

**STATE OF ALASKA**  
**Department of Labor and Workforce**  
**Development**  
**Division of Employment and Training Services**

**Dr. Tamika L. Ledbetter, Commissioner**

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**Mature Alaskans Seeking Skills Training (MASST)**

**Notice of Request for Grant Applications**

**July 1, 2022, to June 30, 2027**

**Date of Issue: May 4, 2022**

**Grant Applications must be received via**

**EGrAMS ([alaska.gov](http://alaska.gov))**

**by June 3, 2022 at 4:00 p.m.**



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Date: May 4, 2022**

**Subject:** Grant Plan Instructions and Equitable Distribution for the Senior Community Service Employment Program (SCSEP)/Mature Alaskans Seeking Skills Training (MASST) Applicants.

**Background.** Under the Older American Act (OAA) Title V, the Department of Labor and Workforce Development (Department), Division of Employment and Training Services (Division) provides grant plan guidance each year to provide funding, authorized positions, and to assist MASST applicants in preparing their application. This Request for Grant Application (RGA) is in accordance with OAA Title V, Amendments of 2006 PL 113-128, and Code of Federal Regulations (CFR) 20 CFR Part 641; Final Rule. MASST federally known as Senior Community Service Employment Program (SCSEP) is funded 90 percent by federal work-relief funds and 10% by the State. MASST is a required partner in the Workforce Innovation and Opportunity Act (WIOA) that reforms and modernizes Alaska's workforce development system to increase the employment, retention, earnings, and occupational skill attainment of Alaska's workers, particularly those individuals with barriers to employment, so they can move into good jobs and careers and provide businesses with the skilled workforce needed.

**Project Timeline** – July 1, 2022, to June 30, 2023 - renewable up to four years.

**Eligible Applicants:** To be eligible for funds under this grant program, an applicant must be a non-profit organization or Tribal organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code that has the ability to administer a regional training to work program. Awards made under this announcement are subject to the availability of Federal and State funds. Selection of subrecipients will be determined based on the strength of the proposal and on other pertinent factors, outlined in this announcement. Awards are renewable up to four years based on the Department's annual requirements and subject to the availability of funds and is contingent upon the subrecipient meeting or exceeding the minimum negotiated performance measures as required by section 514(a) of the OAA Amendments and 20 CFR 641.700. Organizations with training projects that will upgrade the skills of the local workforce with the latest national and state certifications and competencies in demand by employers are encouraged to apply. Training participants must meet the eligibility requirements of MASST.

**RGA Informational Zoom Teleconference will be held:**

**Date: May 17, 2022**

**Time 2:00 p.m. – 3:00 p.m. Join MASST Zoom Meeting**

<https://us02web.zoom.us/j/9074654872?pwd=M1BuQjlQWkpLeDR0YU9PMWdNSzFyUT09>

**Meeting ID: 907 465 4872    Passcode: d4dA4C**

The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer/Program. All subrecipients and host sites must comply with the Americans with Disabilities Act. To arrange for auxiliary aides or services, please contact the Division at (907) 465-4872 no later than ten working days prior to the application deadline.

DETS must receive the required documents by June 3, 2022, via [EGrAMS \(alaska.gov\)](https://alaska.gov/EGrAMS) by 4 pm.

## **The Technical Proposal**

The Technical Proposal must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this Solicitation. Points are awarded in that section based on the answer for each number and letter only. Scorers will not go back to other sections of the applications to award points.

### **1. Statement of Need**

- a. Describe the community service employment needs of the service area and identify training positions that you will target for participants. (100 points)

### **2. Project Overview**

- a. Describe in detail your organization's ability to administer MASST in the areas where you are requesting authority to provide service. (100 points)
- b. Describe your project and how you will accomplish the proposed employment and training activities. (100 points)
- c. Describe your partnerships with Alaska's Job Centers, employers, host agencies, and other organizations and detail the specific roles played by each wherever possible. (100 points)

### **3. Project Activities**

- a. Working with Employers and Employer Association  
Describe how your organization will coordinate participant services with existing partnerships and/or develop new partnerships with agencies or organizations. (100 points)
- b. Recruiting and Managing Host Agencies  
Describe how your host agencies will provide training opportunities for participants. (100 points)
- c. Providing Quality Service to Participants
  1. Describe your plan to recruit MASST participants and the roles that Alaska's Job Centers and any other partners will play in the recruitment of participants. (100 points)
  2. Explain your community work-based training and how it will help participants become self-sufficient and obtain unsubsidized employment. (100 points)
  3. Explain how you will ensure that participants' training and host agency assignments are consistent with the participant's Individual Employment Plan. (100 points)

