create training to expedite technicians through the certification process. It is starting with Ford, but they want to open it up to all brands of vehicles. A pilot project is being developed, and the state will be asked for funding. This will be completed through the Tennessee College of Applied Technology.

Marla moved on to the Adult Education Program and the changes happening. The state is limiting the number of counties that agencies can bid on. They are looking for more agencies to handle a smaller number of customers. Agencies can now bid on only six counties. The RFP will be released on March 1, 2023.

Marla informed the committee that after meeting with the executive committee, it had been decided to ask the state to run a pilot project that focuses on employment first. This plan has a work-first approach where the AJCs would act as a temporary staffing agency, and the Board staff can interact more directly with the service providers and the county mayors. Since this will be a labor-intensive project, they will also ask to waive the minimum participant cost rate. This is a strategy to increase the staff at the AJCs in the four lowest counties to act more as a direct placement mechanism. A regional OSO will provide some firewall protection. They would be there for the career service provider employees to report to if

there is an issue, and the regional OSO would report to the Upper Cumberland Board and not the Northern Middle Board. Upper Cumberland would have to rebid for a regional OSO. If the state approves this contract, then EDSI and MAC would be renewed for one year with the option to renew for another year based on their performance. Changing contractors makes meeting the state's guidelines difficult because of the time for them to get their bearings, and it would be too much to implement a pilot while assisting new contractors. Additional funding will not be requested but appropriated through the normal allocations. If this pilot project is successful, we would want to deploy this model through all counties.

Adjourn

Marla reminded them that the next Board meeting would be on February 8, 2023, in Williamson County. Lynn Seifert adjourned the committee meeting.

EDSI Goals 2022 - 2023										
Matrix:		2022						2023		
		Sep 30 (QTR 1)			Dec. 30 (QTR 2)			Mar. 31 (QTR 3)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	A/DW	220	256	116.36%	220	251	114.09%	330	331	100.30%
	Youth	80	87	108.75%	80	70	87.50%	120	94	78.33%
*Exits	A/DW	176	89	50.57%	176	67	38.07%	264	43	16.29%
	Youth	64	56	87.50%	64	27	42.19%	96	28	29.17%
Positive Exits #		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	150	86	57.49%	150	65	43.3%	224	41	18.3%
	Youth	54	49	90.07%	54	27	50.0%	82	28	34.1%
		Exits	Positive	Percent	Exits	Positive	Percent	Exits	Positive	Percent
**Actual Positive	A/DW	89	86	96.63%	67	65	97.0%	43	41	95.3%
Exit Rate	Youth	56	49	87.50%	27	27	100.0%	28	28	100.0%
Placement Wage		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	\$ 16.00	\$ 29.97	187.31%	\$ 16.00	\$ 19.90	124.4%	\$ 16.00	\$ 18.56	116.0%
	Youth	\$ 12.00	\$ 16.75	139.58%	\$ 12.00	\$ 19.06	158.8%	\$ 12.00	\$ 19.27	160.6%

MAC Goals 2022-2023										
Matrix:		2022						2023		
		Sep 30 (QTR 7)			Dec. 30 (QTR 8)			Mar. 31 (QTR 9)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	ISY	21	7	33%	22	37	168.18%	21	16	76.19%
	OSY	15	12	80%	15	18	120.00%	15	17	113.33%
Exits										
(80% of new enrollments)	Youth	29	35	122%	30	59	199.32%	29	22	76.39%
		Positive	Total	Percent	Positive	Total	Percent	Positive	Total	Percent
Positive Placement Rate										
Target 85%	Youth	24	24	100.0%	25	38	152.0%	24	19	126.3%
Placement Wage										
	Youth	\$ 12.00	\$ 13.86	115.5%	\$ 12.00	\$15.70	130.8%	\$ 12.00	\$ 17.52	146.0%

Contractor	Enrollment Goal	Sept. 30 (QTR 1)	Dec. 30 (QTR 2)	March 31 (QTR 3)	Total	%
Jobs for Tennessee Graduates	24	18	10	1	29	121%
Monroe Harding	26	5	10	8	23	88%
Liberty's Station	23	3	5	2	10	43%

**WIOA Federal Reporting Score Card
NORTHERN MIDDLE WORKFORCE BOARD**

PY22 WIOA Core Performance Measures	Targets 100%	Targets 90%	Northern Middle			
			Q1	Q2	Q3	Q4
Adult Measures			PASS	PASS	EST	EST
Exiters			433	488		
Participants Served			1715	1708		
Employment Rate 2nd Quarter after exit	81.5%	73.35%	84.8%	89.6%	89.9%	84.6%
Employment Rate 4th Quarter after exit	80.2%	72.18%	73.3%	80.6%	83.2%	86.0%
Median Earnings 2 nd Quarter after exit	6,900	\$ 6,210	\$ 7,822	\$ 7,962	\$ 8,071	\$ 7,886
Credential Attainment w/in 4 Quarters after exit	69.0%	62.10%	69.4%	68.6%	68.0%	69.2%
Measurable Skills Gains	62.0%	55.80%	66.8%	63.7%	63.5%	50.9%
Dislocated Worker			PASS	PASS		
Exiters			222	188		
Participants Served			598	569		
Employment Rate 2nd Quarter after exit	83.0%	74.70%	90.4%	91.0%	91.7%	86.5%
Employment Rate 4th Quarter after exit	81.0%	72.90%	84.9%	87.1%	88.5%	86.8%
Median Earnings 2 nd Quarter after exit	7,900	\$ 7,110	\$ 10,400	\$ 11,058	\$ 10,516	\$ 9,889
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	60.5%	63.1%	66.0%	64.8%
Measurable Skills Gains	61.2%	55.08%	60.7%	60.6%	60.0%	43.7%
Youth			PASS	PASS		
Exiters			397	430		
Participants Served			1018	1061		
Employment Rate 2nd Quarter after exit	77.5%	69.75%	87.8%	90.8%	93.3%	88.7%
Employment Rate 4th Quarter after exit	76.5%	68.85%	75.7%	79.70%	83.8%	84%
Median Earnings 2 nd Quarter after exit	3,720	\$ 3,348	\$ 6,287	\$ 6,161	\$ 6,091	\$ 6,034
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	62.8%	65.1%	67.0%	72.3%
Measurable Skills Gains	54.2%	48.78%	57.8%	53.1%	54.7%	37.9%
GREEN-Passing at 100% of Goal						
YELLOW-Passing at 90% of goal						
Red-Failing at less than 90% of goal						

Northern Middle Program Year July 1, 2022 to March 30, 2023

Incumbent Worker Training (IWT) Grants

	County Location	Employer	Employees Trained	Contract Start Date	Contract End Date	Contract Amount	Amount Expended
1	Davidson	August Bioservices	19	8/1/2022	5/31/2023	\$ 24,214.00	
2	Sumner	GCMT	10	8/1/2022	5/31/2023	\$ 25,000.00	\$ 25,000.00
3	Davidson	VUMC	120	7/15/2022	6/30/2023	\$ 25,000.00	
4	Wilson	Jones Brothers	30	9/01/1022	5/31/2023	\$ 25,000.00	\$25,000.00
5	Davidson	Military Systems	40	7/1/1022	5/31/2023	\$ 25,000.00	
6	Montgomery	Compassion Care Clinic	1	10/1/2022	5/31/2023	\$ 2,294.00	\$2,294.00
7	Montgomery	Dan Post	16	11/1/2022	5/31/2023	\$ 12,000.00	
8	Davidson	Rogers Group Inc.	2	12/12/2022	5/31/2023	\$ 4,374.00	
9	Montgomery	LG Electronics	96	2/1/2023	5/31/2023	\$ 25,000.00	
10	Rutherford	Wearwell	24	1/23/2023	6/30/2023	\$ 25,000.00	
11	Williamson	Civil Constructors	80	3/1/2023	5/31/2023	\$ 25,000.00	
12	Davidson	Legendary Supply Chain	10	4/17/2023	5/31/2023	\$ 4,000.00	
13	Rutherford	Schwan Cosmetics USA, Inc.	8	3/1/2023	5/31/2023	\$ 3,370.00	
14	Montgomery	HankookTire Manufacturing	2	1/2/2023	5/31/2023	\$ 2,295.00	
15	Montgomery	Travis Electric	4	11/1/2022	5/31/2023	\$ 19,000.00	
	Total		462			\$ 246,547.00	\$ 52,294.00