### **4. Partnerships**

- a. List the project partners and host sites. (100 points)

## **MASST PROGRAM INFORMATION**

Thank you for your interest in applying for a MASST grant. Under the Older Americans Act (OAA) Title V, the Department provides grant plan guidance each year to provide funding, authorized positions, and to assist MASST applicants in preparing their application for the annual OAA Title V appropriation (P.L. 114-113).

MASST is the only federally sponsored employment and training program targeted specifically to low-income older individuals who are able to enter or reenter the workforce. Program participants receive paid work experience at local public or non-profit agencies and are paid the higher of the Federal, State, or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training (OAA Amendments § 502(b)(1)(J); 20 CFR 641.565(a)). The dual goals of the program are to promote useful opportunities in community service job training and to move participants into unsubsidized employment.

The purpose of this program is to foster and promote useful part-time work experiences in community service activities for unemployed low-income individuals 55 years and older, as well as provide employment opportunities to these eligible individuals in the communities in which they live. The Department will fund organizations to serve individuals aged 55 years and older who are unemployed, have incomes of no more than 125 percent of the federal poverty level, and who are not work-ready, to foster economic self-sufficiency and to increase the numbers of individuals who enjoy the benefits of unsubsidized employment. The State has a contractor to perform payroll services to participants.

Participants in this program must be provided with a comprehensive assessment, career planning, job training, and supportive services or referrals to services. All participants are required to register for work in AlaskaJobs and must actively seek and report weekly work searches to be eligible for the program. Failure of participants to register for work or to report required work searches can potentially result in the denial of continued enrollment in the MASST program and its benefits.

The program provides priority of service in selecting eligible individuals for participation need as provided in 20 CFR 641.520. These individuals:

- are 65 years of age or older.
- have a disability.
- have limited English proficiency or low literacy skills.
- reside in a rural area.
- are veterans (or eligible spouses of veterans) for purposes of the Jobs for Veterans Act, Pub. L. No. 107-288 (38 USC 4215 (a)).
- have low employment prospects.
- have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Pub. L. No. 113-128).
- are homeless or at risk for homelessness.
- has been incarcerated within the last five years or under supervision following the release from prison or jail within the last five years.

**Participant Services:** Subrecipients will provide an integrated set of participant services that will enable eligible individuals to enter the program and actively engage in MASST. Successful subrecipients must develop methods of recruitment and selections that assure the maximum number of eligible individuals have the opportunity to participate in the program, as well as a plan to recruit minorities and Indian/Native American eligible individuals. Subrecipients must provide orientation to the MASST participants, including information on project goals and objectives, community service assignments, training opportunities, available supportive services, the availability of a free physical examination, and participant rights and responsibilities. Additionally, subrecipients must conduct a comprehensive assessment that includes, but is not limited to, assessing work history, skills and interests, talents, physical capabilities, aptitudes, needs for supportive services, occupational preferences, training and/or vocational needs, potential for performing community service assignments, potential for transition to unsubsidized employment and that the assessment will serve as the basis for the development of an Individual Employment Plan (IEP).

**Participant Assessment:** Subrecipients must assess each MASST participant to determine his or her skills and employment-related needs and must develop a plan to improve the participant's employability, as required in 20 CFR 641.535. The initial IEP must include an appropriate employment goal for each participant. The subrecipient must provide or arrange for training and other supportive services identified in a participant's IEP that are consistent with MASST's goal of unsubsidized employment. Subrecipients must monitor the participant's IEP progress regularly and are required to do a reassessment for each participant every six months or sooner and, as necessary, update the IEP. If the subrecipient determines that the initial goal of unsubsidized employment is not feasible, the subrecipient must revise the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after MASST participation has ended.