Board designated funds available: \$300,000.00

Apprenticeship Training Grants

	County Location	Employer	Employees Trained	Contract Start Date	Contract End Date	Contract Amount	Amount Expended
1	Davidson	Dixon Mgmt Servpro BelleMeade	14	7/1/2022	5/21/2023	\$ 24,000.00	\$24,000.00
2	Sumner	R&L Servpro Hendersonville	8	7/1/2022	5/21/2023	\$ 16,000.00	
3	Williamson	Arrington Vineyards	1	8/1/2022	5/31/2023	\$ 2,000.00	\$2,000.00
4	Davidson	Rescue Electric	7	7/1/2022	5/21/2023	void	
5	Montgomery	Travis Electric	22	7/1/2022	5/21/2023	\$ 44,000.00	\$44,000.00
6	Montgomery	CMCSS	34	7/1/2022	5/31/2023	\$ 52,415.00	
7	Davidson	Empower Electric	12	9/1/2022	5/31/2022	\$ 24,000.00	
8	Williamson	CAT Financial	2	1/1/2023	5/31/2023	\$ 4,000.00	
9	Davidson	Hamilton Ryker	14	12/1/2022	5/31/2023	\$ 28,000.00	
10							
	Total		114			\$ 194,415.00	\$70,000.00

State Apprenticeship Grant Amount Available: \$194,415.00

Proposal	Northern Middle Workforce Board														
	Services	Cheatham	Davidson	Dickson	Houston	Humphreys	Montgomery	Robertson	Rutherford	Stewart	Sumner	Trousdale	Williamson	Wilson	Other
Volunteer State Community College	AE							x			x	x			Macon/Smith
Davidson County Sherriff's Office	AE Corrections		x												
Meharry Medical College	AE		x				x		x		x				
NICE	AE		x						x						
Workforce Essentials	AE	x		x		x	x			x				x	
South Central TN Workforce Alliance	AE												x		Giles, Lawrence, Marshall, Maury, Wayne
Totals		1	3	1	0	1	2	1	2	1	2	1	1	1	
NICE	IELCE		x						x						

REQUEST FOR PROPOSAL

Senior Community Service Employment Program (SCSEP)

156 Authorized Participant Positions

14 Counties in Tennessee

Request for Proposal (RFP)

Overview and Timeline

Overview																	
Program	Senior Community Service Employment Program (SCSEP)																
Awarding agency	National Council on Aging (NCOA)																
Contact person	Maura Porcelli, Senior Director, SCSEP																
Estimated available funding	\$1,455,964 for 12 months																
Grant period	July 1, 2023—June 30, 2024																
Counties and authorized positions	<p>156 authorized positions in the following counties:</p> <table> <tr> <td>Cannon: 2</td><td>Smith: 3</td></tr> <tr> <td>Davidson: 63</td><td>Sumner: 15</td></tr> <tr> <td>DeKalb: 3</td><td>Van Buren: 1</td></tr> <tr> <td>Dickson: 7</td><td>Warren: 7</td></tr> <tr> <td>Hickman: 4</td><td>Williamson: 9</td></tr> <tr> <td>Montgomery: 8</td><td>Wilson: 10</td></tr> <tr> <td>Robertson: 6</td><td></td></tr> <tr> <td>Rutherford: 18</td><td></td></tr> </table>	Cannon: 2	Smith: 3	Davidson: 63	Sumner: 15	DeKalb: 3	Van Buren: 1	Dickson: 7	Warren: 7	Hickman: 4	Williamson: 9	Montgomery: 8	Wilson: 10	Robertson: 6		Rutherford: 18	
Cannon: 2	Smith: 3																
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Dickson: 7	Warren: 7																
Hickman: 4	Williamson: 9																
Montgomery: 8	Wilson: 10																
Robertson: 6																	
Rutherford: 18																	
Contact information for all inquiries and proposal submission	Proposals may be submitted via email to maura.porcelli@ncoa.org no later than <u>4:00 p.m. ET on Monday, May 1, 2023.</u>																
Required copies to be submitted	1 electronic copy of complete application package.																
Timeline*																	
RFP date of issuance	Monday, April 3, 2023																
Bidders' meeting	Thursday, April 13, 2023; 2:00 PM ET/1:00 PM CT																
Last day to ask questions	Friday, April 21, 2023																
Proposal submission deadline	Monday, May 1, 2023, 5:00 p.m. ET																
Grant award announcement	No later than Friday, May 12, 2023																
Transition activities delineated by NCOA	June 1 to June 30, 2023																
Initiation of services	July 1, 2023																