**Participant Community Service Work-Based Training:** Participants are given Community Service Work-Based Training at host agencies, allowing them to build the skills needed for successful employment. Providing subsidized work-based training through community service is the core feature of the MASST service delivery model. Participants obtain income, as well as confidence and skills needed for successful employment and the organizations that host the participants can deliver more community service. Community service may include, but is not limited to, such activities as social, health, welfare, educational services; counseling services, including tax counseling; environmental efforts; weatherization efforts; and economic development, as required in 20 CFR 641.140. The training provided at these host agencies must be consistent with the participant's IEP. Participants receive wages paid by the subrecipient grant funds while they are in work-based or other training, as provided in their IEP.

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

**Host Agencies:** To ensure a seamless delivery of services, subrecipients are required to manage host agencies and partner with Alaska’s Job Centers and others to best serve participants. Host agencies provide the work sites for program participants and must be public agencies or organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code, including community and faith-based organizations, authorized Federal agencies, State agencies, or local public agencies. See 20 CFR 641.140 for limits on the types of host agencies.

Host agencies are an essential component of the program because they provide training and work experience for participants. Subrecipients must work with host agencies to identify appropriate training that does not lead to maintenance of effort violations. Subrecipients’ communication with the host agencies directly affects the value of the work-based training experience for the participants and the participants’ ability to obtain unsubsidized employment.

Training that is provided in addition to work-based community service training, is an important tool to improve the skills and talents of participants, to help them succeed in their community service assignments, and to facilitate their placement into unsubsidized employment. Subrecipients should offer practical training opportunities that are designed especially for the needs of older learners. Subrecipients must tailor their training to be consistent with the participants’ IEP and should refer to DOL Advisory Older Workers Bulletin No. 04-04 for permissible training activities for MASST which may be found at [http://www.doleta.gov/seniors/Other\\_docs/04-04.pdf](http://www.doleta.gov/seniors/Other_docs/04-04.pdf).

An important goal of the MASST is to help participants achieve self-sufficiency when they exit the program. Subrecipients must provide training opportunities that will enable participants to obtain the unsubsidized employment goal identified in each participant’s IEP. However, if an unsubsidized goal is not feasible for an individual participant, the goal must be changed to reflect another self-sufficiency goal. Subrecipients may also provide supportive services to successfully placed participants for up to 12 months to help them remain employed. Quality training efforts, appropriate placements, and good relationships between the program and the local employer community increase the likelihood of successful unsubsidized employment and job retention for MASST exiters.

## **EQUITABLE DISTRIBUTION**

The Department ensures that MASST services are provided equitably within the State through an Equitable Distribution (ED) plan, in accordance with Section 507 of the OAA. The State uses census data by region to calculate the number of authorized positions that are allocated to each census area. The number of authorized positions is proportional to the number of eligible people in the region compared to the eligible State population. For every authorized position, one or more individual can receive services during the program year. For instance, when a participant exits the program for employment, or other reasons, or when participants are on an approved break, a subrecipient may enroll a new individual based on remaining program funds. Subrecipients may only enroll participants who reside in their region in which they have authorized positions.

Region	Positions	Participants Wages	Subrecipient Costs	Total
Aleutians East	1	\$7,272	\$2,424	\$9,696

Aleutians West	2	\$14,543	\$4,848	\$19,391
Anchorage	53	\$385,397	\$128,466	\$513,863
Bethel	7	\$50,902	\$16,967	\$67,869
Chugach	1	\$7,272	\$2,424	\$9,696
Cooper River	2	\$14,543	\$4,848	\$19,391
Denali	2	\$14,543	\$4,848	\$19,391
Dillingham	2	\$14,543	\$4,848	\$19,391
Fairbanks North Star	15	\$109,075	\$36,358	\$145,433
Haines	1	\$7,272	\$2,424	\$9,696
Hoonah-Angoon	1	\$7,272	\$2,424	\$9,696
Juneau	6	\$43,630	\$14,543	\$58,173
Kenai	22	\$159,976	\$53,325	\$213,302
Ketchikan	4	\$29,087	\$9,696	\$38,782
Kodiak	3	\$21,815	\$7,272	\$29,087
Kusilvak	4	\$29,087	\$9,696	\$38,782
Lake and Peninsula	1	\$7,272	\$2,424	\$9,696
Matanuska-Susitna	31	\$225,421	\$75,140	\$300,561
Nome	3	\$21,815	\$7,272	\$29,087
North	2	\$14,543	\$4,848	\$19,391
Northwest	3	\$21,815	\$7,272	\$29,087
Petersburg	1	\$7,272	\$2,424	\$9,696
Prince of Wales-Hyder	3	\$21,815	\$7,272	\$29,087
Sitka	2	\$14,543	\$4,848	\$19,391
Southeast	2	\$14,543	\$4,848	\$19,391
Yukon-Koyukuk	3	\$21,815	\$7,272	\$29,087
<b>Total Slots</b>	<b>177</b>	<b>\$1,287,081</b>	<b>\$429,027</b>	<b>\$1,716,108</b>