I. INTRODUCTION

National Council on Aging (NCOA) is issuing a Request for Proposal (RFP) to seek a qualified public or non-profit organization for the provision of Senior Community Service Employment Program (SCSEP) services through a subgrant with NCOA. Through this RFP, a qualified service provider will be identified and selected to assist SCSEP-eligible residents in all the counties detailed in the Overview and Timeline section, to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments. Those eligible for the SCSEP program are unemployed, low-income persons who are 55 years of age or older. There will be opportunities for renewal for the successful subgrantee on an annual basis for up to five consecutive years following the period specified in this announcement if NCOA is successful during the 2024 SCSEP competition. National grantees must re compete every four to five years. SCSEP funds are contingent upon the availability of federal funds, and renewals are not guaranteed and always based on each subgrantees continued success in achieving specified grant performance, operational and financial goals.

A. About National Council on Aging

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

B. Our Current Network of Local Subgrantees

Since the U.S. Department of Labor (DOL) awarded NCOA its first grant in 1968, we have operated the program partially through local subgrantees. Through our subgrantees, over 4000 disadvantaged seniors will serve their communities in 393 counties spread over 11 states and Puerto Rico.

II. REQUEST FOR PROPOSAL

The National Council on Aging is seeking a qualified public or nonprofit agency (referred to as “Subgrantee”) to administer SCSEP, Title V of the Older Americans Act. SCSEP is the only Federally sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants receive work experience at local public or non-profit agencies and are paid a training stipend that is the higher of the Federal, State or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training. Program participants are not considered employees of NCOA, the subgrantee, or the agencies at which they train. The dual goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment, where appropriate.

Applicant must apply for all authorized positions and counties detailed in this RFP. Authorized position numbers can change slightly from year to year based on census data. The 156 authorized positions noted is based on Program Year 2022’s authorized position count.

III. ROLES AND RESPONSIBILITIES

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

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

- Provide Supportive Services to Participants

Sub grantees are required to assess all participants’ need for supportive services and to make every effort to assist participants in obtaining needed supportive services. Supportive services include but are not limited to providing directly or arranging for the payment of reasonable costs of temporary assistance, health and medical services, special job related and personal counseling, incidentals such as work shoes, badges, uniforms, eyeglasses; and tools; dependent care; housing, including temporary shelter; needs related payments; and follow-up services.

a. Components

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

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

- (i) Counseling designed to assist participants with their community service training assignments and with obtaining unsubsidized employment
- (ii) Counseling designed to assist participants with health and nutritional matters, Social Security, Medicare benefits, and laws regarding retirement
- (iii) Providing incidentals such as work shoes, safety glasses, eyeglasses, and hand tools, if these items are required for participation on the program and are not available from local resources at no or low cost to the project (NOTE: Training sites should provide incidentals such as uniforms if participants are required to wear them.)
- (iv) Instruction designed to help the participants in their community service training assignment
- (v) Periodic meetings that provide information to participants concerning health, job seeking skills, safety, and consumer affairs
- (vi) Dependent care
- (vii) Follow-up services

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

NCOA SCSEP staff supports every subgrantee by:

- Providing guidance, training and coaching on program planning and performance, program expenditures, data collection, and SCSEP and NCOA policy;
- Providing technical assistance on NCOA's person-centered approach to IEPs, community service assignments, and unsubsidized placements;
- Monitoring program performance and operations;

- Ensuring quality data, training and supporting subgrantees' data entry staff, and using NCOA SCSEP Data Collection System (DCS) and the DOL GPMS data collection system, and reports; and
- Assisting on cost reporting and other fiscal matters.

IV. FUNDING

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

- 1. Participant Wages and Fringe Benefits (PWFB)**, which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g. orientation, community service assignment, orientation, other permissible training). Participant wages are based on the higher of the Federal, State or local minimum wage or the comparable wage for similar employment. Subgrantees must spend 100% of the PWFB funds provided in the subgrant. Generally, subgrantees pay participants' wages every two weeks. PWFB constitutes 82% of the subgrantee federal budget.

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

- 2. Administrative Costs (ADM)**, which are the costs associated with:
 - Performing overall general administrative and coordination functions, including:
 - Accounting, budgeting, financial and cash management functions;
 - Procurement and purchasing functions;
 - Property management functions;
 - Personnel management functions;
 - Payroll functions;
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
 - Audit functions;
 - General legal services functions; and
 - Developing systems and procedures, including information system, required for these administrative functions.
 - Oversight and monitoring responsibilities related to administrative functions.

- Costs of goods and services.
- Costs associated with Memoranda of Understanding with American Job Centers.

ADM constitutes 6% of the subgrantee federal budget.

- 3. Other Participant Costs (OPC),** which include, but are not limited to, the costs of the following functions:
- Outreach, recruitment, and selection, intake, orientation, assessment and preparation of IEPs;
 - Participant training provided on the job, in a classroom setting or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment and tuition;
 - Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
 - Participant supportive services.
 - Participant development activities
 - Participant transportation
 - Program staff salaries in proportion to the percentage of time conducting the above services

OPC constitutes 12% of the subgrantee federal budget.

- 4. Non-Federal Share of Costs (Non-Federal).** Subgrantees provide at least a 12.5% percent non-Federal contribution to SCSEP. As part of submitting this application, the subgrantee agrees to this voluntary commitment, which must be from non-Federal sources.

Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources that subgrantee expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits, the cost of general liability insurance and rent paid for either the premises or meeting rooms, if paid in cash.
- Indirect is the amount of overhead paid by the subgrantee and distributed based on an approved distribution plan.
- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the subgrantee and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kind costs are donated or discounted professional services, space charges, meeting space, telephone and transportation.

The total proposed budget for this opportunity, including the federal grant and the non-federal contribution, is estimated as follows:

PWF:	\$1,193,890
ADM:	\$87,358
OPC:	\$174,716
Federal Subtotal:	\$1,455,964
Non-federal:	\$181,996
TOTAL:	\$1,637,960

V. TARGET POPULATION

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

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

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

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

Individual Employment Plans (IEP). Subgrantees assess each SCSEP participant to determine his or her skills and employment-related needs and develop a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal

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

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

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

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

Maintenance of Effort. A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each subgrantee must not reduce the number of employment opportunities; displace currently employed workers; impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or employ a SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

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

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

VI. NCOA SCSEP Performance Measures

The subgrantee must achieve the performance goals outlined in their Subgrant Agreement with NCOA. As stated earlier, NCOA will provide training, guidance and technical support to assist the selected subgrantee. During the Bidder's Meeting (see Section XII of the RFP for more information), we will answer questions on the performance measures and other aspects of SCSEP. Listed below are the PY23 goals for NCOA's current subgrantees. These will change if DOL changes NCOA's goals.

1. Number of eligible individuals served

Total number of people served is 160% times your number of authorized or modified positions

PY23 Goal = 160% of authorized positions by June 30, 2024

2. NCOA Unsubsidized Placement Goal

50% times your number of authorized or modified positions

PY23 Goal = 50% of authorized or modified positions exited into unsubsidized jobs by June 30, 2023

- 2. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by the end of the program year.**
- 3. Retention of unsubsidized employment two quarters after exit at 38.9%.**
- 4. Retention of unsubsidized employment four quarters after exit at 29.5%.**
- 5. Median earnings of \$3,461.**

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

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

VIII. CONTENT OF THE RESPONSE PACKAGE

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

A. Application Face Sheet (Attachment A)

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

B. Complete Narrative Responses (Attachment B)

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

C. Letters of Support

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

IX. SUBMISSION OF PROPOSAL IN RESPONSE TO THE RFP

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

The application package must be submitted electronically to the staff person listed in the Overview and Timeline **no later than 5:00 PM ET, Monday, May 1, 2023**.

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

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

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

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

XI. NOTICE OF AWARD

NCOA will announce the contract award **no later than Friday, May 12, 2023**. All Applicants will be notified of the award decision by email.

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

NCOA will host a Bidders' Meeting on **Thursday, April 13, 2023; 2:00 PM ET/1:00 PM CT**. Potential applicants will have a chance to address questions and clarify specific elements of the RFP announcement during this meeting. Questions, comments and requests for technical assistance received before the Bidders' Meeting will be addressed during the meeting, where applicable. To maintain a fair and open bidding process, NCOA will only accept inquiries regarding this RFP received in writing to the contact provided in the Overview and Timeline section. The recording of this meeting will be posted within 48 hours via a NCOA web link on the NCOA website. Potential applicants need not attend the meeting to submit an application but are strongly encouraged to attend.