Additionally:

- grant applicants may provide additional funding of their own.
- the use of funds for personnel and contractors must be clearly defined and necessary to meet the goals of the grant.
- MASST funding is not intended to replace or supplant existing resources for training.
- MASST may not be used to construct, modify, or otherwise alter existing equipment and facilities, or to finance acquisition of new equipment and facilities.

### **BUDGET NARRATIVE GUIDANCE**

When completing the application, the following detailed information is necessary to complete the budget narrative:

**Personnel Services:** Summarize the positions covered under personal services, including the roles of the positions, the proportion of the individuals' total time dedicated to this grant, wages and fringe, and the funds allocated for the positions.

**Travel:** Summarize the need for travel for professional staff. Enter participant travel under participant support.

**Contractual:** Summarize the contractual expenses, including how the costs of contractual fees were determined.

**Supplies:** Summarize the supplies that will be purchased in support of program objectives.

**Equipment:** The purchase of equipment is not allowed under MASST.

**Support Services:** Each year, participant support services are subject to US Department of Labor approval. If this waiver is approved for the State of Alaska, up to 10 percent of participants' wages and fringe line may be used for specialized training, eyeglasses, shoes, uniforms, transportation, books, and training materials. (See 20 CFR 641.874). Federal approvals expire each program year on June 30.

If you wish to request the use of additional funds for training and supportive services, you must provide:

- a) a description of the activities for which the applicant will spend the subaward funds described in paragraphs (a)(3) and (a)(4) of Federal Regulations - 641.874.
- b) description of how the provision of such activities will improve the effectiveness of the project.
- c) clarification of how the activities described will improve employment outcomes for the individuals served.
- d) a proposed budget and work plan for the activities, including a detailed description of how the funds will be spent on the activities described in paragraphs (a)(3) and (a)(4) of Federal Regulations – 641-874. The budget and work plan should detail both the additional training and support services that will be provided to MASST participants and the associated cost for each activity. Please ensure that items discussed in the work plan are included clearly in the budget and budget narrative.

**De Minimis Rate:** In accordance with 2 CFR 200.414(f), subrecipients who have not received a negotiated indirect cost rate previously can now utilize the De Minimis rate. The De Minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined at 2 CFR 200.68 as being: all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

**Indirect costs:** If the applicant has an approved indirect cost rate, a copy of the indirect cost agreement signed by the issuing Federal agency must be attached to the grant proposal. Indirect



costs are costs that are not directly accountable to a particular project, facility, function, or product. Some indirect costs may be overhead. But some overhead costs can be directly attributed to the program and are direct costs.

**Administration Costs:** A function-based definition of administration, which means costs associated with certain functions such as accounting, procurement, financial management, payroll, etc. are considered administrative costs.

The Budget Narrative will be used by the review committee to better understand program expenses. If the applicant needs more detailed instructions contact the Program Coordinator: **Rita Gray at (907) 465-4872 or [rita.gray@alaska.gov](mailto:rita.gray@alaska.gov).**

## **SUBMISSION REQUIREMENTS AND METHODS**

### **Applicants must:**

- a) submit the MASST grant application by **June 3, 2022**; by 4 p.m. and
- b) submit via [EGrAMS \(alaska.gov\)](https://labor.alaska.gov/bp/egram/home.htm). See <https://labor.alaska.gov/bp/egram/home.htm>

Application information shall not be treated as public information any time prior to the notices of award or denial but is subject to public disclosure after the notices are issued. Upon receipt, all applications and their contents become property of the Department.

The Department encourages applicants to submit their program narrative, region(s) to serve, and budget narrative application earlier, if possible, to ensure that their application will be reviewed for funding. The committee will not review applications deemed non-responsive or late.

## **GRANT PROPOSAL REVIEW AND EVALUATION**

The Department will review and score proposals following the MASST evaluation criteria.

- The project addresses community service needs including the number of residents to be trained; the region served; the priority industry; in-demand occupations; participant support and employment plan.
- The project activities are clearly defined, and estimated results are identified for outreach, training, occupational certificates, and timeline.
- The grant applicant's organizational capacity to perform the tasks and achieve results.
- Previous MASST subrecipients will be rated, in part, on timely data entry and reporting, use of budget and meeting past years' project performance outcomes.
- New applicants will be rated on experience with conducting training projects and the capacity to perform as outlined in their proposal.
- The budget, budget narrative and cost per participant clearly explain the financial needs and the estimated costs are reasonable for the project activities.

## **AWARD/DENIAL PROCESS**

**Evaluation:** The Department review committee will evaluate applications and provide the Commissioner a list of funding recommendations. If necessary, the Department may request clarification of information from applicants to assist in making funding recommendations. The Commissioner, after consultation, is solely responsible for making all grant award or denial decisions under this solicitation.

**Results of Application Review and Evaluation:** Each applicant approved by the Commissioner will be provided a written Notice of Intent to Award. Upon issuance of a Notice of Intent to Award, the application will move to the grant negotiation stage with the Department. The Commissioner reserves the right to revoke a Notice of Intent to Award if the information provided in the application is found to be subsequently in error or the decision was made based on inaccurate information. Applicants not recommended for funding will receive a written Notice of Award Denial.

**Grant Negotiations:** The Department reserves the right to negotiate with all applicants pending award of a grant as needed to achieve the best outcomes for MASST participants. The Department may negotiate the grant award amount and other conditions to ensure an adequate distribution of funds to provide employment and training services in all regions. All grant awards are contingent upon the appropriation of sufficient funds by US Department of Labor and Alaska State Legislature. While this has not happened in the history of MASST, if the MASST fund appropriation is reduced or limited in any way after the effective date of the grant agreement, awards are subject to possible re-negotiation or termination.

**Grant Award:** Grant agreements must be signed within 10 days of receipt from the Department, or the award may be rescinded to redirect the funds to a responsive MASST applicant.

**Due Diligence Review:** All subrecipients or any subcontractors receiving over \$25,000, which are not State agencies, are required to go through a due diligence process to demonstrate their suitability to receive grant funds. Additional information can be found in the Department's Pre-Award Risk Assessment and Due Diligence 07-527.2.

The Department will not issue final approval for funding if the applicant:

- fails to meet the responsibility conditions as provided in 20 CFR 641.440.
- fails to meet the performance measures; and
- fails to submit the required due diligence materials.

**Reconsideration and Appeals:** Grant applicants may file a written request for reconsideration of the Commissioner's decision within ten working days following the issuance of the Notices of Intent to Award or Deny. If a request for reconsideration is not filed within ten working days from the Notice of Intent to Award or Deny, the Commissioner's decision is final.

A request for reconsideration must contain the following information:

1. the applicant's name along with the authorized representative's name, address and contact information; and
2. the specific reasons why the award decision should be reversed.

If the Commissioner grants the request for reconsideration, the grant recipient will be advised of the decision and will contact the applicant to negotiate the terms of an award.

If the Commissioner does not issue a written decision on or before the 10th working day after a request for reconsideration is received, the request is considered denied. The Commissioner's decision is the final determination of the department. Additional information on grant awards and appeals can be found in Department policy Subaward Appeal Policy 07-507.1.

## **GRANT TERMS AND RESPONSIBILITIES**

**Program Reports:** Subrecipients must complete and submit monthly program reports by the 15<sup>th</sup> of each month. Program reports must include narrative updates on the progress of the project and statistical data related to the meeting the goals and objectives of the project scope.

**Financial Reports:** Subrecipients must complete and submit monthly invoices by the 15<sup>th</sup> of each month. To ensure that budgets are on target, subrecipients are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. Subrecipients that are not meeting their planned expenditures may have their grant awards reduced.

**Success Stories:** Success stories and photographs are critical components to the continuation of the program and shall be submitted in the monthly progress report with signed Photo Consent/Release Form.

**Participant Data Collection and Reporting:** Subrecipients are required to collect personally identifiable information (PII) for participants receiving services. The information must be collected and entered in a timely manner into the Federal database system (SPARQ) per Department policy Participant Performance Data Collection Policy 07-508.2. Data to be collected includes, but is not limited to name, birthdate, and address; social security numbers for participants receiving wages associated with activities conducted under this grant; services provided; and demographics. Files, including applications and backup documentation, must be kept for each participant. Additional file and record retention policies will be listed in the grant agreement.