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

Meeting URL: <https://ncoa.zoom.us/j/95267705413?pwd=bzNMamd1R3JCeDJsMXpIU1AwN21XUT09>
Meeting ID: 952 6770 5413
Passcode: 029278

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: +1 929 205 6099 US (New York)
 +1 669 900 6833 US (San Jose)
 888 475 4499 US Toll-free
 877 853 5257 US Toll-free

Meeting ID: 952 6770 5413

XIII. LIST OF ATTACHMENTS

1. Attachment A: Application Face Sheet and Checklist
2. Attachment B: Narrative Response

XIV. ADDITIONAL DOCUMENTS TO REVIEW

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

1. SCSEP Final Regulations <http://www.doleta.gov/seniors/pdf/FinalRule2010.pdf>
2. SCSEP PY2022 Programmatic Assurances:
https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2021/TEGL_11-21_Attachment_IV.pdf
2. 2006 Older Americans Act (OAA) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.:
http://www.doleta.gov/seniors/other_docs/PublicLaw109-365.pdf
3. 2023 Federal poverty guidelines
<https://aspe.hhs.gov/sites/default/files/documents/1c92a9207f3ed5915ca020d58fe77696/detailed-guidelines-2023.pdf>
4. Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGL 12-06 http://www.doleta.gov/seniors/other_docs/TEGL12-06.pdf

Attachment A

(Application Face Sheet & Checklist)

Agency Name: _____

Address: _____

City
Zip

State

Phone Number: _____

Website (if applicable): _____

Person to contact regarding this application:

Name: _____

Title: _____

Phone Number: _____

Email: _____

Executive Director: _____

Phone Number: _____

Email: _____

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

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

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

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

Signature of authorized representative(s):

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Attachment B (Narrative Response)

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

Agency Name: _____

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

ORGANIZATIONAL CAPACITY (25 POINTS)

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

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

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

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

2b. Do you currently administer SCSEP? ☐ Yes ☐ No

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

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

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

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

SERVICE Delivery and Coordination (40 Points)

1. Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to *Priority of Service for Individuals with Multiple Barriers to Employment* on page 6). Include in your response outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.
2. Describe your history with local employers and detail your long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment. List the employers with whom you have active relationships. List employers you haven't worked with who provide in-demand jobs with whom you might work.
3. Describe your approach and relevant experience in helping older adults secure jobs. Describe any relevant experience providing education and training services to other cohorts besides older workers—if applicable—in your community.
4. Describe your approach to meet the program goals describe in *Section VI, NCOA SCSEP Performance Measures*. If you answered "yes" to question 2b on page 18, please include information regarding your performance achievement from PY2020 and PY2021, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.
5. Describe the long-term strategy for serving minorities under SCSEP.
6. List needed community services and the exact places where these services are most needed. Specifically, address the needs and location(s) of those individuals most in need of community services and the groups with whom you would work to meet their needs.

ADMINISTRATIVE AND FISCAL QUALIFICATIONS (35 Points)

1. Describe your organizational structure and proposed job descriptions and duties of paid staff and volunteers that will be involved in the program.
2. Describe the agency's client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client records, and procedures for handling and reporting data/client information breach.
3. Describe the office space you would make available for your SCSEP program, including secure storage for personnel files and privacy for interviewing. Describe any infrastructure and staff you have in other counties. Describe how you intend to support these numbers and the operations of locations that are distant from your "home" office.
4. Describe the organization's current accounting system, including the following: staffing, what accounting software used, areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency's procedures for ensuring timely submission of invoices and other fiscal reports as requested by NCOA.
5. Using the budget in this RFP, describe what specific source(s) you expect to use for your non-Federal match (cash, in-kind and/or indirect). Also, if you answered "yes" to question 2b on page 18, please

include in your response whether you returned any grant funding at closeout of PY2021. If yes, please also include the total amount returned for PY2021 and PY2020, if applicable, and also identify the subtotal of funds by category: PWFB, ADM or OPC.

6. Under the federal Transparency Act, NCOA must report subgrantee activity to the Federal Government and requires each subgrantee to have the following: (please provide your organization's information below)
- Federal ID: _____
 - Unique Entity ID: _____
 - Do you have a current Central Contractor Registration (CCR): YES _____ NO _____
 - If yes, please provide: _____
 - 9 digit zip for Headquarters: _____ - _____ (for Congressional District)
 - 9 digit zip for Primary Place of Performance: _____ - _____ (project director's office if different from headquarters)
7. **Please attach the following documents with this RFP.** (The documents are excluded from the 12 page narrative limit but must be included as part of your application packet).
- A minimum of two letters of support (*see Section VIII-C above for more information*)
 - Organizational Chart and the resumes of key staff who would administer the program. Please include Chief Executive Officer and Chief Financial Officer in addition to program staff.