**Equal Opportunity Responsibilities:** Subrecipients must disseminate, and prominently display in a conspicuous location, the Equal Opportunity is the Law notice, providing initial and continuing notice that it does not discriminate on any prohibited basis.

**Monitoring:** Subrecipients are subject to monitoring from the Department. Monitors will include, and are not limited to, review of subrecipient files and records to ensure adherence to the project scope, objectives, goals, training schedules, financial, and equal opportunity compliance. Monitoring may be conducted on-site or at the Department office. Subrecipients will receive written notices to inform them of a project monitor and may be monitored at any time with simple requests for information to confirm compliance with grant conditions. Additional monitoring information can be found in Department's Monitoring and Single Audit 07-523.2.

## **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 Senior Community Service Employment Program (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 Older American Act 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 Job for Veterans Act (covered persons who are MASST-eligible must receive services 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; or
  - 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 only 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.
- Do not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.
- Results may not be used by anyone other than the participant.

### **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 MAAST participants. Subrecipients 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
- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
  - MAAST goals and objectives
  - Subrecipient 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

### **75 % of grant Participant Wages is paid by State of Alaska Contractor**

- 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 is paid by State of Alaska Contractor**

- Provide workers' compensation and other benefits required by State or Federal law including the costs of physical examinations.
- Follows policies relating to compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays.
- Follows written policies relating to approved breaks in participation.
- Grant funds must not be used to pay the cost of pension benefits, annual leave, sick leave, or bonuses to any participant.

#### **Procedures for Payroll and Workers' Compensation is paid by State of Alaska Contractor**

- 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.

##### **Maximum Individual Participant Duration – 48 Months**

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively).
- Notify participants of your policy pertaining to the maximum duration requirement at the time of enrollment.
- 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.
- Follows 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.

#### **Equitable Distribution (ED)**

- Comply with the equitable distribution (ED) plan for each census area in which subrecipient

operates in accordance with the State ED plan or prior approval.

- Collaborate with all subrecipients 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 MASST-sponsored required subrecipient meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, host sites, 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 host sites and local project operators.
- Develop an annual monitoring schedule unless the State program coordinator approves a different standard of monitoring plans, and monitor host sites and local project operators on a regular basis.
- Develop and provide training to increase host sites and staff skills, knowledge, and abilities.
- When appropriate, prescribe corrective action and follow-up procedures for local host sites to ensure that identified problems are remedied.
- Ensure that all program and financial reports are accurate and submit them by the 15<sup>th</sup> day of every month as required.
- Develop a written plan for both disaster response and recovery so that MASST 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: Alaska's Job Centers, vocational rehabilitation providers, disability networks, basic education and literacy providers, or specific training providers.

### **Supportive Services**

- Provide supportive services 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.

### **Complaint Resolution**

- Establish and use written grievance procedures for complaint resolution for applicants, employees, host sites, and participants.
- Provide applicants, employees, host sites, 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 all participant records are securely stored by subrecipient and access is limited to appropriate staff to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored separately by subrecipient 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 MASST Juneau State office is immediately notified by subrecipient 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 recertification.
- 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 host agencies.

### **Data Collection and Reporting**

- Ensure the collection and reporting of all MASST required data according to specified time schedules.
- Ensure the use of the OMB-approved data collection forms and Federal evaluation system, SPARQ.
- Ensure 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 Grantee Performance Management System (GPMS).
- Legally obligate subrecipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the new subrecipient when subrecipients cease to administer MASST.
- Legally obligate new subrecipients to enter complete data related to any participants whom they acquire upon becoming subrecipients, including any participants who are still in the follow-up period.

### **PERFORMANCE OUTCOMES**

Subrecipients are expected to provide monthly narrative and financial progress reports to the Department that describe the activities that have taken place to achieve the goals of the grant as well as enter daily data for participants into the Federal database SCSEP Performance and Results QPR



(SPARQ) system. Program success is measured by the extent to which subrecipients meet or exceed the performance measures outlined in 20 CFR part 641 subpart G.

The performance measures are:

- aggregate hours of community service employment compared to the number of hours funded by the grant.
- entry into unsubsidized employment.
- retention in unsubsidized employment for six months.
- average earnings.
- number of eligible individuals served compared to number of positions funded.
- number of most-in-need individuals served.

These measures ensure that the individuals who are most in need of training assistance to obtain employment are enrolled, and that participants are placed in and retain unsubsidized jobs. Individuals who are job-ready must not be enrolled in this program. For more information about the Federal SCSEP program, please visit the following link: <https://doleta.gov/seniors/>. The Department analyzes performance outcomes and reports the results to the Governor, Alaska Workforce Investment Board, Alaska Commission on Aging, Alaska State Legislature, and the Federal Government.

## **QUARTERLY REPORTING REQUIREMENTS**

The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to Mature Alaskans Seeking Skills Training known federally as Senior Community Service Employment Program implementation, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

- (1) Problems, delays, or adverse conditions, which will materially impair the ability to meet the objectives of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- (2) Favorable developments, which enable meeting, time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

### **Section I. Contact Information.**

Grant Number:	
Grant Recipient Name:	
Grant Project Name:	
Grant Project Address:	

Grant Period of Performance:	
Point of Contact (Name, Phone Number, and Email):	

## Section II. Summary of Grant Activities.

The purpose of this section is to provide an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work (SOW) and ETA approved work plan/timeline. For the current quarter, please include a description of all new and ongoing:

- Services supported by the grant;
  - Key activities completed, including partnership development and coordination;
  - Performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
  - Additional activities performed by both the grantee and any sub-grantees, if applicable.
- A. This may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.
  - B. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:
    - A description of the type(s) of services offered in the quarter;
    - How they were delivered; and
    - How they contributed to a participant's ability to fully participate in grant-funded activities.
  - C. Those grantees who have no changes to report on the above items relative to previously submitted reports should indicate so, in addition to indicating the reason for their lack of changes.
  - D. For SCSEP grantees, please provide information on the current quarter regarding:
    - Additional training activities outside of community service assignments; and
    - Types of host agencies that are being recruited.

## Section III. Progress Towards Grant Goals.

The purpose of this section is to describe the progress of the grant's project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

- A. Provide any updates on the progress of the ETA approved grant timeline/work plan and program activities,
- B. Provide any updates on key deliverables and products developed for broad dissemination to the workforce system, as applicable. This includes identifying products developed with grant-funds such as educational curriculum, websites, and other resources.
- C. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. The timeline must be updated each quarter noting the actual date of each activity's completion as accomplished.

- D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan, and how the project intends to resolve them.
- E. Describe the next steps or key focus areas planned for the project in the next quarter.
- F. If applicable to the grant, use this section to provide additional information that describes the status of capacity building activities occurring under the program. This may include highlighting those items that have been completed and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures.
- G. Grantees who have nothing to report should indicate this.

#### **Section IV. Development and Implementation of Effective Practices and Program Model Strategies.**

The purpose of this section is to describe how the program model is achieving the program's intended purpose and the goals/objectives and activities outlined in the grant application and work plan. This section may also reflect how equity is taken into account in the development and implementation of the program. "Equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

- A. This may include:
  - A description of outreach and/or recruitment activities.
  - Examples of the development and implementation of education and training programs.
  - Identifying and engaging industry sectors and employers.
  - Aligning policies and programs.
  - Measuring systems change and tracking performance.
  - Developing new, or enhancing existing, curriculum or industry training.
  - Creating new career assistance tools and resources.
- B. Grantees may describe how any development and implementation activities (such as those outlined above in Section IV.A) contribute to use of services by underserved populations and facilitate equitable service provisions across target populations and underserved communities. Grantees may also identify administrative barriers, statutory barriers, or other challenges they face in ensuring equitable use, service delivery and outcomes achieved.
- C. Grantees may describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.
- D. Grantees with no progress to report on the above items should indicate this.

#### **Section V. Status Update on Match and/or Leveraged Resources *(if applicable)*.**

The purpose of this section is to provide updates on the status of all matches and/or leveraged resources.

- A. Identify any funding needs and sources and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter.

- Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Only grants with a match requirement should report on match.
- Leveraged resources are those additional resources the grantee and its partners use to support the implementation of the program. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources used to sustain the project after the life of the grant, if applicable.
- Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

B. The update may include:

- Organizations that contributed the resources.
- Ways in which the resources were used during the current quarter.
- Cumulative amount of match and/or leveraged resources.
- Type of match and/or leveraged resources contributed to the project.

## **Section VI. Status Update on Strategic Partnership Activities** *(if applicable).*

The purpose of this section is to describe how partners are working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

- A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.
- B. This section may:
- Discuss how partners have engaged during the current phase of the project.
  - Outline specific roles and contributions of each partner during this quarter.
  - Identify any challenges encountered/resolved in the development and management of the partnership.
  - Report new partners that may have been included in the project or identify any previous partners that may have left the project. Grantees with nothing to report should indicate as such.

## **Section VII. Status Update on Employer Engagement Strategies.**

The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships and any efforts to develop new employer partnerships. This section may discuss how equity is taken into account in the identification of, engagement with, and services provided to employers and employer associations.

- A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

- Increased employer involvement including employers serving as mentors.
- Program staff and employers identifying ways to encourage continuous improvement to hire program participants.
- New employer partnerships (e.g., increased number of employers).
- Positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

### **Section VIII. Key Issues and Technical Assistance Needs.**

The purpose of this section is to describe any grant challenges and related technical assistance needs.

- A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues.
- B. Describe questions the grantee has for ETA, as well as any technical assistance needs.
- C. For SCSEP grantees, this section should include information on the recruitment of eligible applicants, meeting the most in need goal, and over/under enrollment challenges.
- D. Grantees with nothing to report should indicate this.

### **Section IX. Significant Activities, Accomplishments, and Success Stories.**

The purpose of this section is to provide additional, in-depth information regarding promising approaches, new processes, and/or lessons learned that are not addressed elsewhere in the report.

- A. Report any other significant activities and accomplishments.
- B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.
- C. Additionally, if appropriate, and with the participant's permission, please highlight one or two grant- or participant-level "success stories" from the program per quarter.  
When documenting success stories, please describe the:
  - Background, problem, issue, or concern prior to program involvement.
  - Response or intervention provided by the project.
  - Results and outcomes, including who benefited and what changed or improved.
- D. Grantees may also include promising practices and success stories as attachments to the report.
- E. Grantees with nothing to report should indicate this.

### **Section X. Evidence and Evaluation.**

The purpose of this section is to provide information to ETA on how evidence and evaluations are being developed and applied. This information may help ETA to plan for future evaluation needs.

- A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies. In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

- B. Please provide an update regarding the participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.
- C. Please include information regarding the grantee's participation in any studies or evaluations not required as part of the grant award, including any internal evaluations. Please describe the study, any data sources, and whether a third party is managing this project.
- D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grantee using, or have plans to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grantee been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grantee answer?
- E. Grantees with nothing to report should indicate this.

## **Section XI. Additional Information** *(if applicable).*

The purpose of this section is to provide any additional relevant information that is not included elsewhere in the report.

- A. For SCSEP grantees, this section should include information regarding the:
  - Status of the activities described in their training and supportive services waiver request; if applicable and if not described in Section II.D.
  - Progress on special projects.
  - Status of any complaints/grievances.

## **REFERENCES**

- Older Americans Act of 1965, as amended, 42 USC §3056, et seq.; Older Americans Act Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016); Supporting Older Americans Act of 2020, Pub.L.116-131 (March 25, 2020)
- Consolidated Appropriations Act, 2021 [Including Coronavirus Stimulus & Relief], Pub. L. 116-260 (December 27, 2020)
- TEGL 17-20, Update Guidance on Priority of Service, Durational Limits, and State Plan Submissions (April 15, 2021)
- Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), Pub. L. 116-136 (March 27, 2020)
- TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System (January 18, 2017)
- Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128, Sec. 121, Funding of One-Stop Infrastructure
- Paperwork Reduction Act of 1995, Pub. L. 104-13 (May 22, 1995)
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2021)
- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013), published at 2 CFR Part 200

- TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility (December 28, 2006)
- VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, Pub. L. 112-56 (November 21, 2011)
- Federal Poverty Guidelines, Federal Register 86 FR 7732 (February 1, 2022); or HHS
- website at <https://aspe.hhs.gov/poverty-guidelines>.  
<https://labor.alaska.gov/dets/policies.htm> - See Department Policies