Summer Youth Employment Program Funding Opportunity Announcement

Summer youth employment and career exploration programs are a popular strategy in many communities to ensure that youth gain valuable work experience and have a safe, productive way to spend the summer months. It is also a way to expand opportunities to teens and young adults who otherwise might struggle to find employment.

The Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services Division, is supporting local efforts to increase youth employment and educational attainment through the **Summer Youth Employment Program (SYEP)**. The benefit of the SYEP is to offer a paid employment opportunity to youth paired with valuable first-hand work experience and educational learning.

The SYEP will be administered in two phases with a statewide goal of putting 3,750 youth to work by August 2024, with most of these youth participants working during the summer 2023. Information on the two phases of the SYEP are outlined below in this funding opportunity announcement.

Phase I Overview: Phase I – SYEP (Base Formula Funding) will be used for the creation and expansion of subsidized youth employment from **May 15, 2023**, to **August 31, 2023**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase I – SYEP (Base Formula Funding)
Intended Audience:	Local Workforce Development Boards (LWDBs)
Total Funding Available:	\$3 million
Maximum Award:	To be determined
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	May 15, 2023 - August 31, 2023

I. Participant Eligibility and Priority:

- A. Phase I – SYEP participants must, at minimum, meet the following federal Workforce Innovation and Opportunity Act (WIOA) eligibility requirements:

1. Be identified as out-of-school youth (OSY), ages 16-24 who meet the eligibility requirements for WIOA with limited or no work experience.
2. Be identified as in-school youth (ISY), ages 14-21 who meet the eligibility requirements for WIOA with limited or no work experience.

**Note – The WIOA State Plan waiver for in-school youth and out-of-school youth (50/50) is applicable to Phase I - SYEP funding.*

- B. In addition to the minimum eligibility requirements for Phase I – SYEP, LWDBs should prioritize services for individuals who are:

1. low-income, and/or currently in or have aged out of foster care
 - a. Low-income individual is defined as someone who:
 - i. Receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance.
 - ii. Is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. An individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

- A. The following program design elements should be considered when applying for this funding:

1. Allowable costs for Phase I – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience

- ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase I – SYEP will be calculated based upon the identified number of youth to be served in the application/proposal and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.
 - c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded LWDB which may require additional documentation to be maintained.
 - b. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase I – SYEP.
 - 2. Unallowable costs for Phase I – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. LWDBs must partner with and include letters of support in the application from the following entities for Phase I:
 - a. Minimum of three (3) required WIOA partners (20 CFR 463.400)
 - b. a local education agency
 - c. Minimum of three (3) community partners to include faith-based organizations and employers.
 - 2. LWDBs must identify a goal with the number of individual youth participants which they plan to serve during Phase I – SYEP.
 - 3. LWDBs must maintain all federal Workforce Innovation and Opportunity Act (WIOA) eligibility and performance reporting requirements for Phase I – SYEP participants in the TDLWD case management system (Jobs4TN/VOS).

4. LWDBs must have a variety of work experience opportunities available to participating youth which align to in-demand industry sectors in the local area. Regional alignment is encouraged.
5. SYEP participants must be provided an Objective Assessment which includes work readiness and documented Individual Service Strategies (ISS) which connects the service needs of each youth to the service(s) provided
6. LWDBs must make reasonable efforts to align youth career interests/goals outlined in the OAS and ISS to work experience opportunities provided through the SYEP. Should a work experience opportunity not align to outlined goals, documentation must be present in participant case notes that identify the alternative work experience opportunity.
7. Phase I – SYEP must include a component of educational training. This activity may occur concurrently or sequentially with the work experience. It may also occur outside or inside the worksite. LWDBs have the option to decide who and how the educational component is provided.
8. LWDBs must identify and make available the following services to participants:
 - a. Financial literacy learning; and,
 - b. Labor market and employment information in the local area; and,
 - c. Supportive services, as appropriate to participant; and,
 - d. Leadership development opportunities.

C. Other Program Considerations

1. Local Boards may make available the following activities during Phase I – SYEP which help youth transition to postsecondary education and training, including:
 - a. workforce preparation activities and training for a specific occupation or occupational cluster; and,
 - b. entrepreneurial skills training; and,
 - c. other career exploration activities; and,
 - d. mentoring, as appropriate to participant.

III. Period of Performance

- A. Phase I – SYEP begins May 15, 2023 and ends August 31, 2023.
1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than May 15, 2023
 3. 100% of the award must be expended by August 31, 2023

IV. Other information

A. Application Submission

1. LWDBs must submit an application/proposal, identifying the number of participants to be served during Phase I – SYEP and a completed budget based on the program design assumptions identified in this announcement.

2. LWDBs must provide a narrative detailing how Phase I will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. secondary, post-secondary education partners, and other entities to support the education component.
3. LWDBs must include the required letters of support identified in this announcement.
4. Proposals and all supporting documentation for Phase I – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Phase II Overview: Phase II – SYEP (Competitive Funding) will be used for the creation and expansion of subsidized youth employment and/or innovative career exploration activities from **July 1, 2023**, to **August 31, 2024**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase II – SYEP (Competitive State Funding)
Total Funding Available:	\$15 million
Maximum Award:	To be determined
Intended Audience:	Local Development Boards and Chief Elected Officials, nonprofit-, community-, and educational-organizations serving youth
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	July 1, 2023 - August 31, 2024

I. Participant Eligibility and Priority:

- A. Phase II – SYEP participants must, at minimum:
 1. Be between the ages 14-24, with limited or no work experience.
- B. In addition to the minimum eligibility requirements for Phase II – SYEP, awarded entities should prioritize services for individuals who are:
 1. low-income, and/or currently in or have aged out of foster care

- a. Low-income individual is defined as someone who:
 - i. receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance
 - ii. is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

A. The following program design elements should be considered when applying for this funding:

- 1. Allowable costs for Phase II – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience
 - ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase II – SYEP will be calculated based upon the identified number of youth to be served in the application and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.

- c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded entity which may require additional documentation to be maintained.
 - b. Career Exploration
 - i. After the statewide goal of youth to be served through work experience in the SYEP are served, additional career exploration or other innovative youth activities and strategies may be considered for funding. Applying entities are encouraged to include this in the Phase II – SYEP proposal.
 - ii. Examples of career exploration activities may include, but are not limited to:
 - a) Short term internships or job shadowing activities for in-school youth during Fall, Winter, or Spring breaks
 - b) Equipment for career exploration, camp experience, or mobile unit
 - c. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase II – SYEP.
 - 2. Unallowable costs for Phase II – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. Awarded entities must partner with and include letters of support in the application from the following for Phase II:
 - a. Minimum of three (3) educational and employer partners.
 - 2. Awarded entities must identify a goal with the number of individual youth participants which they plan to serve during Phase II – SYEP.
 - 3. Awarded entities must maintain all supporting documentation, such as participant eligibility, performance, and financial reporting for Phase II – SYEP.
 - a. Monthly financial and performance reporting requirements will be shared by TDLWD in the Notice of Award.

4. Awarded entities must register all Phase II – SYEP participants in the TDLWD Jobs4TN system.
5. Awarded entities must have a variety of work experience opportunities available to participants which align to in-demand industry sectors in the local area. Regional alignment is encouraged.

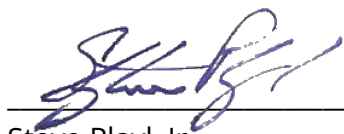
III. Period of Performance

- B. Phase II – SYEP begins July 1, 2023 and ends August 31, 2024.
 1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than July 1, 2023
 3. 100% of the award must be expended by August 31, 2024
 - a. Awarded entities not meeting 80% obligation rate as of May 15, 2024, are subject to recapture and reallocation of unobligated or remaining award balance.

IV. Other information

- B. Application Submission
 1. Entities must submit an application/proposal, identifying the number of participants to be served during Phase II – SYEP and a completed budget based on the program design assumptions identified in this announcement.
 2. Applications must provide a narrative detailing how Phase II – SYEP will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. any additional career exploration or other innovative youth activities to be considered after the identified goal youth to be served through work experience are served.
 3. Applications must include the required letters of support identified in this announcement.
 4. Proposals and all supporting documentation for Phase II – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Approved for Release:



Steve Playl, Jr.

Assistant Commissioner, Division of Workforce Services